

THE COLLEGE BULLETIN

March 14, 1936.

NOTICE OF FACULTY MEETING

The Faculty of the College of Liberal Arts and Sciences will meet on Tuesday, March 17, in Central Administration Auditorium at 4:30 p.m.

It is hoped we can complete consideration of the report of the Committee on Group Revision.

MID-SEMESTER REPORTS

Mid-semester reports are due on Tuesday, March 24. These reports enable us to make a complete list of all students who are in danger of excessive failure. From them, also, reports are sent to the parents of those students who are now failing, and both advisers and this office use them in student conferences. We believe this mid-semester check-up prevents more student failures than anything we do. Therefore, we are anxious to do a thorough and complete job of it.

Will you please help us by sending in your mid-semester reports promptly, and by giving us as complete information as possible as to the reasons for each student's difficulties.

Reports are to be made only on those students whose work is incomplete or of D or F grade. Green cards are to be used for freshmen and sophomores; white cards for all others. These cards may be obtained at the departmental office.

Please use the usual blue cards to indicate that you have reported on each of your classes.

ABSENCE REPORTS

Rightly or wrongly, we find that parents expect this office to know whether or not their children are attending classes. We feel we should, therefore, be kept informed of those absences which indicate that a student doesn't plan to attend a class any longer. Accordingly, will you please report absences of over a week (unless caused by known illness) on the "Deficiency Cards."

A student dropping out of a course without withdrawing and reported several weeks later can receive only an "F" in the course. Prompt reports of continuous absences frequently prevent such failures, for then we can often get students back into their classes before it is too late.

WITHDRAWALS

Please remember that no student is withdrawn from a course until you have received a withdrawal notice from this office.

DEFICIENCY CARDS

Please use these cards at any time during the semester to report students who are failing in or neglecting their work. Mid-semester reports, however, may take their place at this time of the semester.