

Sierra College

ADMINISTRATIVE PROCEDURE

AP 4104

Contract Education

Date Adopted:	3/9/2004
Date Revised:	4/28/2023
Date Reviewed:	4/28/2023
References:	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 Business and Technology 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 Business and Technology 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.