



MONTEREY PENINSULA
COLLEGE

ADMINISTRATIVE PROCEDURES

Chapter 4 Academic Affairs

4400

AP 4400 Continuing Education

Definition

Continuing Education describes formal learning activities that are generally NOT focused on earning a college degree. Continuing Education can include professional development as well as personal enrichment programs. The District may direct staff or faculty, or engage contractors, to develop and offer a schedule of Continuing Education courses in vocational, literacy, health, technical, consumer, civic, and general education as well as arts, fitness, science, and literature.

The District may solicit input on Continuing Education course offerings from various college constituencies, community groups, and advisory committees. District staff, faculty, and contractors, with the approval of the Governing Board, and in accordance with a pre-determined strategy, may design courses outside of credit and non-credit classes to provide instruction that contributes to the development of the individuals or groups enrolled, and which the District Governing Board deems appropriate for enrolled students.

Access

District staff shall ensure that continuing education offerings are open for the admission of adults who voluntarily pay the required fees, and of those minors as in the judgment of the Governing Board may profit.

General fund money shall not be expended to establish and maintain Continuing Education courses or programs.

Students enrolled in Continuing Education offerings may be charged a fee not to exceed the cost of maintaining Continuing Education classes, or classes may be provided for remuneration by contract, or with contributions or donations of individuals or groups.

Standards and Criteria for Continuing Education Courses

Continuing Education offerings shall meet the following minimum requirements:

- approved by the District Governing Board;
- designed for the physical, mental, moral, economic, or civic development of persons enrolled therein;
- provide subject matter content, resource materials, and teaching methods which the District Governing Board deems appropriate for the enrolled students;
- conducted in accordance with a predetermined strategy or plan;



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- open to all members of the community willing to pay fees to cover the cost of the offering; and
- not be claimed for apportionment purposes.

See Board Policy 4400 - Continuing Education Programs

References: *Education Code Sections 78300 et seq.;*
Title 5 Sections 55002 and 55160(b)

Approved: May 25, 2021