

FACULTY BULLETIN

VOL. XXIII

August 26, 1948

No. 12

TO THE TEACHERS OF SUMMER CLASSES:

You will find herewith the duplicate copy of your class roll for use in making the reports requested in the faculty bulletin of last week. This extra copy is to be kept by the Dean of each school. The original copy sent you last week is the one to pass through the regular channel, eventually reaching the Registrar's Office.

Here is the procedure: Grades on all summer students are to be turned in to the department heads in duplicate at 9 a.m. Monday, August 30. Department heads will hand them to their respective deans by noon on that day and the deans in turn will take them to the Registrar's Office by 4 p.m. on the same day, August 30.

S. W. Hutton, Registrar

CONCERNING SIX-WEEKS SUMMER TERM

The Classification Committee has asked me to quote in the Faculty Bulletin the following official minimum standard of the Association of Texas Colleges:

"In computing the time for the summer term the week shall be the unit, rather than the number of days, so that a six-weeks term cannot be completed in five weeks."

This regulation should be kept in mind by teachers who may have students who do not attend class any day during the last week of the present summer term. Such students should not be given a passing grade. In doubtful cases, such as absence during an entire week earlier in the term confer with the head of your department, and if he considers it worthy of further consideration, present the matter to me at once.

Jerome Moore
Director of Summer Terms

TO ALL INSTRUCTORS

Your attention is called to the terms of our contract with the Veterans Administration to the effect that only those books and equipment are to be furnished by the Veterans Administration which are required of all students in the same courses. Our attention has been called to the fact that some are requiring books of Veterans not required of non-veterans. This cannot be done.

Jerome Moore, Dean
Add-Ran College of Arts and
Sciences

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REGISTRATION INSTRUCTIONS

You will find herewith Registration Instructions for the fall semester. The three days assigned for the details of registration, as you will note, are September 15, 16, 17. On these days the usual line-up in the Library will be followed.

All who are charged with responsibility of keeping petition sheets up to date are urged to have them ready for registration that the line may move rapidly.

A file of student record books will be ready on the returning students. Transcripts of credits will be ready for the new students.

Kindly follow the Registration Instructions closely and remember no changes, drops, or adds can be made on anyone except between September 20-25.

S. W. Hutton, Registrar

THE FOLLOWING STUDENTS HAVE DROPPED ALL COURSES:

Names redacted

7-19-48
7-30-48
8-13-48
8-19-48
8-18-48
7-19-48