

THE UNIVERSITY OF KANSAS  
COLLEGE OF LIBERAL ARTS  
AND SCIENCES  
LAWRENCE

OFFICE OF THE DEAN

February 18, 1944

To Members of the College Faculty:

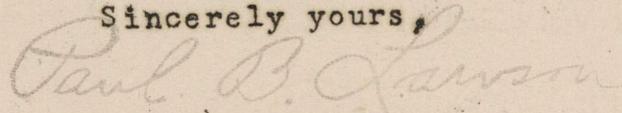
We greatly need your special help at this semester end in making the final reports promptly. Therefore, we are asking that you do the following:

- (1) Send the office a red card for each student who fails at the end of the semester as soon as you know he has failed. Also, turn in a red card for any student who has been withdrawn from the course with a failure.
- (2) Send the office a blue card for each student who receives an incomplete.
- (3) Please turn in every grade sheet as soon as the grades of that particular class have been made out. All grade sheets should be in the Registrar's Office not later than five p.m. March 3.

Red and blue cards may be obtained at the departmental offices.

Because of the complications caused by a variety of programs, it is more desirable than ever that every instructor take special care to make all official reports promptly and accurately.

Sincerely yours,



Paul B. Lawson, Dean

L/n