




ACADEMIC AFFAIRS
Office of the Provost
777 Glades Road, AD10-309
Boca Raton, FL 33431
tel: 561.297.3062
fax: 561.297.3942
www.fau.edu/provost

MEMORANDUM

TO: College Deans
FROM: Bret Danilowicz, Provost and Vice President, Academic Affairs 
DATE: June 30, 2020
SUBJECT: Guidelines for Enrollments – Fall, Spring and Summer (*supersedes all previous memoranda*)

The academic leadership team has previously been informed of the tight funding situation we predict for future academic years. 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 assisted to find alternatives. Requests for exceptions to these guidelines must be approved by the Vice Provost. All requests should be submitted to the Director of Academic Personnel via email. These guidelines will remain in place for all future semesters, including summer, unless changes are explicitly communicated in writing by the Provost’s Office.

CC: Academic Leadership Team