

CONTINUING EDUCATION

ARTICLE NUMBER: 425

LAST APPROVED: May 6, 2019

REFERENCE:

PURPOSE

Continuing and community education courses are non-credit and designed to meet the lifelong learning needs of the community consistent with the mission and goals of Tillamook Bay Community College. These courses do not satisfy college credit or Continuing Education Unit (CEU) requirements and do not typically apply to any degrees or credit certificates at Tillamook Bay Community College.

The College's Continuing Education Program is a self-supporting program as determined by the receipts and expenditures of funds designated for this purpose. The Continuing Education department houses a number of similar programs including, but not limited to;

- A. Community Education courses
- B. Continuing Education courses
- C. Continuing Education Units
- D. Non-Credit Training Courses and Certificates
- E. Children's Programs
- F. Driver's Education

To facilitate this objective, the Vice President of Instruction and Student Services or designee is authorized to:

- A. Establish market rate tuition and fees to be charged to those who enroll or otherwise participate in Community Education offerings;
- B. Hire instructors on a term-by-term contractual basis and pay up to 50% of community education course or workshop tuition (excluding fees) to the faculty as compensation.

All courses in Continuing and Community Education will have a course outline, learning outcome(s), instructor qualifications, and evaluation mechanisms for students as appropriate. The Vice President of Instruction and Student Services or designee will approve all instructors. Instructors must satisfy TBCC faculty qualifications and teaching guidelines as determined by the Vice President of Instruction and Student Services or designee. Documentation of the instructor's qualifications will be kept on file in the TBCC Office of Instruction or by the partner agency offering the course. The TBCC

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Office of Instruction is responsible for the evaluation of course content and instruction. Evaluation procedures must include feedback from students, faculty, employers and/or agencies as appropriate. Evaluations will be kept on file with the Office of Instruction.

Early registration is encouraged for all courses. A decision to cancel a course, based on enrollment or instructor availability, may be made at least two days prior to the start date. Courses are canceled by the Vice President of Instruction and Student Services or his/her designee. Generally, the criterion for such cancellation is an enrollment of less than ten students or the guarantee set by the College. However, depending upon individual course circumstances, courses may be offered with fewer students. Refunds will be made if the course is cancelled by TBCC. Students must drop a course three days before the start date to receive a refund. Students requesting special consideration for refunds after the refund deadline should submit a Student Account Petition Form to the Business Office. Agencies offering courses in partnership with TBCC have their own refund policies.