

**Academic Affairs**

**AP 4400 COMMUNITY SERVICES PROGRAMS**

**References:**

Education Code Sections 78300 et seq.;  
Title 5 Sections 55002 and 55160(b)

The mission statements for Chabot and Las Positas Colleges define the commitment of each college to create responsive programs and services for the communities they serve. Providing a variety of high quality, Community Services activities respond to the continuing education, cultural, and personal development needs of District residents.

Each college may provide a variety of Community Services activities including but not limited to workshops, cultural events, short-courses, classes and seminars depending on community needs, financial resources and the availability of appropriate facilities. Offerings are established and maintained in civic, literacy, health, family and consumer science, career technical and general education.

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 are open for the admission of all community members.

The colleges will coordinate and consult with one another regarding the development, publicity and other aspects of Community Services programming. There will also be coordination between Contract Education and Community Services staff.

**Accountability**

The Community Services program operated by each college shall have clearly described accountability statements indicating the reporting line, areas of task responsibility associated with each Community Services staff member and fiscal procedures to account for revenue and expenditures.

The District shall charge students taking community service also known as community education classes a fee not to exceed the cost of maintaining community education classes. Community education classes are intended to be self-supporting, and the District is prohibited from using state General Fund money to establish and maintain such classes. The District may spend district General Fund money to establish and maintain a community education program, or may provide instruction for remuneration

by contract or with contributions or donations from individuals or groups. The District may also use a combination of these options to fund the program.

**Fees**

Students enrolled in community services offerings may be charged a fee not to exceed the total cost of maintaining community services classes, or classes may be provided for remuneration by contract, or with contributions or donations of individuals or groups.

Refund procedures shall be established by the colleges and plainly displayed in all program publicity.

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**Approved:** February 18, 2014

**Board Reviewed:** January 19, 2021