

**COLLEGE OF THE SISKIYOU**

**Procedure Manual**

**Title:** Community Services

**Adoption Date:** XXX

**Review Date:** XXX

**Revision Date:** 12/09, 3/2/10; September 24, 2013, XXX

**Responsible Area:** Vice President, Academic Affairs

**Responsible Office:** ~~Vice President, Student Learning Office~~ Instruction

**Policy Reference:** Education Code Section 78300 et seq; Title 5, Sections 55002, 55160(b);  
College Vision Statement

**Definition**

College of the Siskiyou establishes and maintains Community Services offerings in civic, vocational, literacy, health, homemaking, technical and general education, including, but not limited to, classes in the fields of music, drama, dance, art, handicraft, science, literature, nature study, nature contacting, aquatic activities and sports. Community service offerings shall not be referred to as noncredit courses and may not be claimed for apportionment purposes.

In the past, COS has also referred to the program as “Community Education” and “Lifelong Learning.”

Offerings are designed to provide instruction and to contribute to the physical, mental, moral, economic, or civic development of the individuals or groups enrolled in them. Offerings shall provide subject matter content, resource materials, and teaching methods which the district governing board or its designee deems appropriate for the enrolled students.

Offerings are open for the admission of adults and of those minors as in the judgment of the governing board may profit. Minors who can benefit from the offerings may have varying minimum ages depending on the course, as suggested by the instructor and approved by the governing board or its designee. All minors need to submit the special admissions request form.

**Fees**

General fund moneys are not expended to establish and maintain community service offerings. Students enrolled in community service offerings may be charged a fee (not to exceed the cost of maintaining community service classes), or classes may be provided for remuneration by contract, or with contributions or donations of individuals or groups. Additional material fees may apply.

**Course Initiation and Approval**

No courses shall be offered prior to approval. Approval shall be granted by the District if conditions outlined in AP 4022-Course Approval are met. These include:

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1. Community Services offerings may be developed when the need and interest are identified.
2. The course proposal may be submitted by a person qualified to teach the offering.
3. The Superintendent or his/her designee shall review the proposal and make an appropriate decision.
4. The Curriculum Committee shall review new Community Services offerings as an information item only.
5. The Board of Trustees shall approve new Community Services offerings.