

EASTERN ILLINOIS UNIVERSITY  
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TO: Deans and Department Chairs

RE: Class Enrollment Minima

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It has been a number of years since a memorandum regarding class enrollment minima has been circulated, and with the extent of turnover we are now seeing in our administrative ranks, the "oral tradition" is no longer adequate to assure understanding and acceptance. Also, the financial uncertainties of the moment make it essential that we operate as efficiently as we are able. Given all this, I thought it would be useful to share these guidelines which have been modestly adjusted following discussion with the deans.

Of course there are a number of good reasons why a course might need to be offered even in the face of low enrollment. That is why the term guidelines is used. Nevertheless, a shared understanding can help everyone with planning.

The minima are as follows:

1000 to 2999 level courses	24 students
3000 to 4749 level courses	15 students
4750 to 4999 level courses	10 students
5000 and above courses	8 students

Many years ago, the guidelines also had a long expose regarding exemptions the essence of which were to indicate that the minima were to apply to what might be termed traditional lecture-style courses and not independent studies, etc. The exception process essentially required approval of the department chair and dean prior to the start of classes. By and large, these guidelines have generally been followed, and I would ask that we continue to reference them as we develop course schedules for future semesters. I leave it to the deans to approve exceptions to these minima.

As a final matter, it is useful to remember the obvious: these guidelines refer to class size minima. They are intended to be a floor and not a ceiling. Our financial breakeven point for classes is considerably above these minima, and therefore, we need a sizeable percentage of our classes to have more students than these minima.