

October 1, 1942.

Professor A. J. Mix,
Botany Department.

Dear Dr. Mix:

I am enclosing a copy of the Rules and Regulations of our Physical Education Department regarding the war time emergency situation. I am also enclosing a schedule of the conditioning classes.

As I understand it, we have pretty well agreed that all over six unexcused absences shall constitute a withdrawal of the student from the University. We have further agreed that when three unexcused absences have been recorded that we shall notify the chairman of the Exemption Committee and that you or your office will notify the student of the peril that he is in.

It is the plan that our department will print a statement made by your committee to the students so they will clearly understand these requirements. It is imperative that we have this ready to function on Monday morning, so if you will give us that statement Friday afternoon we will call Mr. Ryther and get it ready to put in every basket. Any past absences will not be counted against the students, but beginning Monday morning each student who does not report with his equipment will be marked absent.

It is also agreed that it is possible for a student to receive a failure in the course and not be withdrawn from the University. We had rather agreed that it would be possible for a student to make an "A" by missing one or two classes, and it is also possible for them to make a "B" by missing two or three classes, and a "C" by missing three or four. If five cuts are made by the student a "D" would be the best grade that he could get and then it might be possible for him to receive an "F". Attitude, execution of skills, and general morale will be considered by the instructor in compiling the grades.

Referring back to excused absences, only these will be accepted by our department which are signed by the head of the hospital and health service, and by the exemption committee. Further, no student will be excused who brings an excuse from a local practicing physician. It will be necessary for the student to get the excuse from our student health service.