

University of Hawaii

Circular of Information

FOR FACULTY MEMBERS

1927—1928



University of Hawaii
Honolulu, 1927

CIRCULAR OF INFORMATION

Consult the latest edition of the annual catalog for authentic information. In this, you will find the following references of special importance, meriting particular attention of all faculty members.

Vacations, holidays, semester periods and other calendar dates are given on Page 2.

Officers and Committees for 1927-28 are named on Page 4, with a few additions and changes as announced on the Bulletin Board.

Freshman Week is September 6 to 10. All faculty members should be on the campus then and available to students for consultation.

Registration rules and requirements appear on Pages 25 and 28.

Registration Cards—Instructors are given cards by the registrar indicating the enrollment in each class. Students who attend class *without* an enrollment card should be reported *at once* to the registrar. Accept enrollment cards *only* from the registrar's office.

Refusing Registration—An instructor may refuse registration in a course to a student whom he believes incapable of carrying the work demanded by the course.

Grades and Grading—Grades are indicated by percentage figures, 60 being the passing mark. The normal expectation in grading Freshmen would be that in any class:—

- 7 per cent would rank 90 to 100
- 24 per cent would rank 80 to 89
- 36 per cent would rank 70 to 79
- 23 per cent would rank 60 to 69
- 10 per cent would be failures.

For Sophomores, Juniors and Seniors the normal expectation of failures would be 5 per cent of a class, with slightly larger proportions than indicated above in the 60 to 69 and 70 to 79 groups.

Condition—A grade between 50 and 60 indicates a conditional

failure which may be removed by a special examination or other special work prescribed by the instructor, provided this is done in the semester following that in which the condition was incurred.

Incomplete—The grade “I” (Incomplete) is used only for those students whose work is distinctly of passing grade, but for some valid and excusable reason some minor portion of the required work has not been completed within the allotted time. This grade should seldom be used. Ordinarily use the “condition” grade.

Warnings and Reports—Each instructor is expected to notify a student whose work or class attendance is not satisfactory or up to passing grade. Upon blanks furnished twice during each semester by the registrar each instructor is expected to report whether or not each student’s work and attendance are satisfactory.

Oral and written English is to be reported upon for each student, as indicated on the report forms referred to above.

Please return these reports promptly to the registrar.

Grade Points are explained in the catalog on Page 25.

Graduate students may be graded as “satisfactory” or “unsatisfactory” instead of by percentage figures.

Dismissal of Classes.—All classes should be dismissed promptly at the first bell in order to insure prompt attendance at the following classes.

If the instructor is not present to take charge of a class by five minutes after the second bell, students are permitted to leave the class room.

Rooms—Class and laboratory rooms are assigned by the registrar. Any changes made or desired by instructors must be reported to the registrar, to avoid confusion.

Excursions and Field Trips.—If a class is to be taken on a field trip or excursion for study, requiring the absence of students from other class meetings, the instructor is expected to notify the dean of the college concerned at least one week in advance, and obtain his approval.

Examinations—All examinations are conducted by the “honor system,” according to rules adopted by the Associated Students and administered by the Student Council. In part, these rules are as follows:

"Any paper which does not bear the signed pledge is not to be graded by the instructor. Any student passing in a paper without the pledge will be given the opportunity by the instructor to add it, and if he does so the paper will then be graded as if it had originally been received complete. If the student does not add the pledge the paper will be discarded and the student marked absent from the examination.

"Instructors need not be present during examinations except to give out papers and answer questions."

Instructors or students who observe dishonesty in examinations are expected to report this to the Student Council for investigation and discipline.

Faculty Meetings will ordinarily occur on the second or third Wednesday of each month, as called by the president.

Library—Books needed for a certain period of time by a class will be placed on the "reserve" shelf by the librarian when requested by an instructor. Consult the librarian for detailed rules about the use of the library.

Smoking—Faculty members would do well to observe the rule against smoking imposed by the Associated Students on themselves. In general, smoking is prohibited in all buildings, except in offices.

Social Events—The Dean of Women keeps a calendar of all social events which concern faculty members and students. To facilitate this service, please report all such coming events as early as possible. Use of University rooms for social purposes should be arranged for at the business office. If extra janitor service is required a moderate fee will be charged to cover this.