



UNIVERSITY

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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 practices the Division of Academic Affairs revised the guidelines for schedulers throughout 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