

UNIVERSITY OF KANSAS

Lawrence

November 9, 1939

TO CHAIRMEN AND HEADS OF DEPARTMENTS:

In planning the class schedule for your department for the spring semester you are requested to schedule at least one-third of your regular lecture and recitation classes for afternoon hours. You will recall that the Senate has adopted a recommendation to this effect.

During the current semester the congestion during the morning hours is doubtless the worst on record. This request is made in an effort to relieve that condition. Every available three-hour classroom is now in use at 9:30 and 10:30. Only a few second or third choice rooms are free at 8:30, 11:30, or 1:30. At 2:30, however, most rooms are not in use, and at 3:30 they are generally free.

Some fear may be felt that 2:30 and 3:30 classes will not fill. It is suggested that this problem will not materialize if required junior-senior courses are scheduled more generally in the afternoon. Several departments have tried this with satisfactory results.

Cooperation of all departments on this important problem is earnestly requested. I feel that the scheduling of more afternoon classes will give much needed relief from the present overcrowding of morning hours and, in addition, will offer some possibility of assignment of additional office space.

Sincerely yours,

RAYMOND NICHOLS,
Chairman, Committee on
Assignment of Quarters.