

February 21, 1944

Members of Staff:

The end of the 4 weeks of this term in the army schedule is March 4th. I should like to have the grade cards in my office by Monday evening, March 6th.

As you probably know, the system this term is different; you have enough white cards for each boy enrolled in your classes. We want you to send in a card for every boy enrolled indicating whether his grade is A, B, C, D, F, or Inc. If you have received a withdrawal note for a boy, please indicate the withdrawal and the grade he was receiving at the time of his withdrawal.

We shall return these cards to you for later use after we have compiled the grades.

Sincerely yours,

Bert A. Nash
University Administrator

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