

January 30, 1939.

To Members of the Department of Physical Education:

In regard to the averaging of the grades for the two half semester's work in freshman-sophomore Physical Education, I feel that the following method as suggested by Dean Lawson, will be the most satisfactory way of handling this matter.

"First, we do not care to give students grades for less than an hour of work in any field. Therefore, students who complete the first half of the semester's work should formally withdraw from the second half of the semester's work if they do not care to take the latter. They would then receive no grade whatever for the semester.

"Second, students who complete the first half-semester's work and do not take the second half of the work and who do not take the trouble to withdraw from the latter should receive a failure for the entire semester.

"Third, in all other cases the two halves should be averaged by any method worked out by and agreeable to the instructors in your department. Personally it seems that a student might by a small margin fail in one half of the semester's work but do so well in the other half that he still might receive a passing grade in the entire semester's program. On the other hand, if a student by sheer neglect or sheer lack of interest failed seriously in one half of the semester's work, I think he should receive thereby a failure in the entire semester's program."

I feel sure if each one of you will keep this in mind in making out your grades for the freshman-sophomore courses that there will be no difficulty in having a systematic record of these grades. I have assured Dean Lawson of our hearty cooperation in this matter.

Very sincerely yours,

Director of Physical Education,
Varsity Basketball Coach.

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