



## MEMORANDUM

**TO:** College Deans

**FROM:** Bret Danilowicz, Provost and Vice President,  
Academic Affairs

**DATE:** February 8, 2022

**SUBJECT:** Revised Guidelines for Course Section Enrollments – Fall, Spring and Summer  
*(supersedes all previous memoranda)*

To ensure we are acting as responsible stewards of state resources, and consistent with past  
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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. Budget managers have reported, and will continue to report, all low-enrollment course sections to the Office of the Provost.

These guidelines will remain in place for all future semesters, including summer, unless changes