

THE UNIVERSITY OF KANSAS
COLLEGE OF LIBERAL ARTS
AND SCIENCES
LAWRENCE

OFFICE OF THE DEAN

July 12, 1944

To Chairmen of Departments:

Will you please prepare your schedule for the six weeks' term which begins on September 15, remembering the following schedule of class meetings:

Two-hour classes will meet for one hour each day (Monday through Friday), and in addition one hour by appointment each week.

Three-hour classes will meet two hours a day for four days each week.

Five-hour classes will meet three hours a day from Monday through Friday.

Laboratory classes should have about three times as much laboratory work per week as there is in the regular semester week.

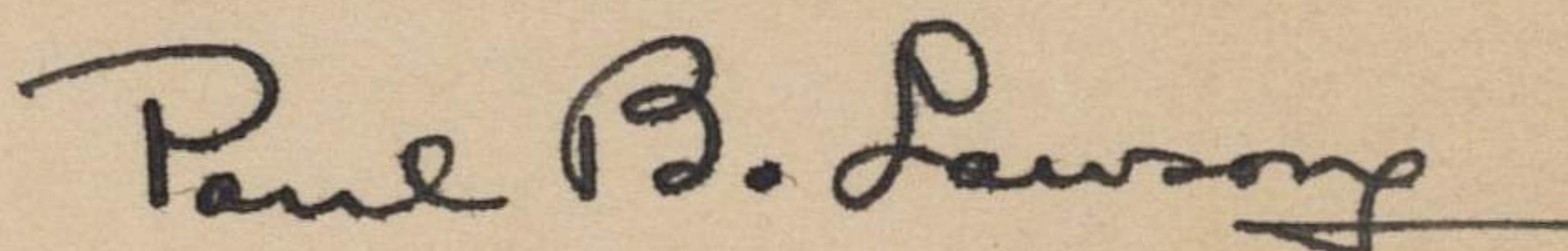
The Administration feels that the offerings of the University should be quite generous, as this term opens the school year, and it is expected that most of our civilian students will enter at that time.

All regular members of the staff, except those who specifically ask not to do so, will go on full duty at the beginning of this term. Those not teaching full time during the summer semester would be available to offer some work in the six weeks' term. Laboratory assistants and assistant instructors should be scheduled for work in this term only if their services are absolutely needed by the department.

In the six weeks' term beginning July 1, students were greatly handicapped in making out schedules because of the concentration of courses in the morning hours, particularly at 8:30 and 9:30. Please avoid this by scheduling some courses at such hours as 7:30, 2:30, and 3:30.

Kindly be sure that you copy exactly the form used in the schedule which is enclosed, and that it is sent to this office not later than July 21.

Sincerely yours,



Paul B. Lawson, Dean

PBL:gc
Enc.