



July 22, 2019

TO: Deans and Department Chairs

FROM: Jay D. Gatrell, Provost & Vice President for Academic Affairs

RE: **Enrollment Guidelines**

As in prior years, the Office of Academic Affairs has published the University's guidelines for minimum course enrollments. Please remember that these are guidelines and every effort should be made to make revised staffing decisions as soon as possible to maximize existing instructional resources and reduce scheduling complications for our students. As you no doubt recognize, EIU's continued financial viability requires all of us to be good stewards of limited resources—and every effort should be made to collapse multiple sections of a single course.

The enrollment guidelines, or floors, for traditional courses are presented below:

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

Pursuant to the EIU-UPI agreement's 2019 Assignment of Duties Guidelines, courses with very low enrollment should be offered as tutorials and not traditional standalone sections (see AOD Guidelines Section 8). In the case of enrollments between the tutorial and minima defined above, exceptions should be extraordinary and require dean approval.