

THE UNIVERSITY OF KANSAS
COLLEGE OF LIBERAL ARTS
AND SCIENCES
LAWRENCE

OFFICE OF THE DEAN

November 1, 1941

To the Heads and Chairmen of Departments:

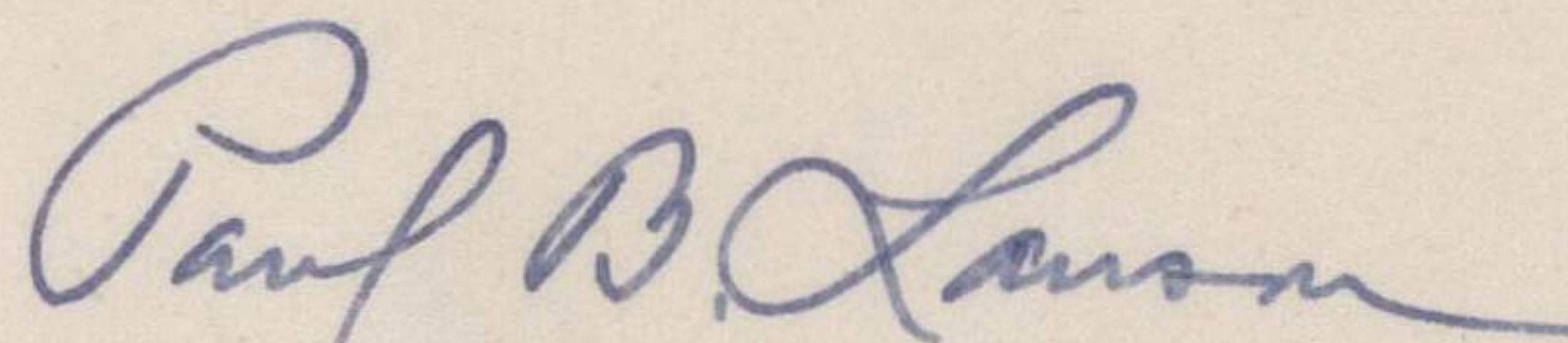
We are sending you the usual blanks for the spring semester's schedule. Please remember the following in making your schedules:

1. 40 percent of all classes open to undergraduates must be scheduled in afternoon classes or in classes requiring a Saturday morning session.
2. 10 percent of all classes open to undergraduates must be scheduled for 3:30 or in classes requiring a Saturday morning session.

Although only recently started, it is quite evident that we have made good progress in establishing late afternoon and Saturday morning classes. A trip around the hill at these times reveals many more students on the campus than formerly. This spread of classes is also relieving the acuteness of the classroom problem, allowing adjustments in office space, and making it possible for students with outside morning jobs to make much better afternoon class schedules.

It is realized that a number of departments will say that their room situation is satisfactory and that these late afternoon classes or Saturday morning classes are therefore unnecessary for them. It is our feeling that in matters like this we must take an all-University point of view. If, therefore, it seems desirable for the whole University to go in this direction, it must have the cooperation of every department. We hope you will ask for exceptions to this requirement only because of very unusual reasons.

Very truly yours,



Paul B. Lawson, Dean

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P.S. Please have schedules in the office by November 24.