

COLLEGE COMMUNICATIONS

January 22, 1937.

THE OLD SEMESTER

Will you please help us by carefully reading and following the procedures listed below, having to do with the reporting of grades:

1. Since all failures and incompletes must be transcribed before enrollment, it is very important that we have the advance failure reports (red cards) and also the advance incomplete reports (blue cards) on file in this office not later than twenty-four hours after each examination, if possible. In any case, we feel we must have all failure reports in the office not later than Friday, January 29. The cards are obtainable at the departmental offices.
2. Be sure to turn in red cards for those students also who have withdrawn with a failure during the semester.
3. Please indicate the amount of the incomplete, such as $\frac{1}{2}$ hour or 1 hour, on the incomplete cards.
4. In order to administer the regulations on classification and amount of work allowed, it is necessary to have a complete record of all grades at enrollment time. We trust all your grades, therefore, will be in before Sunday. Failure to do this forces us to send students to you during enrollment to find out their grades, thus bothering you and slowing up enrollment.

THE NEW SEMESTER

Please note carefully that enrollment for the spring semester will be on Monday and Tuesday, February 1 and 2, instead of on Tuesday and Wednesday. And each morning we will start promptly at 8:30. We cordially invite all who help with enrollment to meet us at Robinson Gymnasium at that time.

INCOMPLETES

Students with Incompletes are not to be reinrolled in the entire course. If any wish to do so, refer them to the dean.

BELIEVE IT OR NOT!

We didn't have a faculty meeting in January because we didn't feel there was enough business before us to warrant calling one. Any objections? If we promise not to have unnecessary meetings, will you promise to attend all the necessary ones?

MAY WE SUGGEST

1. That the only value of a plus or a minus attached to a grade is in the instructor's mind, since they are never recorded by the registrar nor in our office. Yet some instructors seem to feel that they are not giving so many A's if a minus is attached to a few of them, and that they are not really passing a student if they give him a D-.
2. That we are grading pretty liberally when 50 per cent of our grades in the College are A's and B's. Here are the catalog definitions of these grades:

"The letter A is reserved for work of marked excellence."

"The letter B indicates very good work of much more than average quality."

Can half of our students be doing work of "much more than average quality"? To our mind there should be a distinct increase in the percentage of C's at the expense of the A's and B's.

3. That all members of the faculty should remember that our rules forbid the changing of any reported final grade except on the discovery of a clerical error. And we must interpret "clerical" as not including an error of judgment.

OH! HOW WE WISH

1. That instructors would stop telling students they are willing to admit them to their classes without the prerequisites, if only the dean would agree.
2. That instructors would stop telling students they would be willing to give them another final examination or let them do some extra work in order to raise the grade, if only the dean would agree.
3. That instructors would stop telling students they would be willing to raise a final grade from a D+ to a C-, if only the dean would agree.
4. That the dean could find some way of doing what all the faculty and all the students want him to do about everything.
5. That for each of you the coming semester will be the happiest and most profitable one of your life.