

PROCEDURE FOR WITHDRAWALS FOR EVACUATING JAPANESE STUDENTS

April 22, 1942

- (has not received notice to evacuate, i. e.)
1. If student (is not in Zone 1 or Zone 2) he withdraws according to the rules for regular student withdrawals.
The student must determine whether it is worth more to him to wait for the advantages of credit and refund available to those who withdraw having received notice to evacuate, or to have the time available for help with family arrangements before the notice of evacuation is received.
 2. For students who have received notice to evacuate (those with residence in Zone 1 or Zone 2 at this date) withdrawal is arranged through Mrs. Toner. The following points are to be considered:

1. File letters of recommendation from as many persons who know you personally as you can get. Letters from professors, e. g. File these with Mr. Adams for future reference. On file here they are safe, quickly and inexpensively referred to, we can make copies and add our recommendation and send them where and when they are needed. Do this now and whether you think you are going to need them or not.

First Alternative

2. Are you registered for any courses that can be completed by correspondence? If so:
 - a. Arrange for this with your professor now. Find out if an exam will be necessary.
 - b. If an exam is to be given, arrange for this by correspondence with the Extension Division. (Fee \$2.50)
 - c. Any courses that cannot be completed by correspondence must be dropped; see your college office to arrange this.
 - d. If your load is cut to part-time hours by such arrangements a refund may be available if this is done within the first thirty calendar days.

Second Alternative

3. If there is no advantage in arranging to complete certain courses for credit in the particular courses: the student may withdraw according to the same regulations as provided for students withdrawing for military reasons.
 - a. Lump credit (about 1/3 at this time)
 - b. Tuition refund proportionate to time of the quarter. (a little more than half at this time.)
 - c. Dean of Men's Office sends note to Mrs. Toner certifying that student's residence is in a zone where evacuation has been ordered. (Send note with student.)

Name of student _____
Date of withdrawal _____
Resident of Zone _____
Signed by Dean of Men's Office _____