**ISP**

**Third-Party Instruction (TPI)**

**PURPOSE**

The policy allows student employees of contracted organizations to receive college credit for courses taught by approved third-party instructors.

**SUMMARY**

Clackamas Community College (CCC) contracts with organizations, not regionally accredited, to provide education using qualified third-party instructors to teach on behalf of college. This policy aids in CCC achieving its educational objectives by providing more accessible high-quality education and training to the community it serves and assuring the integrity and continuity of its academic programs, wherever offered and however delivered. Specifically, this policy allows the student employees of contracted organizations to more easily attain their educational goals through college approved credit programs that reflect the labor market needs of business and industry, as well as pursue opportunities for their personal and professional development.

**STANDARD**

1. Third-party instructors are not employed by CCC, but are held to the same standards for qualifications as CCC part-time faculty.
2. Third-party instructor qualifications are reviewed and approved by the appropriate department chair/director.
3. The value and level of credit courses are determined in accordance with CCC’s established curriculum review procedures to ensure the courses meet the standards of the CCC’s regular programs.
4. Courses offered for credit will remain under the sole and direct control of CCC.
5. CCC will retain course outlines, syllabi, copies of exams, records of students, and evidence of equivalencies with established programs.
6. Major curriculum changes will be reevaluated by the appropriate subject matter expert and are subject to review and approval by the curriculum committee to ensure the course description, content, outcomes, materials, and assessments are appropriate.
7. Third-party contracts will be executed by the duly designated officers of CCC.
8. Third-party contracts will establish a definite understanding between the college and the contractor regarding the duties and responsibilities of the third-party instructors.
9. Third-party contracts will clearly establish contractor obligations regarding costs, logistics, and enrollment requirements.
10. Students are to be registered with CCC and will be informed about the nature of their enrollment obligations, responsibilities, and rights before they enroll in a course.
11. Upon registration, student data will fall under FERPA guidelines.

**REVIEW HISTORY**

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| ISP Committee | Adopted | [Date] |
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