

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 departures 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 M. E. Rice, 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 consultation 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 this 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.

When a three-hour course is scheduled on Tuesday and Thursday at one hour and on another day at the same or a different hour, the examination should be given as for a two-hour course at the Tuesday and Thursday hour, but the examination may use 3 hours except on the last day of the examination schedule. Likewise, when a two-hour course is scheduled on M, W, F, or on any two of these days, the examination should be given as for a three-hour course on the M, W, F, hour, but the examination may use only 2 hours.

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 conflicts 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 conflicts with their other examinations.

Entrance Examinations may be taken from June 1 to June 8 inclusive. Persons wishing to take such examinations should arrange with Professor M. E. Rice, 202 Blake Hall, on or before May 29 for definite appointments.

E. H. LINDLEY, Chancellor.

EXAMINATION SCHEDULE—JUNE 1 TO 8, 1939, INCLUSIVE

THURSDAY	A.M.	2:30 classes, 5, 4, 3 hours, at 8:30 to 11:20
June 1	P.M.	2:30 classes, 2, 1 hours, at 2:30 to 4:20
FRIDAY	A.M.	9:30 classes, 5, 4, 3 hours, at 8:30 to 11:20
June 2	P.M.	9:30 classes, 2, 1 hours, at 2:30 to 4:20
SATURDAY	A.M.	10:30 classes, 5, 4, 3 hours, at 8:30 to 11:20
June 3	P.M.	10:30 classes, 2, 1 hours, at 2:30 to 4:20
Sunday, June 4, 1939		
MONDAY	A.M.	8:30 classes, 5, 4, 3 hours, at 8:30 to 11:20
June 5	P.M.	8:30 classes, 2, 1 hours, at 2:30 to 4:20
TUESDAY	A.M.	1:30 classes, 5, 4, 3 hours, at 8:30 to 11:20
June 6	P.M.	1:30 classes, 2, 1 hours, at 2:30 to 4:20
WEDNESDAY	A.M.	11:30 classes, 5, 4, 3 hours, at 8:30 to 11:20
June 7	P.M.	11:30 classes, 2, 1 hours, at 2:30 to 4:20
THURSDAY	A.M.	3:30 classes, 5, 4, 3 hours, at 8:30 to 11:20
June 8	P.M.	3:30 classes, 2, 1 hours, at 1:30 to 3:20
	P.M.	4:30 classes, all hours, at 3:30 to 5:20

Grades—The Senate regulations regarding grades are as follows: A . . . shall be reserved for work of marked excellence, indicating high honor. B . . . shall represent very good work of much more than average quality. C . . . shall indicate that the work has been of good average character, better than that which deserves merely to pass. D . . . shall represent work, the lowest in quality that would enable a student to pursue, without undue lack of material or of method, the next dependent course, whether this latter be in the same department or in a related department. In case the course in question is not used as a prerequisite for others, a standard equivalent to this should be specified.

I and F shall be employed to indicate incomplete work and failure. I . . . shall indicate incomplete work, such as may be completed without repetition of the regular work of the course. F . . . shall indicate that the regular work of the course must be repeated. An incomplete is not to be given when any other grade can be used, and further, an incomplete shall not be given except when for good reason, some part of the work has not been completed.