

# THE UNIVERSITY OF KANSAS

COLLEGE OF LIBERAL ARTS

AND SCIENCES

LAWRENCE

March 6, 1941

OFFICE OF THE DEAN

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

My dear Dr. Allen:

A few more errors in reporting physical education grades are before us. Miss Mary McNown was given a "C" grade in Elementary Folk Dancing and a "B" grade in Elementary Golf. Obviously one of these must be changed to give her a single grade for the hour's work.

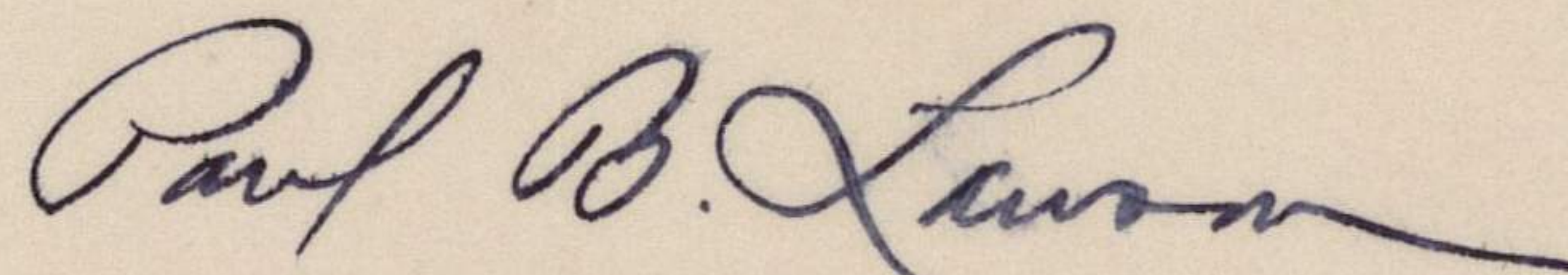
Mr. Thornton McClanahan obtained an auditor's card for Elementary Social Dancing and Intermediate Social Dancing, but at the end of the semester the instructor gave him an "A" for the semester's work, whereas obviously no grade should have been given since he was not enrolled regularly in the class at all but merely attended as an auditor. This case raises the question in my mind as to how accurately the instructor in charge is keeping records. I am, on my own responsibility, in this case changing the "A's" to a withdrawal, which is the same as cancelling the record.

Will you please inform the instructors in charge of these physical education classes that the following should be carefully observed:

1. That they should have a class card for each half of the semester for each student enrolled.
2. That they should check to see that the student is not repeating the course.
3. That they should carefully distinguish between auditors and those enrolled for credit. The former should not have grades reported for them.
4. That students who drop out should be reported promptly, and that students who do not appear for the second half of the work should also be reported promptly.
5. That the two grades for each half of the semester's work must be equalized.

I am writing this because every semester a number of the above points are overlooked in a number of cases by the members of the staff, resulting in mistakes and in extra work for somebody.

Sincerely yours,



Paul B. Lawson, Dean

PBL/blk  
Enc.