

To Chairmen of University Departments:

The Chancellor has appointed the undersigned committee to coordinate and prepare the University schedule for the fall term beginning on September 23, and ending on October 29.

It is highly desirable to have this schedule in print as early as possible, in fact it would seem advantageous to have it in the hands of students before the 8-weeks' summer session closes so they might help to publicize it.

At this stage the prospects for students in the fall seem as follows:

1. A good enrollment of women, though not as many as we had last fall.
2. A good enrollment of freshmen men, and some sophomore men, but practically no civilian men over 18 years of age except those deferred for studies considered essential in war, and 4F's.

The fall semester schedule should, therefore, provide the following:

1. A good offering of courses for freshmen and sophomores. We expect the great majority of next year's freshmen to enter at this time.
2. Enough upperclass courses to permit the majors in your department a reasonable program. We suggest that departmental chairmen study their office records or the transcripts in the deans' offices to determine the most desirable upperclass courses for their majors who might be expected to return.

Roughly, we need to go about three times as fast in a 5-weeks' term as in a regular semester in order to cover a semester's work in a course. Accordingly, the following schedule must be followed for lecture classes:

2-hour classes will meet 6 hours a week, that is for an hour each day, Monday through Saturday.

3-hour classes will meet 10 hours a week, that is for a 2-hour period, Monday through Friday.

5-hour classes will meet 15 hours a week, that is for a $2\frac{1}{2}$ -hour period, Monday through Saturday, or for a 3-hour period, Monday through Friday. It may be desirable to list 5-hour courses for part of the work in the morning and part in the afternoon.

Laboratory classes will need to triple both the usual number of lectures and the usual number of laboratory hours per week.

Please avoid the tendency to put too many 2- and 3-hour classes at 8:30, 9:30, and 10:30, since this restricts the student's choice of courses and makes the classroom situation impossible.

May we have your schedule not later than July 20? And will you please type it in the exact form used in this summer's schedules, a copy of which we are enclosing?

We know it will be very difficult to decide on the courses your department should offer in this fall term, but so far we have guessed very well, and we believe we can guess successfully once more.

Thank you very much for your prompt response,--and good luck to you!

Paul B. Lawson, Chairman
John H. Nelson
Gilbert Ulmer

P.S. With the coming of 700 Army men on August 9, the room situation becomes critical, so it will be necessary to schedule some classes at 7:30 and 12:30, and also to use the late afternoon hours. The committee hopes to be able to schedule your classes in the rooms and at the hours indicated by you, but the situation requires us to reserve the privilege of changing both, if necessary.