



MONTEREY PENINSULA
College

ADMINISTRATIVE PROCEDURES

Chapter 4 Academic Affairs

4104

AP 4104 Contract Education

The District may offer customized training to public or private agencies or groups. The process may involve the use of existing curricula (courses that have been approved by the District and are active in the current College Catalog) or creation of new curricula to meet the needs of a particular agency or group.

The District shall enter into an agreement with an agency or group to deliver specified instruction and related services. All agreements for Contract Education shall be reviewed and approved by the Vice President of Administrative Services and approved by the Governing Board. The District shall not enter into agreements with a person, agency, or organization if it has knowledge that such a person, agency, or organization discriminates based on any legally protected status (see BP/AP 3410 Nondiscrimination).

Contract Education Options

The following options are available when contracted services include instructional components:

- **For-credit college courses** scheduled under the following conditions:
 - **Restricted to participants identified in the agreement:** participants may receive community college credit; costs of instruction and related services fully-covered by the agency or group as specified in the agreement; no state apportionment may be claimed by the College
 - **Open to all participants:** including those identified in the agreement as well as all admitted students who meet any approved prerequisites for the course; offered as an instructional service agreement (see AP 4610 - Instructional Service Agreement) that includes District funding for instruction; state apportionment may be claimed by the College.
- **Not-for-credit continuing education classes:** may be open or restricted classes; costs of instruction and related services shall be specified in the agreement; no state apportionment may be claimed by the College

See Board Policy 4615 - Contract Education

References: *Title 5 Sections 55250 et seq.*

Approved: April 12, 2022