

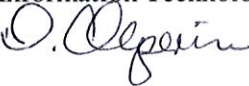


Academic Affairs  
Office of the Provost  
777 Glades Road, AD10-309  
Boca Raton, FL 33431  
tel: 561.297.3062  
fax: 561.297.3942  
[www.fau.edu/provost](http://www.fau.edu/provost)

March 21, 2012

**Memorandum**

To: Deans

From: Dennis Crudele, Senior Vice President for Financial Affairs  
Gitanjali Kaul, Vice President for Strategic Planning and Information Technology  
Brenda Claiborne, Provost and Chief Academic Officer 

Subject: Guidelines for Scheduling Summer 2012 Courses

Because of the reduction in state funding to Florida Atlantic University for the 2012-2013 academic year, we have developed the guidelines below for scheduling summer 2012 courses. These guidelines will allow faculty to teach in the summer and will help generate the semester credit hours that we need to produce for the 2012-13 budget year, given the limited availability of funding for summer.

Guidelines for Summer 2012 summer offerings:

- 1) Only classes with enrollments in Summer 2011 of at least 24 undergraduate students or 11 graduate students will be scheduled for Summer 2012, unless the Provost has granted an exception.
- 2) Exceptions to the above policy may be considered for some classes, including a) certain STEM lab sections with fewer than 24 work stations that met a minimum enrollment of 16 undergraduate or graduate students in summer 2011; b) courses in nursing that require limited enrollments; c) independent study, directed research, dissertation and thesis courses; d) practicums and internships; and e) courses funded with non-E&G revenue.
- 3) Deans must revise the summer schedule to reflect the above guidelines as soon as possible and no later than 2:00 pm on March 26, 2012.
- 4) On March 27, 2012, the Registrar a) will perform a cross-check to ensure that all listed courses meet the above guidelines or are on the exception list; b) will identify any courses that need to be deleted; c) will send the list of courses to be deleted to the Deans for verification by 5:00 pm on March 27; and d) on March 29, 2012, will delete all courses that do not meet the guidelines unless an exception has been granted for a specific course.
- 5) Before a summer session begins (exact dates to be determined), the Registrar's Office will cancel all undergraduate summer courses with fewer than 24 students enrolled and all graduate summer courses with fewer than 11 students enrolled. Within 24 hours of the cancellation, the Registrar's Office will notify the dean of the college, the department chair or director, the instructor of record and all enrolled students that the course has been canceled.

cc: Associate Provosts