

## COLLEGE COMMUNICATIONS

February 19, 1945

### FEBRUARY FACULTY MEETING

The February meeting of the faculty will be held at 4:30 Tuesday, February 20, in the auditorium of Frank Strong Hall. One of the questions before the faculty has to do with the possibility of offering short courses for returning veterans, and the possibility of offering some sort of recognition, perhaps at the end of the sophomore year, to students who do good work but drop out of school without meeting the requirements for a degree. There will be opportunity in the meeting for the offering of suggestions by members of the faculty.

### FINAL EXAMINATIONS

The final examination period is from February 21 to 24 inclusive. Instructors should be careful to hold their examinations according to the printed examination schedule as approved by the University Senate. No department or instructor is authorized to change the time of any examination. Occasionally, in the past when instructors have taken it upon themselves to change the examination schedule, they have not only been guilty of violating regular procedures, but have made it more difficult for some students by putting too many examinations on one day or by taking the time which a student needs for preparation for the examinations of the following day.

### DISHONESTY IN EXAMINATIONS

We continue to hear from students that some instructors do not give adequate supervision during the examination period. Even if present, they read a book or a newspaper and don't see the dishonesty which is obvious to many students in the classroom. Such supervision is not adequate and honest students resent it. Will you please be sure to give your final examinations adequate supervision, regardless of the size or personnel of the class.

In addition, all special or make-up examinations must be thoroughly supervised if we are to maintain our standards and protect the students' reputation.

In short, in the absence of an honor system, it is the instructor's duty to supervise carefully every examination he gives.

### FINAL GRADES

It will be a great help to the College Office and the Registrar if all final grades are turned in just as soon as possible after the final examination is given. In addition, please report all failures and incompletes on the red and blue cards not later than 9 o'clock Tuesday morning, February 27. Red cards should be made out also for those who withdrew with failures during the semester.

### CORRECT GRADE

The correct grade for a student who withdrew during the semester with a failure is not a "WD", but an "F". Only students who withdrew with an honorable withdrawal should be reported as "WD" on the final grade sheet.

### ADVISING

It is very obvious that this semester's students, especially the Freshmen and Sophomores, have had much more contact with their advisers than formerly. The pre-enrollment advising period of last week brought large numbers of students to their advisers and many problems which are normally left for enrollment day have already been disposed of.

Both students and advisers of freshmen and sophomores feel that the reporting of unsatisfactory grades in the case of freshmen and sophomores at the end of the first four weeks of the semester has shown the wisdom of the plan. We are very sure that many students were materially helped by the early check-up with their advisers.

Freshmen and sophomores with any unsatisfactory reports at the end of four weeks were asked to confer with their advisers. Nearly all of the students reported for conferences. The few who failed to go were called to the office for an interview. Then, after mid-semester reports were received, all freshmen and sophomores were instructed to report to their advisers for conferences. At this time all but 3 $\frac{1}{2}$ % of the girls reported, while 15% of the men failed to appear. Again those students who failed to report for conferences were called to the office for interviews.

\* \* \* \* \*

"Education has been extremely vocal about techniques and strangely silent about goals."