

**MEMORANDUM OF UNDERSTANDING**  
**BETWEEN**  
**CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT**  
**AND**  
**EDEN AREA REGIONAL OCCUPATIONAL**  
**PROGRAM**

This Memorandum of Understanding between Chabot-Las Positas Community College District - Chabot College and Eden Area Regional Occupational Program, is made on Nov. 15, 2022 regarding offering college level classes to students to pursue early college credit which serves as a bridge to facilitate a smooth transition into college pathways programs.

**RECITALS:**

WHEREAS, the Eden Area Regional Occupational Program desires to avail itself of the expertise of Chabot College in the aforesaid areas, in which it acknowledges the expertise of Chabot College.

**AGREEMENT:**

NOW, THEREFORE, in consideration of the foregoing recitals and the covenants and conditions herein set forth, the parties hereto agree as follows:

**1. APPOINTMENT:**

Eden Area Regional Occupational Program hereby appoints Chabot College to render the instruction of college level courses as described in Section 2 hereof for the term of this Agreement.

**2. CHABOT COLLEGE:**

It is understood that:

- a) During the term of this Agreement, Chabot College shall render to Eden Area Regional Occupational Program by and through adjunct or full-time faculty, in its sole discretion, to teach college level credit courses at Eden Area Regional Occupational Program facility.
- b) Chabot College and Eden Area Regional Occupational Program will work together to select appropriate courses, which shall run between 4-16 weeks with dates and times to be arranged between the two parties.
- c) Chabot College classes held at Eden Area Regional Occupational Program shall be deemed open classes and thereby open to regular Chabot College students.
- d) Chabot College classes held at Eden Area Regional Occupational Program will follow approved course outlines and be held to the same rigor as approved by Chabot Curriculum Committee.
- e) Prior to the first day of classes, Chabot College will provide to Eden Area Regional Occupational Program the following:

1. Concurrent Enrollment College Applications for participating high school students
2. Instructor Name and Course Syllabus
3. Dates of Class and Final Exam Schedule
4. Student Conduct and Due Process Policy
5. Last Day to drop the course with No Grade of Record (NGR) on transcript
6. Last day to withdraw with a "W" on transcript
7. List of required textbooks and/or course materials

f) It is the responsibility of the student to follow the COLLEGE process when requesting an official COLLEGE transcript for grade submission to Eden Area Regional Occupational Program

### **3. Eden Area Regional Occupational Program:**

It is understood that:

(a) Eden Area Regional Occupational Program high school students desiring to enroll in Chabot classes will apply to Chabot College through California Community College Apply (CCCApply) and submit a Chabot Concurrent Enrollment Application and attain all necessary school and parental/guardian signatures as required.

(b) Eden Area Regional Occupational Program high school students will be enrolled at Chabot College and as such, will be held to the same "Student Conduct and Due Process Policy" as outlined in the Chabot College 2020-2021 catalog (see Attachment A).

(c) Eden Area Regional Occupational Program high school students will be earning college credit and as such, classes will be held to the same rigorous standards and course outline as approved by Chabot Curriculum Committee.

(d) The Eden Area Regional Occupational Program staff will be notified on the first day of class of the following important information:

1. Course Syllabus
2. Dates of Class and Final Exam Schedule
3. Student Conduct and Due Process Policy
4. Last Day to drop the course with No Grade of Record (NGR) on transcript
5. Last day to withdraw with a "W" on transcript

**COURSE CANCELLATION**

- In the event of low enrollment two weeks prior to a scheduled class, Chabot College will decide whether to conduct a specific class.
- CLPCCD and Eden Area Regional Occupational Program agree to make good faith efforts to make mutually agreeable decisions.

**I AGREE TO THE MEMORANDUM OF UNDERSTANDING AS OUTLINED IN THE RECITALS, COVENANTS AND CONDITIONS CONTAINED HEREIN:**

Executed on Nov. 15, 2022 \_\_\_\_\_

By: \_\_\_\_\_

**EDEN AREA REGIONAL OCCUPATIONAL PROGRAM**

By: \_\_\_\_\_

**CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT**

**Jonah Nicholas, Vice Chancellor, Business Services**

By: \_\_\_\_\_

**CHABOT COLLEGE**