

UNIVERSITY OF KANSAS
LAWRENCE

DEPARTMENT OF PHYSICAL EDUCATION

March 10, 1941

Dr. F. C. Allen
Director of Physical Education
University of Kansas

My dear Dr. Allen:

I have investigated rather fully the contents of the letter from Dean Paul B. Lawson, addressed to you. I should like to point out a few facts concerning the errors indicated in Dean Lawson's letter. According to Miss Hoover, the probable reason for the error in reporting Miss McNown's grade was due to misscopying of the grade from the total enrollment book. The grade above Miss McNown's name was a C and Miss Ulm in copying the grade evidently made that error.

In regard to Mr. Thornton McClanahan's grade it is my understanding that an individual enrolled as an auditor should not appear on the college class grade sheets. Under such conditions then, as it appears to me the error was not Miss Ulm's but rather some error in the reporting at the college office. Mr. McClanahan's name evidently appeared on the grade sheets. If Mr. McClanahan obtained an auditors card from the college office such a record should have been on file at the college office.

I might point out that we might have caught that error here if Miss Dunkel, who had the class originally, had reported Mr. McClanahan as an auditor. However as I suggested above the error seems to have originated with the college office.

In checking with Dr. Elbel and Miss Hoover, it has been our observation that fewer errors have occurred this semester than in previous years. We do not attempt to say that we will make no errors but rather that we shall keep errors down to the lowest humanly possible level.

Dean Lawson enumerates five points in his letter which he suggests that our instructors should carefully observe. I am taking this opportunity of reestablishing in the minds of the members of our department these same five points.

This semester cards, for fencing classes and swimming classes have been sent to Dr. Elbel or Mr. DeGroot whereas their names are not listed as instructors in charge of those classes. May I suggest that activity course cards be sent to me so that I might thereby clear the names in our total enrollment book.

May I point out again that we are trying to keep and have kept errors down to less than previous years. May I also suggest that any difficulties arising be cleared through me since I will have a master enrollment book.

Sincerely yours,

James H. Raport

our error

*Grade
to the
withdrawing
error?*

College office

to the Report

Cards should be sent to instructor in charge of course