

## NOTICE TO INSTRUCTORS

Your attention is called to a rule of the University requiring that examinations be held for all students during the last days of the semester.

To avoid confusion, the examination schedule and the accompanying regulations should be followed strictly by all concerned, except that any necessary departure from the regular schedule and regulations may be made only for good reasons and after advance written request by the instructor and approval by the Examinations Committee, Professor James C. Malin, Chairman.

Regular classes with laboratory work only will be examined as other classes except that the hour may be any one of the several hours scheduled in the laboratory period, the choice to be made by the instructor after consulting with the students and with other instructors concerned.

Irregular appointment classes and appointment laboratory classes will be examined at the time to be set by the instructor after consultation with the students and with any other instructors concerned. In case his option is insufficient to avoid conflicts the instructors concerned will submit in advance for approval by the Examinations Committee a written substitute schedule of examination hours for the conflicting courses.

In case of mixed courses in which the laboratory work does not come at the same hour as the class work, the examination may be scheduled in either of the following ways: (1) a single examination covering both the class and the laboratory work at the time scheduled for the class hours; (2) two examinations, one for the class work at the time scheduled for the class hours, and one for the laboratory work at the time scheduled for the laboratory periods.

The School of Law is authorized to make its own examination schedule provided that it take care of all non-law students without causing them conflict with their other examinations.

The School of Medicine (this does not include pre-medical courses) is authorized to make its own examination schedule provided that it take care of all non-medical students without causing them conflict with their other examinations.

Entrance Examinations may be taken from January 4 to January 11, 1943, inclusive. Persons wishing to take examinations should arrange with Professor James C. Malin, 225 Frank Strong Hall, on or before January 4, for definite appointments.—DEANE W. MALOTT, Chancellor.