

Off Campus Programs: Interim Enrollment Minimums and Staffing

1. Any individual in an instructor role for a course (who is assigned TEUs for the course) must have the appropriate credentials (degree, graduate credits, and/or relevant experience) in the content area being taught, according to the current HLC guidelines as determined by Academic Affairs. Any individual without the credentials who wishes to be a second leader for an interim study-abroad trip will be considered a Program Assistant.
2. Only credentialed instructors may be paid by TEUs, whether in-load, overload, or adjunct. Program Assistants may be paid only by stipend, based upon the number of students enrolled in the course, as outlined in the table below.
3. The Associate Provost, in consultation with the Associate Dean of Off-Campus Programs, will make the final decision as to whether or not a course that does not meet the enrollment minimum is cancelled.

| Number of Students Enrolled | 2 nd Leader ¹ | Expenses for the 2 nd leader | Pay for the 2 nd leader |
|-----------------------------|---|---|--|
| 20+ | Required | Built into course budget | Paid by Academic Affairs: If instructor, 3.4 TEUs. If Program Asst., \$3500. |
| 15-19 | Required | 1/2 in course budget _____ _ 1/2 covered by Academic Affairs | Paid by Academic Affairs: If instructor, 3.4 TEUs. If Program Asst., \$3000. |
| 9-14 | Required | 1/2 in course budget _____ _ 1/2 covered by Academic Affairs | Paid by Academic Affairs: If instructor, can split 3.4 TEUs with other instructor. If Program Asst., \$2500. |
| Fewer than 9 | Required <i>(if course is allowed to go)</i> | 1/2 in course budget _____ _ 1/2 covered by Academic Affairs | None. |

¹ Can be a Bethel faculty member or other adult approved by the Dean of Academic Programs.

Owner: Academic Affairs

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Academic Policy Manual

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