

February 8, 1968

Notes for faculty and staff will be distributed on Monday of each week, if news items are available. Please give notices which should appear in a particular issue of CAMPUS NOTES to Mrs. Barton prior to 4:00 p.m. on Thursday.

1. Room Changes

Faculty members are reminded that if a room change is desired, please notify the office of the Assistant Dean prior to making the change. This is to avoid confusion when students come in and ask where the class is to meet and it has been moved without our knowledge.

2. Deadline for Dropping and Adding Classes

The last day for dropping and adding classes is February 14, 1968.

3. Indiana State University vs University of Evansville - Basketball

Tickets for the Indiana State University - University of Evansville basketball game to be played February 17, will be available at the Business Office at \$1.75 each for students. There is a limited supply.

4. Dropping or Adding Courses - Academic Year

During the first two weeks of a semester a student may add or drop a course with the approval and signature of his academic advisor. A student may drop a course during the third and fourth weeks of the semester with the approval and signature of his academic advisor. From the fifth week through the fifteenth week a student may drop a course only with the approval and signature of both his academic advisor and his academic dean.

A student's grade determination will be dated and processed as of the date the student initiates the action to officially drop the course, but only after the course has been officially dropped. Students who drop classes without official permission will receive the grade of F in the courses.

A change of schedule fee of \$2.00 will be assessed each time a student changes his schedule after registration.

5. Grade Determination

From the first through the fourth weeks of the semester the grade of N (no grade) will be given to all students who officially drop courses. From the fifth through the fifteenth weeks, if courses are officially dropped the N (no grade) will be given if passing; the F grade will be given if failing. Every student is expected to attend all classes for the full seventeen weeks of the semester. At the end of the seventeenth week, an instructor will give each student an incomplete or a letter grade.

6. Grades Other Than Letter Grades

An N (no grade) is used in all situations during the first four weeks of a semester to denote the student's attendance is insufficient to receive a grade and therefore no grade is recorded on the transcript. The N is also given from the fifth through the fifteenth week if the student is passing at the time he leaves the course. An N means the student cannot receive credit for the course under any circumstances.

Unusual circumstances may warrant an N grade on occasions other than those defined. This will be given only with the approval and signature of the appropriate academic dean.

7. Notes of Appreciation

Dr. and Mrs. Donald Pitzer wish to convey their sincere appreciation to staff and faculty of the Evansville Campus for their assistance and expressions of sympathy during the recent illness and death of Dr. Pitzer's father.

Mr. and Mrs. John Price wish to express their appreciation for the flowers and expressions of sympathy.
(Death of Mrs. Price's father)

7. ETV - Seminar

The Purdue TV Center will televise seminars in Room 44, beginning February 13 at 5:00 p.m. The Engineering series will involve 28 programs each held on Tuesday night.

There will, also, be a Pharmacy seminar beginning February 21. There will be no charge for the engineering series, but there is a \$10.00 registration fee for the pharmacy series.

For further information, contact Mrs. Betty Searcy.