The University of Kansas Lawrence

Office of The Chancellor

October 2, 1939

TO HEADS OF DEPARTMENTS:

I am sending herewith the statement of courses for your department from the current issue of Section II of the catalog. Will you kindly make the necessary changes and corrections and return the copy to the Chancellor's Office not later than November 10?

The copy is being sent early in order that departments may have sufficient time before the new catalog goes to press to comply with the Senate regulations concerning revision of catalog material. For your information, a copy of the Senate action is attached.

Sincerely yours,

RAYMOND NICHOLS, Executive Secretary.