

Notice posted in Men's Gymnasium --

excused
"All absences in physical conditioning (~~excused~~) in excess of six must be made up or the student will be given an incomplete or failure. *Unexcused absences cannot be made up.*

Make-up classes will meet at 7:30 a.m. MSP and 2:30 p.m. Saturday, 101 R.

"Absences must be made up in the make-up classes and only one absence will be allowed to be made up each day.

"Note: Excessive unexcused absences will be referred to the Senate Committee on Exemptions."

excepting unusual cases of physical impairment

System of checking on absences:

1. Instructors report to the Physical Education Office once each week the names of all students who have three or more unexcused absences.
 2. These reports are checked in the P. E. Office in the following manner:
 - a. Withdrawals (new) are checked
 - b. Exemptions
 - c. Hospital excuses
- Post cards are then sent to the students asking them to come to this office for a check-up on their absences. If it is definitely established that the student has had three (or more) cuts his name is reported at once to Dr. Mix.
3. Once a week a mimeographed list is given to each instructor showing all withdrawals, exemptions, changes in enrollment, and hospital excuses with dates, for the week. This gives the instructors opportunity to bring their roll books up to date.
 4. As soon as the absence reports are checked in P. E. office and the students have been summoned, this report is turned back to the instructor for his information.
 5. Hospital excuses are collected by someone from the P. E. office at the close of each day. This is much more satisfactory than having the student carry a hospital excuse from class to class, and perhaps fail to leave it for record at the P. E. office.
 6. It would be very helpful if this office could receive a report on each list of absences sent to the Exemption Committee.