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UNIVERSITY OF KANSAS
LAWRENCE

DEPARTMENT OF PHYSICAL EDUCATION

January 15, 1943.

Dear Dr. Allen:

In connection with our physical conditioning program for next semester, there are some policies and details which Mr. Strait and I have talked about and which we are presenting for your consideration. We know that we are going to do a much better job next semester than we did last and we want to iron out some of the rough spots that we have found in our program before enrollment next Tuesday. I have itemized these points for your convenience.

1. Our department should receive regular weekly reports from Mr. Mix's committee as to what disposition has been made of cases sent to them. These reports in turn when received by our department should be given immediately to the individual instructors in charge of each class so that they will know the standing of their students. Mix's committee could have a special form printed for each student. In a great many instances ^{not necessary} the committee would take some action and the instructors would never find out just what action had been taken.

2. After the first two weeks no changing from one class to another should be permitted except possibly under very extreme or unusual circumstances.

3. I feel that we should require all students including ROTC to report each day to their conditioning classes until ROTC drill begins. Any student who fails to show up should have his class card sent back to his respective school immediately at the end of this period with the words "never appeared" encircled. Any student who failed to show up would have some explaining to do to his respective dean under this procedure and we would have no responsibility in the case unless he brought another enrollment card. Of course, no instructor should allow a student to remain in his class for whom he has no class card.

4. A policy should be established of turning in absence reports each Friday of all people who have absences in excess of three. Mrs. Hulteen and Mr. Strait agree that this would facilitate the bookkeeping and give us a uniform procedure. ✓

8 5. We have not had a definite policy with respect to excused absences. We feel that for all absences in excess of a maximum of 9, whether they be excused or unexcused, the student should make up the absences hour for hour or be given an incomplete at the end of the semester. (1)