

INSTRUCTIONAL SERVICES

AP 4610 INSTRUCTIONAL SERVICE AGREEMENTS

References:

Education Code Sections 78015 and 84752;
Title 5 Sections 51006, 53410, 55002, 55003, 55005, 55300-55302, 55600 et seq.,
58051 subdivisions (c) – (g), 58051.5, 58055, 58056, 58058 subdivision (b), and
58102-58108

The responsibility for developing, monitoring, and managing Instructional Service Agreements rests with the Vice President for Instruction. All such agreements shall comply with relevant policies and procedures and shall at minimum include administrative procedures, terms, and conditions relating to:

- enrollment period
- student enrollment fees
- the number of class hours sufficient to meet the stated performance objectives
- supervision and evaluation of students
- withdrawal of students prior to completion of a course or program, and
- terms and conditions relating to cancellation and termination of the arrangement.

Instruction claimed for apportionment under Instructional Service Agreements shall be under the immediate supervision and control of an employee of the Palomar Community College District who has met the minimum qualifications for instruction within the relevant discipline.

Where the instructor is not a paid employee, the District shall have a written agreement or contract with each instructor conducting instruction for which full-time employees are to be reported and stating that the District has the primary right to control and direct the instructional activities of the instructor.

The District shall list the minimum qualifications for instructors teaching these courses and that the qualifications are consistent with requirements in similar District courses.

Courses conducted under an Instructional Service Agreement must be held at facilities which are clearly identified as being open to the general public. Enrollment in the course must be open to any person who has been admitted to the District and has met

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any applicable prerequisites. BP 5052 Open Enrollment must be published in the District Catalog, Class Schedule, and any addenda to the Class Schedule, along with a description of the course and information about whether the course is offered for credit and is transferable.

Course outlines of record for advanced public safety courses will not list as a prerequisite public safety employment or possession of a basic course diploma. Appropriate health and safety prerequisites or enrollment limitations can include the requirement to pass a California Department of Justice Live Scan, or other additional requirements that comply with the law.

Course outlines of record for advanced public safety courses should include a sufficiently detailed list of prerequisites that are directly related to the content of the advanced course so that all prospective students can be assessed for enrollment eligibility. Prerequisites may not be established or construed to prevent academically qualified persons not employed in public safety agencies from enrolling in and attending courses.

A student may request an evaluation of their previous experience and coursework to determine if it is equivalent to the listed requirements. A student found not to meet the prerequisite requirements may challenge the prerequisites through the District's prerequisite challenge process. The District must maintain documentation that demonstrates its processes for assessing student eligibility for enrollment were followed.

College publications shall inform students regarding the method by which they may seek an evaluation for equivalent enrollment eligibility for advanced public safety courses. College publications, including the course outline and syllabi, shall include a notification that approval of equivalent enrollment eligibility is not a guarantee that state regulatory or licensing agencies will also grant equivalency for licensure or employment purposes.

Degree and certificate programs must have been approved by the California Community Colleges Chancellor's Office and courses that make up the programs must be part of the approved programs or the District must have received delegated authority to approve those courses locally.

The courses of instruction are specified in the agreement, the outlines of record for such courses and are approved by the District Curriculum Committee as meeting Title 5 course standards, and the courses have been approved by the Governing Board.

Faculty teaching different sections of the same course shall teach in a manner consistent with the approved course outline of record and hold students to the appropriate level of rigor.

Records of student attendance and achievement shall be maintained by the District. Records shall be open for review at all times by officials of the District and submitted on a schedule developed by the District.

Students enrolled in courses under an Instructional Services Agreement shall have access to all ancillary and support services provided for the students.

The District is responsible for obtaining certification verifying that the instructional activity to be conducted shall not be fully funded by other sources.

The District shall comply with the requirements of Title 5 Sections 55230-55232 concerning approval by adjoining high school or community college districts and use of non-district facilities, if classes are to be located outside the boundaries of the District.

Office of Primary Responsibility: Instructional Services