

THE UNIVERSITY OF KANSAS

Chancellor's Office

October 23, 1945

To Deans, Administrative Officers, and
Department Chairmen:

Catalog revision time is here.

Enclosed is the copy from the current catalog for your department. Will you kindly bring the copy up to date and return it to me at your earliest convenience, in no case later than November 24, in order that the final copy may be put in the hands of the state printer by December 1.

I should like to make the following suggestions for your guidance in preparing the copy:

Catalog - Announcement of Courses

1. Refer at once to the faculty and the Senate Advisory Committee all proposed new courses or changes in courses, (See attached copy of Regulations Concerning Catalog Material.) Changes or new courses should be incorporated into your new catalog copy; any item not approved by the faculty or Advisory Committee can be deleted later, in the proof if not earlier.

2.. Departments offering Navy V-12 courses should re-check such courses to make sure that the catalog list is complete.

Catalog - General Information

3. Try to make the catalog readable, intelligible to the average prospective college freshman. Rewrite your copy in the interest of clarification and condensation.

4. Condense or skeletonize statements of faculty regulations or requirements.

Requests for new catalogs are pouring in by the hundreds every week. Your prompt cooperation in preparing new copy will make possible the publication of the new catalog on schedule.

Sincerely yours,

RAYMOND NICHOLS
Executive Secretary