

PROCEDURES FOR CONTRACT EDUCATION

Contract Education is a cooperative effort between Monroe County Community College and appropriate agencies, organizations, businesses, industries, or individuals (hereinafter referred to as Agency) in pursuit of learning experiences and/or related activities. The approach will vary dependent upon the goals and objectives.

Characteristics:

Contract Education may include:

1. Any instructional service unit of the College.
2. Instruction for credit or non-credit.
3. Research, consulting, and other College activities.
4. Orientations, counseling/advisory, personal or academic testing.
5. Flexible scheduling as determined by the specific program.
6. Any course or program consistent with the mission of the College.
7. On- or off-campus location, whichever is most conducive for the specific activity.
8. College or Agency personnel.

Agreements:

Monroe County Community College will serve as the "contractor" in a formal contract with the Agency. Goals and objectives, site/location, length of agreement, style or approach of program, and other matters related to the learning experience or activity will be mutually developed.

Administrative Responsibility:

It is accepted that Contract Education is a legitimate extension of the mission of Monroe County Community College and should be implemented via a formal and consistent manner. The Dean of Corporate and Community Services shall be the administrative agent responsible for review of contract education while direct responsibility lies in the office of the President.

Implementation:

The contracted education will be coordinated by the office of Corporate and Community Services and the appropriate office of the Vice President(s) agreeing to provide the services. Final authority and the approval of all contracts lies in the office of the President.

College and Agency Provisions:

As part of the arrangements for providing Contract Education, Monroe County Community College agrees:

1. To provide administrative procedures for registration of students, collection of tuition and fees, refunds, etc., in accordance with institutional policy.
2. To provide classroom space for each class if requested.
3. To promote enrollment by way of appropriate publicity and student recruitment.

4. To establish each contract.
5. To employ the instructor and pay the salary as well as any other contracted costs associated with the employment of said instructor.
6. To provide evaluation of the contracted program.
7. To establish minimum and maximum enrollment limits.
8. To provide additional services and/or facilities as specified in the formal agreement.

The Agency agrees:

1. To provide administrative support as appropriate, such as registration of students, collection of tuition and fees, reimbursement of the college for tuition and fees collected or paid by the Agency, forwarding to the College all registrations, and cooperation with the College in the establishment of time schedules, etc.
2. To assist with the promotion of the educational offering and the recruitment of students from within the Agency.
3. To permit any resident from the College service area to enroll in the contracted course if not in conflict with Agency's specific objectives.
4. To provide additional services and/or facilities as specified in the formal agreement. These services may include off-campus classroom space, maintenance of space, etc.

Fees and Charges:

Vary according to program.

6-28-82; revised 11-5-86; 11-22-99