

CONCERNING GRADES:

1. All "D" and "F" grades for V-12 men are to be left in Dean Moore's office on August 1.

2. On the grade report sheets to be handed in at mid-trimester, please include the names of all students for whom you have had Admit-to-Class cards. A course dropped, after the first six weeks (August 11), while the student is Failing is counted "F" and he should have the mark WF on the Admit-to-Class card and the report sheet. If the class meets daily, and he drops after the first three weeks (July 21), while failing, he should be marked WF. If the student drops at any time while passing, the mark should be WP (add date.)

In the absence of Dean Shelburne and Dr. Richardson your reports on absences should be sent direct to the Dean of the School in which the student is primarily registered. If you are not sure, telephone the Registrar's Office about this matter.

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CIVILIAN ABSENCES:

<u>NAME</u>	<u>CLASS</u>	<u>DAY</u>	<u>DISPOSITION</u>
Names Redacted	Math. 318, Span. 321	6/17	Excused
	All Classes	7/21	"
	All Classes	7/19, 20, 21	"
	Math. 318	7/19, 21	"
	Eng. 324a, Spch. 324	7/19	"
	All Classes	7/17	"
	Eng. 324b, Gov. 321	6/16, 17, 18, 19, 20	"
	All Classes	7/19, 20	"
	All Classes	7/19, 20	"
	All Classes	7/23	"
	All Classes	7/9-21	"
	All Classes	7/18, 20	"
	All Classes	7/23	"
	All Classes	7/23	"
	All Classes	7/11, 12, 13, 14, 16	"
	All Classes	7/21	"
	Eng. 324a	7/24	"