



ACADEMIC AFFAIRS
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MEMORANDUM

TO: Deans, Department Chairs, and School Directors
FROM: Bret Danilowicz, Provost and Vice President for Academic Affairs 
DATE: January 15, 2021
SUBJECT: **Summer 2021 Course Scheduling**

Florida Atlantic University is committed to developing a robust summer schedule that is responsive to student need, facilitates progression to degree and is financially viable. We will continue the marketing campaign to encourage students to register for summer classes as a pathway to a timely graduation.

Scheduling Priority: Academic units are encouraged to offer a summer schedule with a focus on courses that will enroll at or near capacity with consideration to the following:

- IFP – general education core required courses
- Courses that relieve bottlenecks in student progression
- 65-75% offered **Online** or **Lecture Capture** for current FAU students
Exception: IFP for Term 3 FTIC jumpstart/pathway students and courses that require, or benefit pedagogically from, in-person format.
- Courses that address transfer student deficiencies that will facilitate admission to the upper division major coursework for the fall term.
- Elective courses that are popular with majors and non-majors.
- Foreign Language Exit requirement courses

It is important that students view summer as an opportunity to advance their education. Students should also be encouraged to register for summer internship credits.

Course caps in summer should be, at minimum, consistent with maximum caps used for the same courses in the Fall and Spring semesters.

Minimum enrollment guidelines: 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 minimum enrollment guidelines:

- Undergraduate minimum enrollment of at least 22 students
- Graduate minimum enrollment of at least 11 students.

Exceptions should be considered for certain lab sections; practicums and internships; and clinical courses that require limited enrollment. Independent study, directed research, dissertation or thesis courses that have no E&G cost associated. Courses funded with non-E&G sources are exempt.

Timeline: Academic Units should review and finalize their summer schedule in January.

- Colleges' initial summer budget submission due on January 29
- Schedule changes should be submitted through Courseleaf no later than March 1
- Students sent an email reminder to review summer and fall schedules on March 12
- Advanced Registration opens March 29

Professor Linda Johnson, Provost Fellow for the summer initiative, is available to assist Colleges and Departments with summer. Her email address is ljohnson@fau.edu.

Please help make this another extraordinary summer term for FAU students and consult with the College Dean's office if you have questions.

cc: Michele Hawkins, Vice Provost

Linda Johnson, Provost Fellow for Summer Initiatives and Intersessions