

Sierra College

ADMINISTRATIVE PROCEDURE

AP 4102

Career and Technical Education Programs

Date Adopted:	3/9/2004
Date Revised:	10/10/2025
Date Reviewed:	10/10/2025
References:	Title 5 Section 55600 et seq; 2 Code of Federal Regulations Part 200 (The Federal Education Department General Administrative Regulations, 2 nd Edition); 34 Code of Federal Regulations Part 600 (U.S. Department of Education regulations on Integrity of Federal Student Financial Aid Programs under Title IV of the Higher Education Act of 1965, as amended); ACCJC Accreditation Standard 2

Advisory Committee

The Career and Technical Education Advisory Committee develops recommendations for the career and technical education programs and provides liaisons between the District and potential employers.

The membership shall include representatives of businesses in the various career and technical areas knowledgeable about the specific needs of the community. In addition, the membership will include students, faculty, and counselors.

Documentation of the Student Competency

The official Sierra College student transcript documents the completion of all courses required to fulfill the degree, certificates of achievement and skills certificates. Successful completion of a course with a minimum grade of “C” or the equivalent certifies that the student has met the course objectives as outlined in the official course outline of record. The objectives are measured by a variety of examinations including comprehensive skill demonstrations and or industry licensure or certification processes.

The Skills Certificate signifies that the student has met all the skill requirements necessary to meet the objectives of a career and technical education program.

Gainful Employment

Consistent with federal regulations pertaining to federal financial aid eligibility, the Vice President of Instruction or their designee will ensure that the District complies with the United

States Department of Education's disclosure requirements for each of the District's gainful employment programs, by disclosing federally-mandated information about the programs to prospective students. The District shall make the required disclosures available to prospective students in promotional materials and on its website.

The Vice President of Instruction shall establish procedures to ensure that the District meets these reporting requirements whenever the District intends to add a new gainful employment program.

See Board Policy 4100.