

**SAN FRANCISCO COMMUNITY COLLEGE DISTRICT  
POLICY MANUAL**

<b>Title:</b> <b>CONTRACT EDUCATION</b>	<b>Number:</b> <b>6.12</b>
<b>Legal Authority:</b> <b>California Education Code Sections 78020 et seq.</b> <b>Title 5, CCR, Section 55170</b>	<b>Page:</b> <b>1 of 2</b>

The San Francisco Community College District is committed to improving the quality of life in San Francisco by educating individuals for rewarding and productive careers and by preparing them to understand and meet the challenges of our society both in work and in the community. It is the policy of the District that in furtherance of these ends it will build cooperative relationships with business, industry, government, trade unions, and community agencies. In support of this policy, a unified, District-wide effort is established to develop and implement noncredit, and credit and not-for-credit contract educational programs.

Contract education consists of those educational services which the District provides for employees and other individuals sponsored by public, private, or community organizations, and for which the District charges a fee to the sponsoring organization. The fees charged shall be in accordance with state law. Contract education is an alternative vehicle through which the education offerings expand access to higher education. Contract education also affords District faculty an avenue to expand their professional horizons.

All contract education offerings shall conform to the following: Contract education offerings shall be approved by the Curriculum Committee according to the current practice. Educational services will be offered and staffed with the approval of the involved departments according to current practice. Contract education offerings shall in all ways meet District standards in course content and course staffing. Contract education courses are an extension of regular District programs and shall support and promote regular District offerings.

Contract education can provide educational services in San Francisco for out-of-state or foreign organizations. While contract education shall primarily serve the San Francisco community, educational services elsewhere are authorized according to the following: Revenues from such services must cover all costs including District administrative overhead and development. With departmental approval, faculty may be hired on site. Contract education abroad may offer courses, seminars, workshops, lectures or educational consulting. Contract education abroad provides specific educational services which may result in a certificate of completion rather than replicating full credit or noncredit programs which result in a degree or an award of achievement. Contract education shall not establish or maintain long-term or permanent sites.

<b>Approved by District Board of Trustees</b>	<b>Authenticated</b>	
	<b>By Chancellor:</b>	<b>Date: 02/09/00</b>
<b>Date: 01/21/86</b>	<b>Revision Number: 1</b>	<b>Date: 07/28/94</b>

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The District's efforts shall be in keeping with its mission and policies and additionally, shall conform to all legislation and to the State Department of Education Code Sections pertinent to contract education.

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