Contract Education

Date Adopted: 3/9/2004
Date Revised: 5/13/2016
Date Reviewed: 5/13/2016
References: Accreditation Standard II.A.2.a; Title 5 Section 55170

The development, review, approval, and evaluation processes and criteria for for-credit contract education instructional classes follows the same procedures for all for-credit courses offered at Sierra College.

Typically for-credit contract education courses are offered at the site of a private company or a public or non-profit agency.

Courses for which state support is sought require that the section is an open section. The manner by which the course is scheduled, ratified by the Board, delivered, and paid for includes the following steps when a company or agency pays its employees’ tuition and instructional materials (FTES Generating).

- The section is published in the class schedule with To Be Announced (TBA) as a place holder.
- The section is published on the Sierra College website when the date and time are known.
- The agency providing the instructional site must accept outside registrations at their site.
- The Division Dean consents to deliver the section on agreed-upon dates, times, and place.
- The Dean assigns an instructor.
- Division Administrative Assistants calculate load for the instructor.
- The Economic Workforce Development Office creates the contract by which the agency or company pays for course fees and submits it for Board approval.

For-credit courses for which state support is not sought may be a closed section. In this instance, the agency or company pays the full cost of delivering instruction to its employees and the associated administrative management fees (No FTES).

- The Dean agrees to add the section.
- The Dean assigns an instructor.
• Division Administrative Assistants calculate load for the instructor.
• The Economic Workforce Development Office creates the contract, including the full fee for instruction, administrative services, and instructional materials, and submits it for Board approval.

See Board Policy 4100.