

Please Retain This Sheet for Reference

GRADE REPORTS

(A) Report F and D grades on the Blue cards on the following dates:

April 3, 1944

May 1, 1944

May 29, 1944

(B) The monthly grade reports are cumulative

(C) Blue report cards may be secured at Room 1A, Frank Strong Hall or by telephoning KU 40.

(D) The basis for academic restriction is as follows:
8 hrs F; 5 hrs F; 4 hrs F, 1 hr D; 3 hrs F, 3 hrs D; 2 hrs F,
5 hrs D; 1 hr F, 7 hrs D.

WEEKLY ATTENDANCE REPORTS

(A) Reports are due each Monday for absences of the preceding week. Where there are no absences, write "none" on the card and return. Please fill in the name of the class and sign the card in the space provided.

(B) Immediately after roll call make known to the class every V-12 student who has been marked absent. The method suggested is to write on the board the names or numbers of those marked absent. This gives every V-12 student the opportunity to correct any error the instructor may have made.

SICK BAY REPORTS

Sick-bay reports will be sent you each week through the campus mail. Please check these reports since they:

(1) State the names of V-12 students confined to the sick-bay. It is not necessary to report these men on the weekly attendance report cards.

(2) State the names of the V-12 students who have been transferred from the program to some other unit.

(3) State the V-12 students who are on the light duty list. This information is given mainly for the benefit of the Physical Education Department.

MISCELLANEOUS

Report to me immediately any cases of cribbing, continuing tardiness, or any other major irregularity in your classes on the part of V-12 students.

March 17, 1944

Leonard H. Axe
University Director of the
Navy V-12 Training Program.