

**Academic Affairs**

1 **AP 4104 CONTRACT EDUCATION**

2 **Reference:**

3 Title 5, Section 55170

4 The District may contract to offer instructional classes or services for businesses,  
5 industry, public agencies, and/or other groups. These contracted activities shall be self-  
6 supporting and shall not use the unrestricted general fund of the college. If the contract  
7 covers the full cost of the classes, the classes shall not be submitted for apportionment  
8 from the state and are not required to be open to the public.

9 **Procedure**

10 Requests for Board approval will be prepared by the Office of Economic Development,  
11 reviewed by the Office of Business Services, and recommended by the Office of  
12 Academic Affairs.

- 13 • Proposed contracts will be evaluated for their feasibility by the Office of Economic  
14 Development using the following criteria:
  - 15 ○ The contract shall be congruent with the District’s mission, mandates, and  
16 goals.
  - 17 ○ The scope, objectives, and outcomes of the contract shall be feasible,  
18 measurable, and attainable.
  - 19 ○ The costs of delivering the contract, including administrative costs, shall be  
20 recovered from the funds generated by the contract.
- 21 • Contracts will be issued by the District through the Purchasing Office after  
22 approval by the Board of Trustees.

23 **Contract Education Options**

- 24 • Credit or non-credit classes from the approved curriculum may be offered.  
25 Students may earn college credit upon successful completion.
- 26 • Customized classes designed for a particular purpose may be offered, but they will  
27 not be credit bearing.
- 28 • Specialized services may be offered.

29 **Contract Approval**

- 30 • Contracts shall require approval by the Board of Trustees.

31 Office of Primary Responsibility: Vice President, Academic Affairs

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**Date Approved:** August 20, 2007

**Date Reviewed:** January 16, 2019, January 22, 2024