



ACADEMIC AFFAIRS  
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**MEMORANDUM**

**TO:** College Deans  
**FROM:** Michele Hawkins, Vice Provost, Academic Affairs  
**DATE:** May 15, 2020  
**SUBJECT:** Guidelines for Summer Enrollments

A handwritten signature in blue ink, appearing to read 'Michele Hawkins', is written over the 'FROM:' line of the memorandum.

The academic leadership team has previously been informed of the tight funding situation we predict for the summer term. The margin between expenses and revenues for this upcoming term is likely to be narrow. Budget managers have reported, and will continue to report, all low-enrollment course sections to the Office of the Provost.

In order to ensure we are acting as responsible stewards of state resources, and consistent with past practices, the Division of Academic Affairs has established the following guidelines for schedulers throughout the colleges, departments, and schools:

1. Class sections should maintain minimum enrollments of at least 22 undergraduate students or 11 graduate students.
2. Exceptions should be considered for certain lab sections; practicums and internships; and clinical courses that require limited enrollment.
3. Independent study, directed research, dissertation or thesis courses that have no E&G cost associated, as well other courses funded with non-E&G sources are exempt.

Please work towards these guidelines by combining multiple low-enrollment sections of the same course or using other innovative approaches to minimize costs. Low enrolled classes must be canceled prior to the end of add/drop week, and students must be assisted to find alternative classes. Requests for exceptions to these guidelines must be approved by the Provost Fellow for Summer enrollment, email [ljohnson@fau.edu](mailto:ljohnson@fau.edu).

CC: Academic Leadership Team