

TEXAS CHRISTIAN UNIVERSITY
May 18, 1948

TO THE HEADS OF DEPARTMENTS and
To All Members of the Teaching Staff
in Every Department (Day)

Dear Friends

It will not be possible to process a drop on Spring semester courses after May 20.

In every case in which a student fails to attend class after May 20, or fails to take the final examination, the instructor will be required to give that student one of the following grades:

1. An earned grade of A, B, C, or D,
2. An "I" only in case the instructor has full knowledge of a student's circumstances such as illness or death in the family which occurred at the time a student was making a passing grade, or
3. An F.

It will be necessary to place in the proper column after all students' names the number of absences for the Spring semester. This should not be omitted in any case. The information is needed for reports which will be made to the Veterans Administration and for other necessary purposes.

Jerome Moore, Dean
College of Arts and Sciences

R. A. Smith, Dean
School of Education

E. M. Sowell, Dean
School of Business

T. S. McCorkle, Dean
School of Fine Arts

T. F. Richardson, Director
Student Personnel

JAM:nc