




ACADEMIC AFFAIRS  
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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 colleges, departments, and schools.

Guidelines for minimum\* course section sizes:

For multi-section courses:

- 19 for undergraduate classes
- 12 for graduate classes

For single-section courses:

- 10 for undergraduate classes
- 10 for graduate classes
- 8 for masters-level seminars
- 5 for doctoral-level seminars (lower enrollment for doctoral-level seminars only requires the dean's approval, not the provost)

*\*Exceptions to minimums require approval by both the dean and the provost.*

With any schedule, regardless of class size mix, departments are expected to:

- 1) Maintain or better the Student Credit Hour (SCH)/Faculty FTE ratio compared to the previous paired semester (e.g., Spring 21 to Spring 22).
- 2) Ensure that no faculty teaches more than one course section a year that falls below the multi-course section minimum (e.g., a faculty member can teach a single section of an undergraduate course with an enrollment less than 19 during a year, but not two or more).

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 are explicitly communicated in writing by the Provost's Office.

CC: Academic Leadership Team