

December 27, 1943

Members of Faculty:

Grade Reports and Examination Schedules

1. Not later than noon, January 5, there should be reported to me on orange colored cards the names of the boys who are probable failures in each course. This does not mean that each of these boys will certainly fail, but it will be an indication of the probable number of boys who will fail and also indicate to us which boys might be separated from the program at that time.

2. All grades for all boys should be reported on white cards and be in my office not later than noon, January 20. These cards will show the final grade for the term, subject to change where the work of the last week seriously affects the grade and causes it either to be raised or lowered.

3. Any changes in any grades in a course as a result of the last week of work should be in my office by Saturday noon, January 29. It is presumed that this will not affect many of the grades. Use white cards for the report of any changes.

4. Examination Schedule. It is proposed to have the following examination schedule:

Term I & II History: 1 hr. examination, Hoch Aud., 10:30 a.m., Saturday, Jan. 15.

Term I & II Physics: 2 hr. examination, Hoch Aud., 1:30 p.m., Saturday, Jan. 15.

No other classes in the army program will meet on this date. Saturday is selected for these examinations for the reason that there are fewer classes scheduled and hence there will be less lost class time.

Geography: 1 hr. examination, Hoch Aud., 4:30 p.m., Monday, Jan. 17.

Geography, Term I & II, scheduled at this hour so that all Geography students may take the examinations at one time. This hour causes no loss in other academic class time. English and Geography classes meeting at this hour will meet 4:30, Tuesday, Jan. 18.

English, Chemistry, and Mathematics will give their examinations in the regular class periods, presumably on January 17 & 18. All classes will meet regularly on Jan. 17 & 18. Although this is technically the final examination, please do not announce any final grades to boys until the end of the term. An additional test should be given the last week.

It now appears that we shall have approximately 100 boys in Term I next term, 275 in Term II and 175 in Term III, or a total of about 550 in the Basic year.

P.S. Also, please do not inform the boys that you are turning in any term grades before the end of the term.

Sincerely yours,

Bert A. Nash