

UNIVERSITY OF KANSAS
LAWRENCE

DEPARTMENT OF PHYSICAL EDUCATION

October 29, 1942.

Dear Dr. Allen:

Mr. Strait, Replogle and I have started signing cards and we have been running into difficulties as to enrollments. I feel that we need to be very careful about these enrollments, and there are some points that none of us are clear about. I am listing some of these problems below.

1. In each class there are a few men who have never shown up. According to College regulations those cards should have been turned in after the first three sessions. However, this was not done. What should be done with these cards? Should we sign them and check in the spaces "Never Appeared", or just what should we do with them?

2. In changing back and forth from conditioning to swimming, students are changed from one section to another. The instructor in swimming may sign the card and then in two weeks some other instructor will have the student in physical conditioning because he has passed the swimming test. Or the student in one section of physical conditioning may have been transferred from one section to another by our office help. There has often been no record sent to the dean of the school involved concerning these changes and the students have not had to have new enrollment cards. I am afraid there may be confusion in the offices of the various deans unless we have some departmental scheme for handling this.

I have been under the impression that in turning in grades for students in this department, the various instructors would turn in grades to Mrs. Hulteen and then the only grades which would be sent in to the various schools would be in Physical Education I, II, III, IV, etc., as the case might be. I do not even know whether it would be necessary for the individual instructors to sign the grade sheets in this case.

3. Another problem is the fact that only in a few cases did the advisors enroll the students in Physical Education I, II, III, IV, etc., but instead they enrolled them only in physical conditioning or swimming, as the case might be. How can we handle this problem when we turn in the grades?

Since the College is primarily concerned with some of these problems do you think we should take some of them up with them or how do you wish to handle them? We should have a uniform policy and some of these points have to be straightened out before we can get our records in shape.