

UNIVERSITY OF KANSAS  
SCHOOL OF ENGINEERING AND ARCHITECTURE  
LAWRENCE

OFFICE OF THE DEAN

September 21, 1943

To the Members of the Faculty,  
School of Engineering & Architecture:

There seems to be some confusion with regard to the proper procedure regarding changes of enrollment. In order to keep accurate records in the Office of the Dean and in the Registrar's Office, it is necessary to have a standard routine. To that end the practice outlined below should be followed.

Civilian Students

The change of enrollment of civilian students will be made in the same manner as has been the custom in the past. Any civilian student who wishes to change his enrollment will be directed by the staff in the Dean's Office to consult his advisor. Such changes as the advisor deems desirable will be reported on the card designed for that purpose, a sample of which is enclosed. The card should indicate whether a course is added, is dropped, or whether there is merely a change in hours. When this information is received in the Office, appropriate notices will be sent to all instructors concerned, and to the Registrar.

V-12 Students

Desirable changes in the enrollment of V-12 students may become apparent to instructors, to advisors, or to the Naval Officers. Whoever initiates the change should follow the procedure outlined below.

1. First consult the head of the department concerned. If the head of the department approves the change, he should indicate that fact by "OK" and his initials on the margin of the "change of enrollment" card. The student should then be directed by the person initiating the change (or by the head of the department if the student himself initiates the change) to consult his advisor at the earliest possible time. If the advisor also approves the change, he should determine how best it can be made, and submit the proposal to the V-12 Office for final approval.

2. If final approval is given by the V-12 Office, the advisor should complete the change of enrollment by the use of the change of enrollment card. The remainder of the transaction will be completed in the Dean's Office in the usual way.