

**INSTRUCTIONAL SERVICES**

**AP 4104 CONTRACT EDUCATION**

**References:**

Education Code Sections 78016, 78020, 78022;  
Title 5 Section 55170

The District may contract for instructional classes to be offered at the request of public or private agencies or groups.

Contract Education is defined as those situations in which a community college district contracts with a public or private entity for the purposes of providing instruction or services or both by the community college. Such courses offered through contract education may be:

**Degree-Applicable Credit Course:** A course which has been designated as appropriate to the associate degree in accordance with the requirements of title 5, section 55062, and which has been recommended by the college and/or district curriculum committee and approved by the district governing board as a collegiate course meeting the needs of the students (title 5, section 55002).

**Nondegree-Applicable Credit Course:** A credit course designated by the governing board as not applicable to the associate degree which, at a minimum, is recommended by the college and/or district curriculum committee (the committee described and established under the subdivision (a)(1) of title, 5 section 55001) and is approved by the district governing board (title 5, section 55001).

**Noncredit Course:** A course which, at a minimum, is recommended by the college and/or district curriculum committee (the committee described and established under subdivision (a)(1) of title 5, section 55002) and approved by the district governing board as a course meeting the needs of enrolled students (title 5, section 55002).

**Community Services Offering:** A fee-supported, not-for-credit community services class authorized pursuant to Education Code section 78300 and approved pursuant to subdivision (d) of title 5, section 55002, for which state apportionment is not claimed and credit is not awarded (title 5, section 55000).

The District may provide educational, training and related services to public and private organizations or individuals by means of contract education in those circumstances where the District is prohibited from using public funds to provide the requested training or services, or where public funds are not available to provide the training or services.

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**Date Approved: 10/16/18**

The Palomar Community College District is dedicated to meeting local needs and serving all segments of the community, including local businesses and economic development entities. Contract education is consistent with, and complementary, to the overall mission of Palomar College. It is viewed as another means for meeting the educational and training needs of the District's constituencies.

The District's participation in contract education programs or classes shall be the prerogative of the Palomar Community College District Governing Board and the Governing Board shall ratify all such programs and classes.

**Approval of Contract Education Curriculum and Course Offerings**

Courses and workshops are reviewed and approved by the Associate Dean of Workforce Development and Extended Studies, in conjunction with the entity requesting the course(s), to ensure identified community needs are met and, where applicable, standards defined by state, national, or contracting entities are met. In these instances, the course content is measured against learning objectives provided by these entities.

**Financial Support of Contract Education (Education Code Section 78021(b))**

The contracting community college district or districts shall recover, from all revenue sources, including, but not necessarily limited to, public and private sources, or any combination thereof, an amount equal to, but not less than, the actual costs, including administrative costs, incurred in providing these programs or training.

**Operation of the Contract Education Program**

Overall administrative responsibility for the operation of the Contract Education program will rest with the Vice President for Instruction.

The Office of Workforce Development and Extended Studies shall administer the program and establish development, review, approval, and evaluation processes and criteria for the program.

Office of Primary Responsibility: Instructional Services

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**Date Approved:**