

Subject: Course Assistants

Policy Number: A3.59

Date: 8/20/04

Revised: 4/15/16

---

**POLICY**

Faculty may request additional course assistants who will be readers or mentors in courses that exceed 25 students. The ratio of students to Course Assistants may vary from one course to another based on the unique nature of faculty requirements; however, the general allocation will be 25 students per Course Assistant. Faculty will evaluate course assistants each semester that they are employed by answering whether or not they would hire them again and if not, why not. Course assistants will provide feedback related to their experience each semester that they are employed by indicating whether or not they want to be a Course Assistant for the course again.

**PROCEDURE**

The Director and the Distributed Learning Coordinator will assign course assistants after reviewing preliminary enrollment data.