

Policy and Procedure Review

5-14-2026

BP 2015 Student Trustee - The Board Policy Review Committee recommends compensating the Student Trustee at the same rate as the other trustees. The recommendation is equity-based and intended to attract a more diverse pool of student leaders to the role.

AP 2320 Special and Emergency Meetings - CCLC 45-47 suggested this procedure as good practice, as the content addresses Brown Act requirements for public meetings by teleconference, such as Zoom and other forms of hybrid public meetings. In CCLC 48, the Service updated this procedure to align with revisions to the Government Code.

BP 3850 Display of Flags - The Board Policy Review Committee recommends language revision that is both consistent with federal flag code but also allows for the display of the Pride flag in June, and other commemorative flags as appropriate.

AP 4222 Remedial Coursework - The Service updated this procedure to revise the reference to the ACCJC Accreditation Standard pursuant to the 2024 changes in the ACCJC Accreditation Standards. The Service also updated this procedure to identify requirements related to placement pursuant to the 2024 changes in the Education Code. This was pulled from the April College Council agenda for additional review by the Academic Senate. This is a 10+1.

BP 4250 Academic Notice, Pause, and Readmission (formerly Probation, Dismissal, and Readmission) - Academic Senate replaced “probation” language with “notice” language to address changes as set forth in Title 5 Sections 55031-55034. This policy was pulled by the trustees during the first read and brought to the Board Policy Review Committee for additional discussion. The BPRC approved the policy as it is in compliance with new Title 5 requirements. This is a 10+1.

AP 4250 Probation - Academic Senate replaced “probation” language with “notice” language to address changes as set forth in Title 5 Sections 55031-55034. This was pulled from the April College Council agenda for additional review by the Academic Senate. This is a 10+1.

AP 5031 Instructional Materials Fees - CCLC 47 - The Service updated this procedure to add a legal citation to the revised Title 5 regulations on burden-free access to instructional materials and to identify the District’s obligation to ensure student access to instructional materials. This was pulled from the April College Council agenda for additional review by the Academic Senate. This is a 10+1.

AP 5520 Student Discipline and Due Process - The Service updated this procedure to revise a reference to *AP 3434 Responding to Sexual Harassment under Title IX* pursuant to a ruling invalidating the 2024 Title IX regulations in the U.S. District Court for the Eastern District of Kentucky litigation. The Service also updated this procedure to include information about a student’s right to have an adviser during the student discipline process. This is a 10+1.

BP 5300 Student Equity - The Board Policy Review Committee added language to encourage an annual discussion of data and outcomes, with stronger trustee engagement around equity-focused academic measures. An annual Student Equity Plan progress report would support an informed discussion.

AP 7160 Professional Development – The Service updated this procedure to revise the reference to the ACCJC Accreditation Standard pursuant to the 2024 changes in the ACCJC Accreditation Standards. The Service also updated this procedure to align content to the ACCJC Accreditation

Standard. This was pulled from the April College Council agenda for additional review by the Academic Senate. This procedure is a 10+1.

For current Board Policies and Administrative Procedures that are posted online please see [Policies & Procedures](#).

Board of Trustees

The Board Policy Review Committee recommends compensating the Student Trustee at the same rate as the other trustees. The recommendation is equity-based and intended to attract a more diverse pool of student leaders to the role. Board Policy Review Committee 5-4-2026

BP 2015 STUDENT TRUSTEE**Reference:**

Education Code Section 72023.5

The Board of Trustees shall include one student member in addition to the publicly elected Board members. The term of office shall be one year commencing June 1.

The District shall not impose eligibility requirements more stringent than those set forth in Education Code Section 72023.5.

- a) In accordance with Education Code Section 72023.5, a student member shall be enrolled in and maintain a minimum of five semester units, or its equivalent, in the District at the time of appointment and throughout the term of service. A student member is not required to give up employment with the District. A student shall:
 - 1) be seated with the Board during open session portion of the meetings and shall be recognized as a full member of the Board at meetings;
 - 2) have the right to participate fully in discussions of issues at all meetings of the Board of Trustees and receive all materials presented to members of the Board except, the student shall not have the right, or be afforded the opportunity to closed session materials or to attend closed sessions of the Board of Trustees;
 - 3) not be held liable for any acts of the Board of Trustees;
 - 4) be selected by an election held prior to May 15, run by the student government of the College, and shall be recalled only by a vote of the students enrolled in the College in accordance with procedures prescribed by the Board of Trustees;
 - 5) enrolled in the College for at least five semester units and shall meet and maintain the minimum standards of scholarship for community college students (2.0 GPA) throughout their entire term;
 - 6) be entitled to a mileage allowance to the same extent as publicly elected Board members but is not entitled to any other compensation except by discretion of the Board of Trustees; and
 - 7) be entitled to one student parking pass per semester per ASCOM Bylaws.

- b) By discretion of the Board of Trustees, a student member may:
 - 1) make and second motions; cast an "advisory vote" on any item immediately before the regular members of the Board cast votes, excluding personnel and legal matters;
 - 2) A student member's advisory vote shall not be included in determining the vote required to carry any measure before the Board;
 - 3) receive compensation at the same rate as the other trustees ~~of 50% of the maximum amount of compensation~~ authorized by Education Code Section 72425 as it now exists or may hereafter be amended;

- 4) receive no other benefits or compensation from the District except as appears in section (a)(6) or (b)(2);
 - 5) participate in all phases of Board of Trustees evaluation procedures; and
 - 6) contribute input to the evaluation of the Superintendent/President, but may not participate in any closed session meeting involving the Board's evaluation of the Superintendent/President.
- c) On or by May 15 of each year, the Board of Trustees shall adopt a resolution, which shall be effective until May 15 of the following year, to define the following privileges for a student trustee:
- 1) A student member may make and second motions at the discretion of the Board.
 - 2) A student member may receive compensation, at the discretion of the Board, up to the amount prescribed by law (see BP 2725 Board Member Compensation).
 - 3) The Board may determine whether a student member's term will commence on May 15 instead of June 1.

[See also BP 2725 Board Member Compensation](#)

Date Adopted: December 8, 2009

Date Revised: March 19, 2013; May 16, 2017; November 13, 2018; December 17, 2024; December 15, 2025

Date Revised:

Board of Trustees

CCLC 45-47 - This procedure is suggested as good practice as the content addresses Brown Act requirements for public meetings by teleconference. Do we want to include “internet hybrid meeting” instead of just teleconferencing? It seems that “teleconference” is limiting and misleading for some. While we have not adopted this procedure in the past, it may be timely to revisit this. Mici 10-29-2025

Copy to Mia/General Counsel 11-12-2025

Copy to Jonathan/President 11-12-2025

CCLC 48 The Service updated this procedure to align with revisions to the Government Code.

Mici 4-27-2026

AP 2325 TELECONFERENCED MEETINGS (NEW)

References:

Education Code Section 72000 subdivision (d);

Government Code Sections 54952.2, 54953 et seq., and 54961

The Board may use teleconferencing, such as the Zoom platform, for the benefit of the public and the Board in connection with any meeting. If the Board elects to use teleconferencing, the Board must comply with all of the following:

- At least a quorum of Board members must participate from locations within the District boundaries, except as provided by law;
- The Board will identify all teleconference sites on the agenda;
- The Board will post the agenda at all teleconference sites;
- The agenda must provide an opportunity for members of the public to address the Board directly at each teleconference site;
- The Board members must vote by roll call; and
- The Board must conduct the teleconferenced meetings in a manner that protects the statutory and constitutional rights of the parties or the public appearing before the Board.

Meetings During States of Emergency

The Board may use teleconferencing without complying with the requirements above in either of the following circumstances:

- The Board holds a meeting during a proclaimed state of emergency or local emergency for the purpose of determining, by majority vote, whether as a result of the emergency, meeting in person would present imminent risks to the health or safety of attendees or
- The Board holds a meeting during a proclaimed state of emergency or local emergency and has determined, by majority vote, that as a result of the emergency, meeting in person would present imminent risks to the health or safety of attendees.

If a state of emergency or local emergency remains active, in order to continue to teleconference without complying with the location requirement described above, the Board must, not later than 45 days after teleconferencing for the first time pursuant to the above circumstances, and every 45 days thereafter, make the following findings by majority vote:

- The Board has reconsidered the circumstances of the state of emergency or local emergency, and
- The state of emergency or local emergency continues to directly impact the ability of the members to meet safely in person.

When conducting a teleconference meeting pursuant to this section, the Board may elect to use a two-way telephonic service without a hybrid Zoom of the meeting.

Requirements for Individual Board Members Participating Remotely

The Board can use teleconferencing without posting agendas at all teleconference locations provided at least a quorum of the Board members participates in person at a single physical location within the boundaries of the District, and that location is identified on the agenda. Additionally, the Board must provide a two-way audiovisual platform or a two-way telephonic service ~~and a live webcasting~~ of the meeting as a means by which the public may remotely hear and visually observe the meeting and remotely address the Board.

A member of the Board must only participate in a meeting remotely if either:

- The member notifies the Board of the member's need to participate remotely for just cause. "Just cause" means a childcare or caregiving need, a contagious illness, a physical or mental disability, an immunocompromised child or family member, physical or family medical emergency, military service, or travel on District business or for another state or local agency; and
- The Board takes action to allow the member to participate remotely.

The member must participate through both audio and visual technology.

A member may not participate remotely under the "just cause" provisions in more than:

- two meetings per calendar year, if the Board regularly meets once per month or less;
- five meetings per calendar year, if the Board regularly meets twice per month; or
- seven meetings per calendar year, if the Board regularly meets three or more times per month.

These teleconferencing requirements do not apply when a member with a disability participates remotely as a reasonable accommodation. A board member with a disability who participates remotely as a reasonable accommodation must (1) participate through both audio and visual technology, unless the member's physical condition related to their disability results in a need to participate off camera and (2) disclose at the meeting before any action is taken, whether any other individuals 18 years of age or older are present in the room at the remote location with the member and the general nature of the member's relationship with any of those individuals. Remote participation under this paragraph shall be treated as in-person attendance at the physical meeting location for all purposes.

The meeting minutes must list any member who participates in a teleconference meeting from a remote location and the specific provision of law that the member relied upon to permit their participation by teleconferencing.

Public Access Requirements When The Board Is Teleconferencing Under Amended Teleconference Rules

The Board must provide at least one of the following as a means by which the public may remotely hear and visually observe the teleconferenced meeting, and remotely address the legislative body:

- a two-way audiovisual platform; or
- a two-way telephonic service and a live webcasting of the meeting.

In each instance in which notice of the time of the teleconferenced meeting is otherwise given or the agenda for the meeting is otherwise posted, the Board must also give notice of the means by which members of the public may access the meeting and offer public comment. The agenda must identify and include an opportunity for all persons to attend by a call-in option or an internet-based service option.

In the event of a disruption that prevents the Board from broadcasting the meeting to members of the public using the call-in option or internet-based service option, or in the event of a disruption within the District's control that prevents members of the public from offering public comments using the call-in option or internet-based service option, the Board must take no further action on items appearing on the meeting agenda until public access to the meeting via the call-in option or internet-based service option is restored.

The Board must not require the public to submit comments in advance of the meeting and must provide an opportunity for the public to address the Board and offer comment in real time. An individual desiring to provide public comment through the use of an internet website, or other online platform not under the control of the Board that requires registration to log in to a teleconference may be required to register as required by the third-party internet website or online platform to participate.

Office of Primary Responsibility: President

Date Adopted:

General Institution

Revision is consistent with federal flag code, and also allows for the display of the Pride flag in June, and commemorative flags. Board Policy Review Committee 5-4-2026

BP 3850 DISPLAY OF FLAGS**Reference:**

Government Code Sections 430 *et seq.*
4 U.S. Code § 7

The Marin Community College District recognizes that flags displayed on District property are a form of government speech and are intended to reflect the values, priorities, and official actions of the District. District flagpoles are not intended to serve as forums for public expression or speech.

The flag of the United States of America and the flag of the State of California shall be flown at full staff on all campuses maintained by the Marin Community College District and shall be flown during games and performances which take place in the District's stadiums and other open-air athletic facilities.

The District may also display official District flags and commemorative flags approved pursuant to this policy.

The flags shall be flown at half-staff when required by federal or state law or proclamation.

The District shall follow applicable federal and state protocols regarding the display and lowering of flags, including 4 U.S. Code § 7(m). However, on rare occasions, the Executive Board may exercise discretion to authorize an exception consistent with District values and established protocols.

The District generally will not lower flags to half-staff for the passing of District employees, local dignitaries, or community members. However, on rare occasions, the Executive Board may exercise discretion to authorize an exception consistent with District values and established protocols.

Commemorative Flags

Commemorative flags may be displayed to recognize events, observances, or causes of significant educational, cultural, civic, or historical importance to the District community.

1. Requests to display commemorative flags must be approved by the Executive Board or its designee.
2. Commemorative flags may be displayed for up to thirty-one (31) consecutive days unless otherwise approved by the Executive Board.
3. The display of commemorative flags shall align with the District's mission, values, and priorities and constitutes government speech.
4. Flags promoting commercial or charitable ventures shall not be displayed.

5. The Pride Flag shall be displayed during the month of June in recognition of LGBTQ+ pride, inclusion, and community.

The Superintendent/President shall establish administrative procedures as necessary to implement this policy.

~~The flag of the United States of America and the flag of the State of California shall be flown at full staff on all campuses maintained by the Marin Community College District and shall be flown during games and performances which take place in the District's stadium(s) and other open air athletic facilities.~~

~~The flags shall be flown at half staff when so required by national or state authority. Pursuant to 4 U.S. Code Section 7(m) with respect to the United States flag:~~

~~The flag, when flown at half staff, should be first hoisted to the peak for an instant and then lowered to the half staff position. The flag should be again raised to the peak before it is lowered for the day. On Memorial Day the flag should be displayed at half staff until noon only, then raised to the top of the staff. By order of the President [of the United States], the flag shall be flown at half staff upon the death of principal figures of the United States Government and the Governor of a State, territory, or possession, as a mark of respect to their memory. In the event of the death of other officials or foreign dignitaries, the flag is to be displayed at half staff according to Presidential instructions or orders, or in accordance with recognized customs or practices not inconsistent with law. In the event of the death of a present or former official of the government of any State, territory, or possession of the United States, the death of a member of the Armed Forces from any State, territory, or possession who dies while serving on active duty, or the death of a first responder working in any State, territory, or possession who dies while serving in the line of duty, the Governor of that State, territory, or possession may proclaim that the National flag shall be flown at half staff.... When the Governor of a State, territory, or possession... issues a proclamation under the preceding sentence... the National flag covered by that proclamation shall be flown at half staff consistent with that proclamation. The flag shall be flown at half staff 30 days from the death of the President or a former President; 10 days from the day of death of the Vice President, the Chief Justice or a retired Chief Justice of the United States, or the speaker of the House of Representatives; from the day of death until the internment of an Associate Justice of the Supreme Court, a Secretary of an executive or military department, a former Vice President, or the Governor of a State, territory, or possession; and on the day of death and the following day for a Member of Congress. The flag shall be flown at half staff on Peace Officers Memorial Day, unless that day is also Armed Forces Day.~~

Date Adopted: March 17, 2009 (*Replaced College of Marin Policy 7.0010*)

Date Reviewed/Revised: January 16, 2018; April 21, 2026

Date Revised:

Academic Affairs

The Service updated this procedure to revise the reference to the ACCJC Accreditation Standard pursuant to the 2024 changes in the ACCJC Accreditation Standards. The Service also updated this procedure to identify requirements related to placement pursuant to the 2024 changes in the Education Code. **This is a 10+1.** Mici 10-22-2025

Includes a "designee" that is 10+1 and should be determined by the Chair of Counseling, and Senate.

Jon H./Enrollment 12-1-2025

Suggested removing the word "course" altogether and just go with "English and Math requirements of the intended certificate...."

Cari/Asst VP Instruction 12-3-2025

Copy Dana/SLS 12-4-2025

Expected approval.

Academic Senate 5-14-2026

AP 4222 REMEDIAL COURSEWORK**References:**

Education Code Sections [78212.5](#) and 78213;

Title 5 Sections 55035;

ACCJC Accreditation Standard [H.A.4 2](#)

Remedial coursework consists of pre-collegiate basic skills courses.

A student's need for remedial coursework shall be determined using appropriate assessment instruments, methods, or procedures.

No student shall receive more than 30 semester units for remedial coursework. A student who exhausts this unit limitation shall be referred to appropriate adult noncredit education services.

The District shall maximize the probability that a student will enter and complete transfer-level coursework in English and mathematics within a one-year timeframe of the student's initial attempt in the discipline. For a student with a declared academic goal, the transfer-level coursework shall satisfy the English and mathematics ~~courses~~ ~~course~~ requirements of the intended certificate or associate degree, or a requirement for transfer within the intended major, within a one-year timeframe of their initial attempt in the discipline.

The District shall not recommend or require students to enroll in pretransfer-level English or mathematics coursework unless the student is highly unlikely to succeed in a transfer-level English or mathematics course based on their high school grade point average and coursework and the enrollment in pretransfer-level coursework will improve the student's probability of completing transfer-level coursework in English and mathematics within a one-year timeframe or, for credit English as a Second Language course students, completing transfer-level coursework in English within a three-year timeframe.

The District shall use, in the placement and enrollment of students into English and mathematics courses, one or more of the following measures: high school coursework, high school grades, and high school grade point average. High school transcript data shall be used as the primary means for determining placement in English and mathematics courses. For students who have not graduated from high school, or for high school graduates unable to provide self-reported high school information, the District may use guided placement or self-placement. When using multiple measures, the District shall apply multiple measures

in the placement and enrollment of all students in such a manner that all of the following occur: (1) low performance on one measure shall be offset by a higher performance on another measure; (2) multiple measures shall be used to increase a student's placement recommendation and shall not be used to lower it; (3) any one measure may demonstrate a student's preparedness for transfer-level coursework; (4) the multiple measures placement shall not require students to repeat coursework that they successfully completed in high school or college or for which they demonstrated competency through other methods of credit for prior learning; and (5) the multiple measures placement gives students access to a transfer-level course that will satisfy a requirement for the intended certificate or associate degree, or a requirement for transfer within the intended major.

If the District places and enrolls students into transfer-level mathematics or English coursework that does not satisfy a requirement for the student's intended certificate or associate degree, or a requirement for transfer within the intended major, the Academic Senate, or its designee, shall determine that (1) the student is highly unlikely to succeed in a transfer-level English or mathematics course that satisfies a requirement for the intended certificate or associate degree, or a requirement for transfer within the intended major based on their high school grade point average and coursework and (2) the enrollment will improve the student's probability of completing transfer-level mathematics or English coursework that satisfies a requirement for the intended certificate or associate degree, or a requirement for transfer within the intended major, within a one-year timeframe.

The District may require a student to enroll in additional concurrent support, including additional language support for English as a Second Language students, during the same term that they take a transfer-level English or mathematics course, but only if the Academic Senate, or its designee, determines the support will increase the student's likelihood of passing the transfer-level English or mathematics course.

If the District places and enrolls students into transfer-level course sequences, composed of no more than two transfer-level courses, that prepare students for the first STEM calculus course, the designee agreed upon by the Chair of Counseling, and Academic Senate shall determine that (1) the student is highly unlikely to succeed in the first STEM calculus course without the additional transfer-level preparation, (2) the enrollment will improve the student's probability of completing the first STEM calculus course, and (3) the enrollment will improve the student's persistence to and completion of the second calculus course in the STEM program, if a second calculus course is required.

A student who successfully completes remedial coursework or who demonstrates skill levels which assure success in college-level courses may proceed with college-level coursework.

Students who have not graduated from a United States high school or been issued a high school equivalency certificate, students enrolled in a certificate program without English or mathematics requirements, students enrolled in a noncredit English as a Second Language course who have not graduated from a United States high school or been issued a high school equivalency certificate, students with documented disabilities in educational assistance classes who are otherwise not able to benefit from general college classes, students enrolled in adult education programs who have not graduated from a United States high school or been issued a high school equivalency certificate, students enrolled in adult education programs who are enrolled in coursework other than mathematics or English, current high school students in dual enrollment or taking courses not available in their local high school, Students enrolled in one or more courses of English as a Second Language and students identified as having a documented learning disability are exempt from the limitations of this procedure.

Students who demonstrate significant, measurable progress toward development of skills appropriate to enrollment in college-level courses may be granted a waiver of the limitations of this procedure.

District and College of Marin catalogs shall include a clear statement of the limited applicability of basic skills coursework toward fulfilling degree requirements and any exemptions that may apply to this limitation.

Office of Primary Responsibility: Student Learning and Success

Date Approved: January 17, 2012

Date Reviewed/Revised: March 14, 2023; October 17, 2023

Date Revised:

Academic Affairs

To Academic Senate at their request. 4-24-2025

CCLC 47 - The Service updated this policy to update the grade point average requirement pursuant to revised Title 5 regulations. This is a 10+1. Mici 10-29-2025

Approved. Jon H/Enrollment

Copy to Dana/SLS

Approved. Academic Senate 4-06-2026

Note: Board Policy Review Committee added non-substantive edits, with Academic Senate President Maria Coulson and Dean of Enrollment Services Jon Horinek's providing input during the meeting.

5-4-2026

BP 4250 ACADEMIC ~~PROBATION, DISMISSAL~~ NOTICE, PAUSE, AND READMISSION**References:**

Education Code Sections 70902(b)(3);

Title 5, California Code of Regulations, Sections 55031-~~55034 et seq.~~

The College of Marin has established standards of scholarship that reflect academic achievement appropriate to higher education and the community college curriculum. Grades serve as the two indices of academic standards; academic achievement and academic progress. On occasion, students who do not satisfy those standards may find themselves on academic or progress probation or even subject to academic disqualification. The philosophy of College of Marin is that the college community will

- notify students in a timely manner so they may take action to improve their academic standing, and
- offer appropriate services to support student work in this regard.

Students will also be provided the opportunity and means to petition for readmission to the College upon satisfying certain conditions as described below.

Probation Notice

A student shall be placed on Academic probation Notice if he or she has attempted a minimum of 12 semester units of work and has a grade point average of less than a "C" (2.0).

A student shall be placed on Progress probation Notice if he or she has enrolled in a total of at least 12 semester units and the percentage of all units in which the student has enrolled, for which entries of "W," "I," "NC," and "NP" were recorded reaches or exceeds 50 percent.

A student who is placed on either Academic or Progress probation Notice may submit an appeal in accordance with procedures to be established by the Superintendent/President.

A student on Academic probation Notice shall be removed from probation Notice when the student's accumulated grade point average is 2.0 or higher. A student on Progress probation Notice shall be removed from probation Notice when the percentage of units in the categories of "W," "I," "NC," and "NP" drops below 50 percent.

Dismissal-Pause

A student who is on ~~Academic~~ probation Notice shall be subject to ~~dismissal~~ Pause if the student has earned a cumulative grade point average of less than ~~2.0~~ 1.75 in all units attempted in each of three consecutive semesters.

A student who is on ~~Progress~~ probation Notice shall be subject to ~~dismissal~~ Pause if the cumulative percentage of units in which the student has been enrolled for which entries of "W," "I," "NC," and "NP" are recorded in at least three consecutive semesters reaches or exceeds 50 percent.

A student who is subject to ~~dismissal~~ Pause may submit a written appeal in compliance with administrative procedures. ~~dismissal~~ Pause may be postponed and the student continued on probation Notice if the student completes a petition that provides evidence of extenuating circumstances and/or that shows significant improvement in academic achievement.

Readmission

A student who has been ~~dismissed~~ paused may request reinstatement by submitting a petition that demonstrates that a minimum of one semester has passed and the student has worked with a counselor to develop a plan of academic improvement. The petition may also show that the extenuating circumstances resulting in dismissal have changed. Readmission may be granted, denied, or postponed according to criteria contained in administrative procedures.

The Superintendent/President shall develop procedures for the implementation of this policy that comply with the Title 5 requirements.

Date Adopted: March 18, 2008

Date Reviewed/Revised: May 17, 2022

Date Revised:

Academic Affairs

To Academic Senate at their request. 3-29-2024

Resent to Academic Senate at their request. 12-13-2024

Academic Senate edits as noted. 5-8-2025

Edits as noted. Mia/General Counsel 12-4-2025

Expected approval. Academic Senate 5-14-2026

AP 4250 ACADEMIC ~~PROBATION~~-NOTICE (FORMERLY PROBATION)**References:**

Title 5 Sections 55031-55034

“Academic Notice” is College of Marin’s operational terminology to replace “Academic Probation” and “Academic Pause” replaces “Dismissal” as set forth in Title 5 Sections 55031-55034

Placement on ~~Probation~~ Progress Notice or Academic Notice**Progress ~~Probation~~ Notice:**

After enrolling in at least 12 units at College of Marin, if the percentage of a student’s recorded entries of “W,” “I,” “NC,” and “NP” reaches or exceeds 50 percent of all units in which a student has enrolled in at College, of Marin, he/she/they shall be placed on ~~p~~Progress probation Notice at the end of the term.

Academic ~~Probation~~ Notice:

After attempting at least 12 units at College of Marin, a student shall be placed on ~~a~~Academic probation Notice at the end of the term in which the student’s cumulative grade point average (GPA) falls below 2.0 in all units enrolled in at College of Marin.

Removal from ~~Probation~~ Progress Notice or Academic Notice**Progress ~~Probation~~ Notice:**

A student will be removed from ~~p~~Progress probation Notice when the student’s cumulative Non-Progress Grade (NPG) drops below 50 percent.

Academic ~~Probation~~ Notice:

A student will be removed from ~~a~~Academic probation Notice when the student’s cumulative GPA reaches 2.0 or higher.

A student who is on ~~a~~Academic probation ~~a~~Notice and earns a term grade point average of 1.75 or better shall not be ~~dismissed~~ ~~paused~~ placed on Academic Pause as long as this minimum term grade point average is maintained.

Notification Communication of Probation Academic Notice Status and Probationary Letter

If a student will be placed on Academic Notice, the ~~Each~~ student ~~is entitled to~~ will be notified of his/her/their academic ~~difficulty standing~~ and the availability of college support services to respond to the academic ~~difficulty challenges~~ before the student is ~~placed on Academic Pause~~ ~~dismissed~~ ~~paused~~. Notification will consist, at a minimum, of the following: At the end of the semester in which the student's grade point average falls below 2.0 in all units attempted, a notice ~~that the student is on probation notice~~ shall be sent to the student informing him/her/them that he/she/they is on ~~a~~Academic ~~probation~~ Notice. "All units attempted" is defined as all units of credit for which the student is enrolled in at the community college that they attend.

If the student receives symbols of "W," "I," or "NP" in 50% or more of all units in which a student has enrolled, the student shall be placed on ~~p~~Progress ~~probation~~ ~~n~~Notice. Students will be notified of their ~~probationary~~ Progress Notice status prior to the start of the next term.

At the end of the second semester on which the student is on a ~~A~~cademic or ~~p~~Progress ~~probation~~ ~~n~~Notice, ~~a notice communication that the student is subject to dismissal~~ Academic Pause will be sent to the student ~~informing him/her/them the student will be notified~~ that he/she/they is subject to ~~dismissal~~ Academic Pause pursuant to Administrative Procedure 4255.

The ~~probationary~~ communication about Academic Notice ~~notice~~ and/or letter will consist of, at a minimum, the following: the significance of being on ~~probation~~ Academic ~~n~~Notice, enrollment limits, appeal procedures, and a description of the support services and classes available to ~~help the student~~ prevent ~~dismissal~~ Academic Pause.

Enrollment Limits:

Students on ~~probation~~ Progress or Academic Notice may not register in more than 15 units total for that entire fall or spring term. For the summer term, students may enroll in one class regardless of the unit value or multiple classes not to exceed 5 units.

Appeal Procedures:

A student placed on ~~probation~~ Progress or Academic Notice may file a petition with Enrollment Services only if the student can provide evidence that additional units beyond the enrollment limits are needed to:

- 1) Graduate or transfer at the end of that term.
- 2) Meet a legally mandated training requirement.

Enrollment limits may not be appealed beyond the College Petitions Committee.

Probation, Dismissal, Readmission Academic Notice and Academic Pause Data Reporting

The Superintendent/President shall develop and provide to the Board for review annual report of the number of students who were placed on ~~probation, dismissed, and reinstated~~ Academic Notice and Academic Pause. This report must disaggregate the students by race, age, gender, or any other characteristic identified by the Board.

[See also AP 4255 Academic Pause and Readmission \(Dismissal\)](#)

Office of Primary Responsibility: Office of Enrollment Services

Date Approved: May 18, 2010 (*Replaced portions of College of Marin Procedure 4.0003 DP.10*)

Date Reviewed/Revised: June 18, 2019; April 19, 2022; December 12, 2023

Date Revised:

Student Services

CCLC 47 - The Service updated this procedure to add a legal citation to the revised Title 5 regulations on burden-free access to instructional materials and to identify the District's obligation to ensure student access to instructional materials. This is a 10+1. Mici 10-29-2025
Copy to Dana/SLS and Eresa/Finance and Operations 11-12-2025
Expected approval, with revisions. Academic Senate 5-14-2026
Copy to Dana/SLS and Eresa/Finance and Operations 4-7-2026

AP 5031 INSTRUCTIONAL MATERIALS FEES**References:**

Education Code Section 76365;
Title 5 Sections [54221 and](#) 59400 et seq.

The District has removed the practice of charging students for instructional materials fees and shall fund the instructional materials fees in the approved course outline of record. [Policies and procedures shall be developed ensuring burden-free instructional materials are accessible to students on the first day of class at no cost.](#)

Instructors [are responsible for selecting instructional materials and District policies](#) shall take reasonable steps to minimize the cost and ensure the necessity of instructional materials- [while maintaining instructors' academic freedom. The District shall implement institutional and board policies to provide ongoing funding, professional development and incentives in support of these policies. A focus should be on expanding Open Educational Resources \(OER\) efforts and Zero-Textbook-Cost \(ZTC\) pathways and encouraging faculty to try OER or other no-cost resources.](#)

[The District will ensure student access to textbooks and supplemental materials that are needed on the first day of class. The District will strengthen student access to other instructional materials before their required use in any course to minimize financial and administrative burdens to students.](#)

[Burden-free instructional materials are accessible to students on the first day of class at no cost. Burden-free instructional materials include zero-cost textbooks, supplemental materials, and supplies. Burden-free materials also include OER and ZTC Pathways, and library resources.](#)

Definitions:

Instructional materials – means any instructional materials which a student must possess as a condition of registration, enrollment or entry into a class; or any such material which the instructor determines is necessary to achieve the required objectives of a course. [These materials consist of textbooks, supplemental materials and supplies.](#) Such materials shall be of continuing value to a student outside of the classroom setting and shall not be solely or exclusively available from the District. The College shall not charge more than the actual cost of providing the materials.

Required instructional materials shall not include materials used or designed primarily for administrative purposes, class management, course management, or supervision.

Solely or exclusively available from the District – means that the instructional material is not available except through the District, or that the District requires that the instructional material be purchased or procured from it. A material shall not be considered to be solely or exclusively available from the District if it is provided to the student at the District's actual cost; and 1) The instructional material is otherwise generally available, but is provided solely or exclusively by the District for health and safety reasons; or 2) The instructional material is provided in lieu of other generally available but more expensive material which would otherwise be required.

Instructional materials which are of continuing value outside of the classroom setting – are materials which can be taken from the classroom setting and which are not wholly consumed, used up, or rendered valueless as they are applied in achieving the required objectives of a course to be accomplished under the supervision of an instructor during the class

Establishing Required Materials and Related Fees

For new courses requesting fees, or existing courses requesting new or revised fees, the process established by the Curriculum Committee for recommending such fees shall be followed.

As a part of the process for establishing fees, justification must be provided in the course outline of record as to how the request meets the state criteria for allowable fees; and calculation and support data for determining fees must be provided.

Fees approved in the course outline of record by the Curriculum Committee will be forwarded to the Board of Trustees for approval.

The Office of Student Learning and Success is responsible for gathering related data and responds to inquiries regarding instructional materials fees from the state Chancellor's Office.

Information regarding instructional materials is updated annually in College of Marin's Course Outline Guide posted on the District website.

Also see BP/AP 5030 Fees.

Office of Primary Responsibility: Office of Student Learning and Success, [Finance and Operations Administrative Services](#)

Date Approved: August 21, 2012

Date Reviewed/Revised: January 15, 2013; February 20, 2024

Date Revised:

Student Services

The Board Policy Review Committee added language to encourage regular discussion of data and outcomes of equity-based academic measures, and requests an annual Student Equity Plan progress report as a basis for its informed discussion. BPRC 5-4-2026

BP 5300 STUDENT EQUITY

References:

Education Code Sections 66030, 66250 et seq., and 72010 et seq.;
Title 5 Section 54220

The Board of Trustees is committed to assuring student equity in educational programs and college services. The Superintendent/President shall establish and implement a Student Equity Plan that meets the Title 5 standards and ensures that all students, especially underrepresented students, have the opportunity to achieve their academic goals.

[The Board will review and discuss an annual Student Equity Plan progress report at a regularly held meeting.](#)

[See also BP 1200 Mission and the Planning, Research, and Institutional Effectiveness \(PRIE\) webpage](#)

Date Adopted: June 23, 2009 (*Replaces College of Marin Policy 4.0035*)

Date Reviewed: March 12, 2019

Date Revised:

Student Services

The Service updated this procedure to revise a reference to AP 3434 Responding to Sexual Harassment under Title IX pursuant to a ruling invalidating the 2024 Title IX regulations in the U.S. District Court for the Eastern District of Kentucky litigation. The Service also updated this procedure to include information about a student's right to have an adviser during the student discipline process. This is a 10+1.

Mici 7-3-2025

Recommendations as noted. Sadika/SAA 11-6-2025

Edits as noted. Mia/General Counsel 4-15-2026

Recommendations were reasoned and described to Mia. Sadika/SAA 5-4-2025
To the Academic Senate, with request to expedite review and approval. 5-8-2026

AP 5520 STUDENT DISCIPLINE AND DUE PROCESS**References:**

Education Code Sections 66017, 66300, 72122, 76030, 76032 and 76120 *et seq.*;
Penal Code Section 626.4

The purpose of this procedure is to provide a prompt and equitable means of addressing alleged violations of the Standards of Conduct that guarantees the student or students involved the due process rights granted them under state and federal constitutional protections. This procedure will be used in a fair and equitable manner, not for purposes of retaliation. It is not intended to substitute for criminal or civil proceedings that may be initiated by other agencies.

These Administrative Procedures are specifically intended not to infringe in any way on the rights of students to engage in free expression as protected by the state and federal constitutions, and by Education Code section 76120, and will not be used to punish protected expression.

For discipline resulting from a sexual harassment **complaint** under Title IX, the procedure in AP 3434 Responding to **Sexual** Harassment **Based-on-Sex** under Title IX, must be used.

A. Definitions:

1. **Class:** Any scheduled instructional period held on any day of the week.
2. **Day:** A day that the District is in session and regular classes are held, excluding Saturdays and Sundays.
3. **District:** The Marin Community College District.
4. **Disciplinary Probation:** A defined period during which a student's continuation of enrollment is conditioned upon compliance with the College's standards of conduct. During this probationary period, certain privileges ordinarily available to enrolled students may be suspended, and any further breach of the Student Conduct Code or other College policy may result in the imposition of more severe disciplinary sanctions. The DSSA or designee may place a student on Disciplinary Probation for a defined period and this decision is final

5. **DSAA:** The Director of Student Activities & Advocacy or a designee acting in the place of the DSAA.
6. **Expulsion:** Permanent exclusion of the Student by the Board of Trustees from the District and all District programs.
7. **Student:** The individual currently enrolled as a student in any program offered by the District who is subject to discipline under these procedures and who was also enrolled at the time of the alleged violation of the Standards of Student Conduct.
8. **Instructor:** Any academic employee of the District in whose class a student subject to discipline is enrolled, or any counselor or librarian who is providing or has provided services to the student, or any other academic employee who has responsibility for the student's educational program.
9. **Short-term Suspension** – Exclusion of the student by the Vice President of Student Learning and Success (VPSLS) for good cause from one or more classes for a period of up to ten consecutive days of instruction.
10. **Long-term Suspension:** Exclusion of the Student by the VPSLS for good cause from one or more classes for 11 or more Days, for the remainder of the school term, or from all classes and activities of the District for one or more terms.
11. **Expulsion** – Permanent exclusion of the student by the Board of Trustees for good cause.
12. **Notice:** Written notice to the Student from the DSAA of the Student's alleged conduct that is purported to have violated the District's Standards of Student Conduct (BP 5500).
13. **President:** The Superintendent/President of the Marin Community College District.
14. **Removal from class:** Exclusion of the Student by an Instructor from his or her class for the day of the removal and the next class meeting.
15. **VPSLS:** Vice President of Student Learning & Student Services.
16. **Withdrawal of Consent to Remain on Campus:** Withdrawal of consent by the President, the District Chief of Police, or their authorized designee for any person to remain on campus or in a District facility in accordance with California Penal Code Section 626.4 when the President, the District Chief of Police, or their authorized designee has reasonable cause to believe that such person has willfully disrupted the orderly operation of the campus or District facility.
17. **Written or verbal reprimand:** An admonition to the Student to cease and desist from conduct determined to violate the Standards of Student Conduct. Written reprimands may become part of the Student's permanent record at the college. A record of the fact that a verbal reprimand has been given may become part of the Student's record at the college for a period of up to one year. The written or verbal reprimand may be issued by the DSSA or designee and this decision is final.

B. Written or verbal reprimand, Disciplinary Probation, Short-term Suspensions, Long-term Suspensions, and Expulsions: Before any disciplinary action ~~to suspend or expel~~ to suspend or expel is taken against a student, the following procedures will apply:

1. **Notice:** The DSAA will provide the Student with Notice of the alleged misconduct warranting discipline. The District will serve the Notice on the Student by personal delivery or sending copies by certified mail and by email to the Student's postal and email addresses on file. The Notice will include the following:
 - a) The specific section(s) of the Standards of Student Conduct that the Student is alleged to have violated;
 - b) The alleged Student misconduct that purportedly violated one or more of the Standards of Student Conduct;
 - c) The right of the Student to meet with the DSAA or designee to discuss the alleged misconduct, or to respond in writing; and
 - d) The nature of the discipline that is being considered.
 - e) a clause informing the student of the right to select an adviser of his/her/their choice at his/her/their own cost or to request the District to provide an adviser to the student at no cost to the student.
2. **Time limits:** The Notice must be provided to the Student within 15 Days of either (1) the date on which the alleged conduct took place or (2) the date on which the District became aware of the alleged conduct. In the case of continuous, repeated, or ongoing conduct, the Notice must be provided within 15 Days of the date on which the conduct occurred that led to the decision to take disciplinary action.
3. **Meeting:** If the Student chooses to meet with the DSAA, the meeting must occur no sooner than 5 Days after the District sends the Notice to the Student in order to provide the Student with time to prepare for the meeting, unless the Student requests to meet sooner. At the meeting, the Student must again be told the allegations of fact(s) about the Student's conduct alleged to constitute violation(s) of the Standards of Student Conduct, and the Student must be given an opportunity to respond verbally or in writing to the allegations. The DSAA may adjourn the meeting to investigate alleged facts or issues raised by the Student and reconvene the meeting following the investigation.
4. **DSAA's Recommendation:** Upon completion of the investigation, and after the Student has been given the opportunity to respond to the allegations, if the DSAA finds that the Student violated the District's Standards of Student Conduct, the DSAA may recommend that the VPSLS impose disciplinary sanction(s) against the student. The DSAA shall prepare a written recommendation that includes findings of fact as to each allegation against the Student and determination(s) regarding the specific section(s) of the Standards of Student Conduct that the Student was found to have violated. The DSAA shall submit his or her recommendation to the VPSLS within 5 Days after the meeting described above is concluded.

5. **VPSLS's Decision:** Within 5 Days of receiving the DSAA's recommendation, the VPSLS will make a determination and the District will serve a notice with the VPSLS's decision on the Student by (1) personal delivery or (2) sending copies by certified mail and by email to the Student's postal and email addresses on file. VPSLS decisions may include those that follow:
- a) **Written or verbal reprimand:** If the DSAA recommends a written or verbal reprimand, the VPSLS may decide whether to impose the written or verbal reprimand, whether to impose some lesser or greater disciplinary action and/or educational sanctions, or whether to dismiss the charges. The District will send written notice of the VPSLS's decision to the Student. The VPSLS's decision shall be final.
 - b) **Disciplinary Probation:** If the DSAA recommends disciplinary probation, the VPSLS may decide whether to impose probation period, whether to impose some lesser or greater disciplinary action and/or educational sanctions, or whether to dismiss the charges. The District will send written notice of the VPSLS's decision to the Student. The VPSLS's decision shall be final.
 - c) **Short-term Suspension:** If the DSAA recommends a short-term suspension, the VPSLS may decide whether to impose a short-term suspension, whether to impose some lesser disciplinary action and/or educational sanctions, or whether to dismiss the charges. The District will send written notice of the VPSLS's decision to the Student. The notice will include the length of time of any suspension or the nature of the lesser disciplinary action. The VPSLS's decision on a short-term suspension or lesser sanction shall be final with no right to a hearing.
 - d) **Long-term Suspension:** If the DSAA recommends a long-term suspension, the VPSLS may decide to impose a long-term suspension, a short-term suspension, some lesser disciplinary action, or to dismiss the charges. The VPSLS's decision to impose a short-term suspension or lesser sanction shall be final with no right to a hearing. If the VPSLS decides to impose a long-term suspension, the District will send written notice of the VPSLS's decision to the Student. The notice will advise the Student of his or her right to request a formal hearing before a long-term suspension is imposed. With the notice, the District must send a copy of this AP 5520 describing the procedures for formal hearings.
 - e) **Expulsion:** If the DSAA recommends expulsion, the VPSLS may (1) recommend expulsion to the President, (2) impose some lesser disciplinary action, or (3) dismiss the charges. The District shall provide the Student with written notice of the VPSLS's recommendation to the President or the VPSLS's decision regarding lesser discipline or dismissal.

For Long-term Suspension or Expulsion: If the VPSLS recommends expulsion or imposes a Long-Term Suspension, the notice shall include information advising the Student of his or her the right to request a formal hearing before Expulsion or a Long-Term Suspension is imposed and shall include a copy of this AP 5520 describing the procedures for a hearing.

If the Student does not request a hearing, or if a hearing is held and the hearing panel recommends expulsion to the President, the President may recommend expulsion to the Board of Trustees, impose a lesser disciplinary sanction against the Student, or dismiss the charges. If

the President imposes a lesser disciplinary sanction or dismisses the charges, the President's decision shall be final. Only the District's Board of Trustees holds the authority to expel a Student.

6. Appeal Process Hearing Procedures

- a) **Request for a Hearing:** Within 5 Days after the District sends the student notice of the VPSLS's decision to impose a long-term suspension or to recommend expulsion to the President, the Student may request a formal hearing to appeal the decision. The Student's appeal request ~~for a hearing to appeal~~ must be made in writing and submitted to the VPSLS or designee by 5:00 p.m. on the 5th Day after the District sends the VPSLS's decision to the Student. If the Student fails to submit a timely request for an appeal formal hearing, the Student shall be deemed to have waived his/her/their right to have a hearing and the discipline shall be final.
- b) **Scheduling the Hearing:** The District will convene a formal hearing within 10 Days after receipt of a timely Student request for a formal hearing. For good cause, the President may extend this period as he/she/they deems necessary.
- c) **Hearing Panel:** Except as otherwise specified, the hearing panel for any disciplinary action shall be composed of one administrator, one faculty member, and one student. If the disciplinary matter involves allegation(s) of sexual violence, the alleged victim and the accused shall each independently have the right, upon submission of a written request submitted to the VPSLS at least three Days before the date scheduled for the hearing, to have the student on the panel replaced with an administrator who shall be appointed by the President.

The President, the president of the Academic Senate, and the president of the Associated Students shall each, at the beginning of the academic year, establish a list of at least five people who will serve on student disciplinary hearing panels. The President shall appoint administrators, the president of the Academic Senate shall appoint faculty members, and the president of the Associated Students shall appoint students.

The President shall appoint the hearing panel from the listed names. However, no administrator, faculty member, or student who has any personal involvement in the matter to be decided, who is a necessary witness, or who could not otherwise act in a neutral manner shall serve on a hearing panel.

The President shall appoint one member of the panel to serve as the chair. The decision of the hearing panel chair shall be final on all matters relating to the conduct of the hearing unless there is a vote by both other members of the panel to the contrary.

7. **Conduct of the Hearing**

- a) The members of the hearing panel shall be provided, before the hearing begins, with a copy of the allegations of fact(s) about the Student's conduct alleged to constitute violation(s) of the Standards of Student Conduct and any written response provided by the Student.
- b) Evidence of the Student's alleged misconduct shall be presented by a college representative who shall be the DSAA or designee.

- c) The college representative and the Student may call witnesses and introduce oral and written testimony relevant to the issues of the matter.
- d) Formal rules of evidence shall not apply. Any relevant evidence shall be admitted. The Chair may exclude irrelevant, immaterial, and unduly repetitious evidence. Evidence not directly related to the alleged violation(s) including, but not limited to, personal character references, is not admissible.
- e) Unless the hearing panel elects to proceed otherwise, the college representative and the Student shall each be permitted to make an opening statement. Thereafter, the college representative shall make the first presentation, followed by the Student. The college representative may present rebuttal evidence after the Student completes his or her presentation of evidence. The burden shall be on the college representative to prove by a preponderance of the evidence (more likely than not) that the facts alleged are true.
- f) The Student may represent himself/herself/themself, and he/she/they has the right to be represented by a person of his/her/their choice at his/her/their own cost, except that the Student shall not be represented by an attorney unless, in the judgment of the hearing panel, complex legal issues are involved. If the Student wishes to be represented by an attorney, the Student must submit a written request to the VPSLS not less than 3 Days prior to the date of the hearing. If the hearing panel permits the Student to be represented by an attorney, the college representative may request legal assistance. In all cases, the hearing panel may request legal assistance; any legal advisor provided to the panel may sit with it in an advisory capacity to provide legal counsel but shall not be a member of the panel nor vote with it.
- g) The hearings shall be closed and confidential unless the Student requests that it be open to the public. Any such request must be made submitted in writing to the VPSLS no less than 3 Days prior to the date of the hearing. The panel may deny the request in order to protect the privacy interests of other parties, such as an alleged victim of the Student's alleged misconduct.
- h) Witnesses, except the Student, shall not be present at the hearing when not testifying unless all parties and the panel agree to the contrary.
- i) The hearing shall be recorded by the District either by tape recording (or similar recording technology) or stenographic recording. No other recording shall be permitted. No witness who refuses to be recorded may be permitted to give testimony. The hearing panel chair shall, at the beginning of the hearing, ask ~~each person~~ all individuals present to identify ~~himself/herself~~ themselves by name, and thereafter shall ask witnesses to identify themselves by name. The audio recording of the hearing shall remain in the custody of the District at all times, unless released to a professional transcribing service. The Student may request a copy of the recording.
- j) All testimony shall be taken under oath; the oath shall be administered by the hearing panel chair. Written statements of witnesses under penalty of perjury shall not be used unless the witness is unavailable to testify. A witness who refuses to be audio recorded is not considered unavailable.

- k) Within 10 Days following the close of the hearing, the hearing panel shall prepare and send a written recommendation to the VPSLS. The recommendation shall include specific factual findings regarding each allegation of misconduct and specific conclusions regarding whether the Student violated any specific section(s) of the Standards of Student Conduct. The hearing panel shall also provide a specific recommendation regarding disciplinary action(s), if any, to be imposed. The recommendation shall be based only on the record of the hearing and not on any matter outside of that record. The record consists of the original allegations of misconduct and alleged violations of Standards of Student Conduct, the Student's written response, if any, and the oral and written evidence produced at the hearing.

8. Decision Following a Hearing:

- a) **Timeline for VPSLS's Decision or Recommendation:** Within 10 Days following receipt of the hearing panel's recommended decision, the VPSLS shall (1) render a final written decision imposing a Long-Term Suspension, a lesser disciplinary sanction, or dismissing the charges; or (2) make a recommendation to the President to recommend expulsion to the Board of Trustees. The VPSLS may accept, modify, or reject the findings, decisions, and recommendations of the hearing panel. If the VPSLS modifies or rejects the hearing panel's decision, the VPSLS shall review the record of the hearing and shall prepare a written decision containing specific factual findings and conclusions.
- b) **Long-term suspension:** If the VPSLS decides to impose a Long-Term suspension, or other sanction less severe than expulsion, the decision of the VPSLS shall be final.
- c) **Expulsion Recommendation:** If the VPSLS decides to accept the findings and recommendations of the hearing panel, the VPSLS may incorporate them by reference into his or her letter to the President recommending expulsion.

If the VPSLS decides that it is appropriate to expel the Student beyond the recommendations of the hearing panel, the VPSLS shall send his or her written recommendation to expel the Student to the President along with a written decision containing specific factual findings and conclusions.

The President may either recommend expulsion to the Board of Trustees or refer the matter back to the VPSLS directing him or her to impose a lesser disciplinary sanction or dismiss the charges. If the President recommends expulsion, he/she/they shall render and send the recommendation in writing to the Board.

d) Board of Trustees Decision on Expulsion Recommendation

- (1) The Board of Trustees shall consider any recommendation from the President for expulsion at the next regularly scheduled meeting of the Board after receipt of the recommended decision.
- (2) The Board shall consider an expulsion recommendation in closed session, unless the Student has requested that the matter be considered in a public meeting in accordance with these procedures (Education Code Section 72122).

- (3) The Student shall be served with notice of the date, time, and place of the Board's meeting by registered or certified mail or by personal service to the address last on file with the District, at least three days prior to the meeting.
- (4) The Student may, within 48 hours after service of the notice, request that the hearing be held as a public meeting by submitting a written request to the President.
- (5) Even if the Student has requested that the Board consider an expulsion recommendation in a public meeting, the Board will hold any discussion that might be in conflict with the right to privacy of any other student or an employee in closed session. Following consideration of an expulsion recommendation in a public meeting, the Board shall deliberate in closed session.
- (6) The Board may accept the findings, decisions, and recommendations of the President or reject the President's recommendation and refer the matter back to the President for further action, if any. The decision of the Board whether to expel the Student shall be final. If the Board refers the matter back to the President, he/she/they may impose a lesser disciplinary sanction or dismiss the charges.
- (7) The final action of the Board on an expulsion recommendation shall be taken at a public meeting, and the result of the action shall be a public record of the District.

9. Service of Notices: Except as otherwise specified in these procedures, written notices shall be served by (1) personal delivery or (2) certified mail and by email to the Student's postal and email addresses on file. It is the Student's responsibility to ensure that the District has the Student's current postal and email addresses on file. Notice shall be deemed served two days after deposit in the mail with postage prepaid, upon personal delivery, upon receipt of a Student's reply to an email notification, or a Student's verbal confirmation that he/she/they received the notice. Service by mail on the President, VPSLS, or the DSAA shall be at 835 College Avenue, Kentfield, CA 94904.

10. Time Limits: Any times specified in these procedures may be shortened or lengthened if there is mutual agreement by all parties.

C. Immediate Interim Suspension (Education Code Section 66017): The President may order immediate suspension of a student when he/she/they conclude that immediate suspension is required to protect lives or property and to ensure the maintenance of order. In cases in which an interim suspension has been ordered, the time limits contained in these procedures shall not apply, and all hearing rights, including the right to a formal hearing when a long-term suspension or expulsion is recommended, will be afforded to the Student within 10 calendar days.

D. Removal from Class (Education Code Section 76032): Any Instructor may remove a student from his/her/their class for the day of the removal and the next class meeting. The Instructor shall immediately report the removal to the President, the VPSLS, and the DSAA via a COM Cares electronic report or other reasonable means. The VPSLS or designee shall arrange for a conference between the Student and the Instructor regarding the removal. If the Instructor or the Student so requests, the VPSLS or designee shall attend the conference. The Student shall not be returned to the class during the period of the removal without the concurrence of the Instructor. Nothing herein will prevent the

VPSLS from recommending further disciplinary sanctions in accordance with these procedures based on the facts that led to the removal.

E. Withdrawal of Consent to Remain on Campus

1. When there is a reasonable belief that a person has willfully disrupted the orderly operation of the campus or District facility, the College President or the District Chief of Police may notify the person that consent to remain on campus or in the District facility has been withdrawn. If the person is on campus or in the facility at the time, he/she/they must promptly leave or be escorted off campus.
2. If consent is withdrawn by the Chief of Police or an authorized designee of the President or Chief of Police, he/she/they shall submit a written report to the President as soon as possible including (1) a description of the person from whom consent was withdrawn and (2) a statement of facts giving rise to the withdrawal of consent. If the President (or designee in the President's absence), upon reviewing the report, finds that there was reasonable cause to believe that the person willfully disrupted the orderly operation of the campus or facility, he/she/they may enter written confirmation on the report of the action taken by the Chief of Police or authorized designee. If the President (or designee in the President's absence) does not confirm the action of the Chief of Police or authorized designee within 24 hours after the time that consent was withdrawn, the withdrawal of consent shall be deemed void and of no force or effect, except that any arrest made during such period shall not for this reason be deemed not to have been made for probable cause.
3. The person from whom consent has been withdrawn may submit a written request to the President for a hearing on the withdrawal within the period of the withdrawal. The request must specify the address to which notice of hearing is to be sent. The request shall be granted not later than 7 calendar days from the date of receipt of the request. The President or authorized designee shall grant a hearing no later than 7 calendar days from the date of receipt of request and shall mail notice of the time, place, and date of the hearing to the person. This hearing will provide an opportunity to be heard by the President or, in his/her/their absence, his/her/their designee, and will not be conducted in accordance with the Hearing Procedures set forth herein. At the hearing the person for whom consent has been withdrawn may explain their views on the incident giving rise to withdrawal and may request the President reduce any remaining period of the withdrawal of consent.
4. In no case shall consent be withdrawn for longer than 14 calendar days from the date upon which consent was initially withdrawn.
5. Any person from whom consent to remain on campus has been withdrawn who knowingly reenters the campus during the period in which consent has been withdrawn, except to attend a meeting or hearing by invitation of a District official, is subject to arrest (Penal Code Section 626.4).

F. No Disciplinary Action against Complainants or Witnesses in Sexual Assault Investigations

An individual who participates as a Complainant or witness in an investigation of sexual assault, domestic violence, dating violence, or stalking will not be subject to disciplinary sanctions for a violation of the District's student conduct policy at or near the time of the incident, unless the District determines that the violation was egregious, including, but not limited to, an action that places the health or safety of any other person at risk or involves plagiarism, cheating, or academic dishonesty.

G. Advisers

A student has a right to select an adviser of his/her/their choice or to request the District provide an adviser to the student. If the student selects an adviser of his/her/their choice, the student is responsible for paying any costs of the adviser. An adviser, with written permission from the student, shall receive updates along with the student during the student discipline process and shall participate in the process as an advocate for the student.

The District may use any of the following to fulfill its obligation to provide an adviser to the student: a confidential respondent services coordinator, an agreement with a student-based peer support program, and an agreement with an alumni-based support program.

The District shall provide training to the adviser selected by the student or provided by the ~~public postsecondary educational institution-District~~. The training shall include information on the District's student discipline procedures and may be provided in an online or in-person format.

See also Board Policy 5500 Standards of Conduct

Office of Primary Responsibility: Student Services

Date Approved: January 17, 2012

Reviewed/Revised: April 16, 2013, September 15, 2015; October 12, 2021

Revised:

Human Resources

The Service updated this procedure to revise the reference to the ACCJC Accreditation Standard pursuant to the 2024 changes in the ACCJC Accreditation Standards. The Service also updated this procedure to align content to the ACCJC Accreditation Standard. **This is a 10+1.** Mici 10-23-2024

Approved without changes. Cari/Instruction 11-05-2024

Copy to Mia 11-05-2024

Approved. Nikki/HR 11-20-2025

Approved. Holly/Institutional Effectiveness 1-27-2025

Approved. Alyssa Graff/PLDC 1-28-2026

This is a 10+1. Mici 2-12-2026

Expected approval. Academic Senate 5-14-2026

AP 7160 PROFESSIONAL DEVELOPMENT**References:**

Education Code Sections 87150 et seq;
ACCJC Accreditation Standard ~~III.A.14~~ 3.2

~~The District plans for and provides all personnel with appropriate opportunities for continued professional development, consistent with the District's mission. The District will evaluate these programs and use the results of the evaluation as the basis for improvement. The institution supports its employees with professional learning opportunities aligned with the mission and institutional goals. These opportunities are regularly evaluated for overall effectiveness in promoting equitable student success and in meeting institutional and employee needs.~~

The District shall establish a professional development plan consistent with the Educational Master Plan and District strategic priorities.

The Superintendent/President shall annually submit to the Chancellor of the California Community Colleges an affidavit that contains all of the following:

- A statement that Marin Community College District has an advisory committee, composed of administrators, faculty, and staff representatives, which has assisted in the assessment of the faculty and staff development needs and in the design of the plan to meet those needs;
- The Marin Community College District has completed a District-wide human development resources plan for the current and subsequent fiscal years; and
- A report of the actual expenditures for faculty and staff development for the preceding year.

Needs assessments surveys will be conducted to identify professional development needs among employees. Professional Development activities will be planned and presented based on the results of the needs assessments and institutional priorities.

Professional Development activities will be evaluated and the results will be used to improve programs and activities to ensure district and employee needs are being met.

Professional Development and professional learning activities, guidelines and processes including information about the Flex program are published on the College website.

Professional development activities may include, but are not limited to:

- Improvement of teaching
- Improvement of services to students
- Institutional effectiveness
- Maintenance of current academic and technical knowledge and skills
- Training to meet institutional needs and priorities
- Development of innovations in instructional and administrative techniques and program effectiveness
- Computer and technological proficiency programs
- Instructional technology
- Training that is required by laws, codes, and regulations

See [the](#) appropriate collective bargaining agreements for additional information regarding professional development for faculty and classified staff.

Also see AP 7341 Sabbaticals

Office of Primary Responsibility: Planning, Research and Institutional Effectiveness

Date Approved: June 22, 2010

Date Reviewed/Revised: December 13, 2022

Date Revised: