

1. Emergency Medical Treatment

If a student is taken by a member of the faculty to a hospital or physician for emergency medical treatment, please report this information to the Business Office as soon as possible.

2. Policies

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.

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 A 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.

Incomplete grades may be given only at the end of a semester or term to those students whose work is passing but who have left unfinished a small amount of work - for instance, a final examination, a paper, or a term project - work which may be completed without further class attendance. The instructor must file both with the Registrar's Office and with his Department Office a statement describing the work to be completed by any student receiving an Incomplete grade.

The Incomplete grade should be removed during the next regular semester, whether or not the student is registered in the University; however, if an Incomplete grade stands on a student's record for more than a single semester, it can be removed only by the student's re-enrolling in the course, unless there is a valid reason for the instructor to decide otherwise. In the event that the instructor from whom a student receives an Incomplete grade is not on the campus, the disposition of a case involving an Incomplete grade resides with the appropriate department chairman.

3. Library Information

Total number of books in the library, including bound periodicals and indexes was 4076 at the time of the December 4th listing of new materials. Miss Rom is to be commended for the excellent work she is doing in making additions to our library holdings.

4. Examination Schedules

The final examinations will be given January 18-19-22 and 23. Grades will be posted on January 25 at 10:00 a.m.

5. Faculty Meeting for Pre-registration and Pre-advising Students

A faculty meeting will be held at 12:00 Noon, Wednesday, January 3rd in room # 25, to prepare for the pre-registration and pre-advising of students.

6. Pre-Registration Date

Pre-registration date has been set for January 10, 1968, from 11:00 a.m. until 7:00 p.m.

7. University Office - Christmas Season

Administration Offices of the Indiana State University - Evansville Campus will be closed December 23, 24, 25 and 26, December 30, 31 and January 1st. Administration offices will be open December 27, 28 and 29 and January 2nd.

8. High School Visitation

Members of the Administrative Council will be making high school visits to schools within a 45 mile radius of the University during this week (December 11 - 15).

9. Faculty Invited to Dance and Pre-Dance Cocktail Hour

The adjunct and regular faculty have been invited to the students Season Annual Holiday dance. Friday, December 29, at the Gold Room of the new Community Auditorium.

All faculty who plan to be in the community over the holidays are invited the pre-dance Cocktail Hour Dean and Mrs. Rice are having at their home at 611 Mels Drive for the student dance Committee members and their dance guests. (7:00 to 8:30)

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