University of Hawaii

Circular of Information

FOR FACULTY MEMBERS

Registration of Students: 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. Do not enter the names of such students on the class roll until an enrollment card has been received from the registrar's office.

Instructors are expected to be in their offices on registration days, especially if their consent is required to enter any course. Such consent must be in writing and is to be noted on the registration card and course card.

Withdrawals and Changes: Withdrawal is the voluntary severance by a student of his connection with a course or with the university. In order to be officially recognized, all withdrawals of undergraduates from courses must have the written consent of both the instructor and the dean on a form to be secured by the student from the registrar, presented to the instructor and dean for signature, and returned to the registrar. In the case of withdrawal from the university, the consent of both the dean of student personnel and the college dean is required. During the first six weeks' period of the semester, all formal withdrawals will be marked "W" by the registrar. Withdrawals at a later period, but prior to the last two weeks of the semester, will be marked "W" if the work of the student, during the period for which he has been registered in the course, has been above passing, otherwise the mark will be "F". Withdrawal from a course during the last two weeks of a semester is not permitted. A student who drops a course without the formality of withdrawing shall be given an "F" in the course.

Dismissal of Classes: All classes should be dismissed promptly at the first bell in order to insure prompt attendance at the following classes. Dismissal before the first bell causes disturbance to other classes. Please hold classes until the period ends.

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 classroom.

Schedule and Rooms: Class and laboratory rooms are assigned by the registrar. To avoid confusion, any changes in schedule or in
room assignments desired by instructors must be made through the registrar's office.

**Grades and Grading:** Grades are indicated by A, B, C, D, E, F, and I, D being the lowest passing grade. The normal expectation in grading Freshmen is that in a large class:

- 7 per cent should rank A
- 24 per cent should rank B
- 36 per cent should rank C
- 23 per cent should rank D
- 10 per cent may be failures or conditions

For Sophomores, Juniors and Seniors the normal expectation of failures would be 5 per cent of a class, with slightly larger proportion than indicated above in the D and C groups.

**Conditions:** A grade of E 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:** If a student has failed to complete any important part of a semester's work before the semester grades are determined, the instructor should report an "I" (Incomplete) only when that failure is, in the instructor's opinion, due to conditions beyond the student's control, and not to carelessness or procrastination. If the quality of the completed work of that student in that course is so unsatisfactory as to lead the instructor to believe the student likely to fail to pass the course, the instructor will append to the "I" either the letter E or F according to the seriousness of the student's deficiency.

If in the opinion of the instructor the failure to complete the work is due to carelessness or procrastination, or no explanation has been offered by the student for failure to complete the work, the Incomplete grade should not be used, and the work left undone should be counted as zero in determining the student's semester grade.

To receive credit for a course in which the grade "I" has been reported, a student must make up the incomplete work before Thanksgiving or Easter of the following semester. If the work is not thus completed, the "I" will stand, and the student will not receive either credits or grade points in that course. If the work is completed, the instructor will report a term grade, taking the completed work into consideration. Credits and grade points will then be computed as though a grade of "I" had not previously been recorded.

While students are instructed that they are expected to take the initiative in the removal of "conditions" and "incompletes", instructors may well remind those to whom they have given either of these grades of when and how this may be accomplished. Instructors should report immediately to the registrar all removals of E or I grades.

**Failure:** Any grade below E indicates a failure (F); credit may be obtained only by repetition of the course.
Absence from Examinations: Unless satisfactory arrangements have been made with the instructor in advance of the time of a final examination, absence from the examination will be equivalent to "O" (zero) and counted as such in computing the semester grade of the student. When term papers take the place of final examinations they must be in at the time stipulated by the instructor, or the above rule operates.

Grades which have been submitted to the registrar may not be altered except by vote of the University Senate. Grades once announced to students should not be changed except to rectify an error in calculation on the instructor's part. To raise grades on petition of a student is usually an indication of weakness or of a low professional standard.

Grade Points are explained in the catalog on Page 46. Graduate students may be graded as S "satisfactory" or U "unsatisfactory."

Variable Credit: In courses for which the credit carried is listed on the schedule of courses as "variable" the numbers of credits for which each student proposes to work must be agreed upon at the time of registration by the instructor and the student, and this number may not thereafter be increased or reduced.

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 the instructor is expected to report whether or not each student's work and attendance are satisfactory. These reports should be made to the registrar at the time requested in each instance. The failure of even one or two individuals to cooperate in this respect, particularly as to final grades, seriously interferes with the work of both the registrar's office and the committee on scholastic standing.

Summer Students: In the College of Applied Science any regularly catalogued courses not in the Summer Session may be taken during the summer by prearrangement with the instructor, the registrar, and the business office.

In the other Colleges, summer work done outside of the regular Summer Session is not credited except by Faculty approval.

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. The University assumes no liability in case of injury to students or instructors participating in field trips.

Examinations: Careful supervision must be given to all examinations. Instructors are expected to remain in the examination room throughout the entire period.

It is requested that instructors in the large classes (75 or more) obtain one or more assistants to aid in the supervision. If help is
needed in obtaining such assistance, the Registrar will assist in making
the necessary arrangements.

It is urged that students be seated in alternate chairs during exami-
nations, and the suggestion is made that in some classes two sets of
questions might be used and distributed alternately.

Except where instructors particularly require or expect students to
bring for use in the examination materials such as log books, etc., it
shall be prohibited to take into the examination room any books or
papers of any sort. Blue books are furnished for use in the examination
and should be given to the students by the instructor. Instructors will
please call at the Business Office before each examination for the num-
ber of blue books needed. All unused books should be collected at
the close of the examination and returned to the Business Office. In-
structors should call for blue books early.

Cooperation is requested in carrying out these recommendations and
suggestions in order that dishonesty in examinations may be kept to a
minimum. When any questionable conduct during an examination is
observed the books of those involved should be collected at once. In
such instances or when examination papers or other written work seem
to indicate that there has been dishonesty, instructors should report
in detail all the circumstances as soon as possible to the Dean of Student
Personnel for investigation and submission to 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. Faculty members are held personally responsible for
books charged out in their name.

Social Events: The Student Personnel Office keeps a calendar of
all social events which concern faculty members and students. To facili-
tate this service, please report all such coming events as early as pos-
sible. Use of University rooms for social purposes should be arranged
for at the same office. If extra janitor service is required, a moderate
fee will be charged to cover this.

Purchases of all equipment and supplies required by instructors
must be made through the business office, where detailed instructions
as to procedure may be obtained.

Hiring Temporary Assistants: The standard rate of wages for
temporary assistants is 25 cents per hour. Any rate in excess of this
must have the approval of Mr. Kinnear. For temporary stenographic or
typing assistance, consult Mrs. Hoffman.

Endorsing Loans Forbidden: By order of the Governor of
Hawaii all territorial employees are forbidden to endorse a note or loan
for any other territorial employee.

Income Taxes: For information concerning the obligation of Uni-
versity employees to pay territorial or federal income taxes, please con-
sult Mr. Kinnear in the business office.

September 1937