

MEMO TO THE FACULTY

Last week I visited on the campus of a prominent tax-supported institution in Texas, and was interested to read on the Bulletin Board that faculty members were "required" to attend Commencement programs. We do not believe in "requiring" such things to be done at Texas Christian University. As a courtesy to the graduates and as an outward expression of interest in how people think about Texas Christian University, it would be good if all possible faculty and staff members could attend the various activities in connection with our graduation programs.

Very cordially yours,

M. E. Sadler  
President

BY WAY OF URGENT REMINDER

Deans and Department Chairmen received from Dean Moore, Director of the Summer School, this word under date of August 16:

- "1. There will be no examinations Saturday, August 25.
2. Grades on all candidates for graduation must be turned in at the Registrar's Office not later than Friday, noon, August 24. You have the list.
3. There will be no formal printed schedule of examinations.
4. Classes are to be held through Friday, August 24th.
5. Arrangements for grades on graduating candidates must be made to be able to hand in their grades by noon on August 24th even though this may require giving an early examination to those candidates.
6. Final grades sheets for Summer Term II are to be turned in as instructed in the Faculty Bulletin of August 16" (This does not relate to graduating candidates)  
The final Term II grades are due in duplicate in the office of each dean by 10 A.M. Saturday, and through that office to the IBM Office by 11:00 A.M. Saturday, August 25. If you will do this promptly we can process them before the power is turned off on August 29. Thanks for your cooperation.

S. W. Hutton,  
Registrar