

ONCE MORE - AND THE LAST - THOSE GRADES

You are doubtless aware that the handling of grades on the student enrolled this spring is no small task. Your full cooperation in following instructions previously given will be appreciated very much

On students to receive degrees May 31st the final grades are to be in the IBM Office by 9:00 A.M. Monday (next), May 29. A delay or an inaccuracy in grade is quite distressing to say the least. Thanks for your help!

All grades are to be reported in duplicate to department heads within 48 hours after each examination. The final reports are to reach the department heads by not later than 8:00 A.M. June 1. These duplicate grades are to reach the deans by 9:00 A.M. on that same date. The deans will retain one copy for reference and will turn in the other copy to the IBM Office not later than 10:00 A.M. on June 1 (same date). PLEASE NOTE NUMBER OF ABSENCES.

Please post your grades for student information as soon as the grades have been determined. Thank you for your cooperation.

Please follow carefully the Registration Instructions for the Summer sent to you last week. June 5 is the big day.

AUGUST PETITION SHEETS

Deans and department heads charged with the responsibility of keeping Petition Sheets up to date are advised to begin now to get the August list of candidates in order that the names and Petition Sheets may be ready shortly after the Summer registration. The Registrar's Office will call for these about June 15. Thanks!

S. W. Hutton
Registrar

APPROVED ABSENCES

The following students participated in the Inter-Collegiate Rodeo Association Rodeo held at Ranger Jr. College, May 11, 12, and 13, 1950 and should be allowed to make up the work that they missed:

Clyde Sikes
James Barber
Roy Pitcock
Greta Chadwick
June Prichard
Shirley Archer

B. A. Crouch

FINAL EXAMINATION SCHEDULE - SPRING SEMESTER
May 24-31, 1950

Instructions

1. Each examination is scheduled for a period of two hours, and should begin promptly on the hour assigned. Keep within the schedule.

2. Instructors will turn in their grades to the department heads (in duplicate) within 48 hours after each examination. The last grades are to reach the department heads not later than 8:00 a.m. June 1. These duplicate copies are then to reach the deans by 9:00 a.m. on that same date. The deans will retain one copy and will send one complete copy of grades to the IBM Office by 10:00 a.m. that day, Thursday, June 1.

3. Teachers are urged to post grades outside their offices as the grades for each class are assigned. If you prefer to give your students numbers rather than to list the names with the grades, you may do so.

4. Students graduating May 31 are to have all their work completed by the close of the day, May 26 (Friday). You will note that they may take their final examinations within the regular exam periods on May 24, 25, and 26. Aside from this provision these graduating students must take their finals at the discretion of their teachers. GRADES ON GRADUATING STUDENTS MUST REACH THE IBM OFFICE NOT LATER THAN 9:00 A.M. MONDAY, MAY 29 on the special roll forms provided for the purpose.

THE EXAMINATION SCHEDULE

<u>Class</u>	<u>Hour</u>	<u>Exam Hour</u>	<u>Date for Examination</u>
8:00	MWF	8:00 - 10:00	Wednesday, May 24
9:00	MWF	10:30 - 12:30	Wednesday, May 24
10:00	MWF	8:00 - 10:00	Friday, May 26
11:00	MWF	10:30 - 12:30	Friday, May 26
12:00	MWF	10:30 - 12:30	Monday, May 29
2:00	MWF	1:30 - 3:30	Wednesday, May 24
3:00	MWF	1:30 - 3:30	Friday, May 26
4:00	MWF	1:30 - 3:30	Monday, May 29
8:00	TTS	8:00 - 10:00	Thursday, May 25
9:00	TTS	10:30 - 12:30	Thursday, May 25
10:00	TTS	8:00 - 10:00	Saturday, May 27
11:00	TTS	8:00 - 10:00	Tuesday, May 30
12:00	TTS	10:30 - 12:30	Tuesday, May 30
2:00	TT	1:30 - 3:30	Tuesday, May 30
3:30	TT	4:00 - 6:00	Tuesday, May 30

SPECIAL EXAMINATIONS

Eco. 321b, 323	1:30 - 3:30	Wednesday, May 24
Math 312ai, 312bi, 315	4:00 - 6:00	Wednesday, May 24
SCHOOL OF BUSINESS		
Acct. 422a, Mgt. 449	10:30 - 12:30	Saturday, May 27
Acct. 422b	4:00 - 6:00	Wednesday, May 24
B Ad. 312b, Mgt. 347	1:30 - 3:30	Thursday, May 25
B Ad. 332	4:00 - 6:00	Monday, May 29
B Ad. 338	4:00 - 6:00	Friday, May 26
B Ad. 339b	8:00 - 10:00	Monday, May 29
B Ad. 345	4:00 - 6:00	Thursday, May 25

Note: If you have a class meeting at an odd hour, or at an hour not regularly scheduled you may hold your final exam Wednesday, May 31.

S. W. Hutton, Registrar