

THE UNIVERSITY OF KANSAS  
LAWRENCE

Office of  
THE CHANCELLOR

March 27, 1944

TO HEADS OF DEPARTMENTS:

I am sending the copy for your department from the current issue of the bulletin on Description of Courses for your correction and revision.

Since this bulletin was not published last year a large number of changes may need to be made in your copy. The following suggestions are made concerning preparation of revised copy:

1. Condense and shorten course descriptions as much as possible. Please bear in mind that such changes may need approval of the Dean or the Administrative Committee.

2. In case of courses not to be offered for the duration of the war, eliminate description and leave only course number, title, credit hours and possibly the name of the instructor.

3. At end of University courses give courses offered for war training programs, listing Army and Navy courses separately. Give course number, title, credit hours, brief description, and name of instructor. Description might be limited to statement that the course covers essentially same ground as course (give number and title of University course).

4. If possible, shorten statements of major requirements and suggested curricula.

Please send your revised copy to the Chancellor's Office at your early convenience, by April 10 if at all possible.

Sincerely yours,

RAYMOND NICHOLS  
Executive Secretary

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