

College Council: Policy and Procedure Review

11-13-2025

AP 2110 Vacancies on the Board – The CCLC service updated this procedure to add vacancy notice requirements pursuant to changes in the Education Code and best practice. Additional language clarified the requirements of Education Code Section 5092 and provides best practices regarding notices of provisional appointments pursuant to changes in the Education Code.

AP 2800 Naming of Buildings and Facilities – CCLC 46 updated this procedure to add a legal reference to a federal law.

AP 3420 Equal Employment Opportunity – Revision regarding positions that may require a valid driver's license, and/or the desirability of a valid driver's license when listing job ads.

AP 3430 Prohibition of Harassment – Revision includes addressing consensual relationships in the workplace.

AP 3501 Campus Security and Access – The Service updated this procedure to include a statement that a district operates non-public spaces that are not open to the general public and includes references to other relevant policies and procedures.

BP 3550 Drug Alcohol-Free Environment Drug Alcohol Abuse Prevention Program - CCLC 46 updated this policy to include the requirement for district health centers to stock drug testing devices pursuant to changes in the Education Code. The Service also updated this policy to include additional requirements for opioid overdose reversal medications and fentanyl test strips pursuant to changes in the Education Code.

AP 3550 Drug and Alcohol-Free Environment – CCLC 46 updated this legally required procedure to revise the legal references to the Education Code. The Service also updated this procedure to align with changes in the Education Code. The Service also eliminated extraneous language.

AP 3840 Fund Raising - Review as part of the alignment of Chapter 3 for the regular cycle of review alignment. Student Activities (perhaps not SAS) is a primary office for review because clubs are also able to fundraise. *AP 5700 Athletics* references this AP 3840, so the reference is now included.

AP 4020 Program Curriculum and Course Development – The CCLC Service updated this this procedure to clarify that Title 5 regulations require districts to develop and offer programs and curricula in ethnic studies, but districts have the option to develop and offer programs and curricula that infuse a global perspective into the curricular offerings and programs and curricula that include instruction on the perspectives of persons with low socioeconomic status in the topic. The Service also updated this procedure to revise the reference to the ACCJC Accreditation Standard pursuant to the 2024 changes in the ACCJC Accreditation Standards. The Academic Senate included changes to include local standards for credit calculations as noted, with revisions that removed pre-existing language about responsibilities and roles of department chairs and reference to the collective bargaining agreement.

BP 5130 Financial Aid – CCLC 46 updated this policy to update restrictions on scholarship displacement pursuant to changes in the Education Code that become effective on July 1, 2025.

BP 5500 Standards of Conduct – The Service updated this policy to add a prohibition on hazing pursuant to changes in the Education Code. The Service also updated a reference to BP 3433

Prohibition of 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 and included references to AP 3433 Prohibition of Sexual Harassment under Title IX and AP 3434 Responding to Sexual Harassment under Title IX.

BP 6560 Environmental Responsibility – Revisions initiated by the Board of Trustees were initially presented to the College Council in September and were presented for discussion on October 16, after the senates discussed the policy with their constituents. The Board Policy Review Committee approved recommendations on October 29, 2025.

AP 6750 Parking – Revisions include local processes.

AP 6800 Industrial Safety - CCLC 46 updated this procedure to include the ability of the district to obtain a workplace restraining order on behalf of a victim employee in accordance with the Labor Code.

AP 7126 Applicant Background Checks - CCLC 46 updated this procedure to add legal references to the Education Code.

For Discussion:

- BP 3570 Smoke-Free Learning and Working Environment

Reviewed as part of the alignment of full Chapter 3 for the regular six-year cycle of review alignment, with no changes or non-substantive changes:

- BP 3560 Alcoholic Beverages
- BP 3600 Auxiliary Organizations
- BP 3710 Securing of Copyright
- BP 3715 Intellectual Property
- BP 3720 Information Technology Use
- BP 3810 Claims Against the District
- BP 3920 Communication with the Public
- BP 3950 Animals on Campus

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

Board of Trustees

CCLC 44 updated this procedure to add vacancy notice requirements pursuant to changes in the Education Code and best practice. Mici 8-16-2024

To Jonathan E./President 9-25-2024

For AP 2110, it is a little odd in that it says the posted notice of vacancy has to include the name of the provisional appointee, but we would not have that information at the time we have to post items 1 and 2 in that list. CCLC template sent for recommendations. Mia/General Counsel 9-25-2024

Copy to Nikki/HR 9-25-2024

CCLC 45 updated this procedure to address some of the language concerns raised and to clarify the requirements of Education Code Section 5092 and provide best practices regarding notices of provisional appointments pursuant to changes in the Education Code. Mici 10-30-2024

Resent to Mia/General Counsel 10-30-2024

Copy to Nikki/HR 10-30-2024

Edits as noted. Mia/General Counsel 11-5-2025

AP 2110 VACANCIES ON THE BOARD**References:**

Education Code Sections 5090 et seq.;

Government Code Sections 1770 and 6061

When the Board of Trustees determines to fill the vacancy by appointment, the Superintendent/President shall assure that there is ample publicity to and information for prospective candidates. Publicity shall include posting in three public places in the District, ~~and~~ publication in a newspaper of general circulation, ~~and posting notice on the District's website.~~

The posted notice of vacancy ~~must~~ ~~should~~ must contain the following:

(1) The fact of the vacancy or resignation;

(2) The date ~~of~~ the vacancy occurred, ~~occurrence of the vacancy~~ or the date the deferred resignation was filed ~~and the date it takes effect of the filing of, and the effective date of, the resignation;~~ and

(3) ~~The full name of the provisional appointee to the board and the date of the provisional appointee's appointment~~ Relevant information about the provisional appointment process, including the timeline to ~~apply~~file an application.

The posted notice of vacancy shall include directions regarding applications or nominations of legally qualified candidates. Persons applying or nominated must meet the qualifications required by law for members of the Board of Trustees.

Persons applying for appointment to the Board of Trustees shall receive Marin Community College District Board of Trustees Vacancy Application Form to be completed and returned by a specific date. In addition, District documents (e.g. Board Policies, catalog, schedule of classes, etc.) shall be made available to applicants.

The Board of Trustees shall request personal interviews with all qualified candidates. Interviews will be conducted in a public hearing scheduled for that purpose.

Each Board member will review all Marin Community College District Board of Trustees Vacancy Application Forms, with final selection made by a majority vote of the Board members at a public meeting called for that purpose.

Whenever a provisional appointment is made, the Board of Trustees shall, within ten (10) days of the provisional appointment, post notices of both the actual vacancy or the filing of a deferred resignation and the provisional appointment in three public places in the District. It shall also publish a notice in a newspaper of general circulation, if a newspaper of general circulation is published in the District.

The public notice of vacancy and provisional appointment must contain the following:

- The fact of the vacancy or resignation;
- The date the vacancy occurred, or the date the deferred resignation was filed and the date it takes effectthe effective date of the resignation; and
- The full name of the provisional appointee to the Board and the date of the provisional appointee's appointment.
- A statement that unless a petition calling for a special election, containing a sufficient number of signatures, is filed in the office of the Marin County Superintendent of Schools within thirty (30) days of the date of the provisional appointment, it shall become an effective appointment.

~~The notice shall state the fact of the vacancy or resignation and the date of the occurrence of the vacancy or the date of the filing of, and the effective date of, the resignation. It shall also contain the full name of the provisional appointee to the Board of Trustees, the date of appointment, and a statement that unless a petition calling for a special election, containing a sufficient number of signatures, is filed in the office of county superintendent of schools within thirty (30) days of the date of the provisional appointment, it shall become an effective appointment.~~

A provisional appointment confers all powers and duties of a Board member upon the appointee immediately following their appointment.

A person appointed to fill a vacancy shall hold office only until the next regularly scheduled election for Board members. An election shall be held to fill the vacancy for the remainder of the unexpired term. A person elected at an election to fill the vacancy shall hold office for the remainder of the term in which the vacancy occurs or will occur.

Office of Primary Responsibility: President

Date Approved: December 8, 2009

Date Reviewed/Revised: April 18, 2017; May 21, 2024

Date Revised:

Board of Trustees

CCLC 46 updated this procedure to add a legal reference to a federal law. Mici 10-28-2025

Approved. Jonathan/President 10-28-2025

Approved with no change. Eresa/Finance and Operations 11-01-2025

Copy to Keith/Advancement and Klaus/M&O 11-5-2025

AP 2800 NAMING OF BUILDINGS AND FACILITIES**References:**

No references

This administrative procedure provides guidelines, criteria, and the process for naming, removing of names from, and renaming of buildings, facilities, or removing of names from, and renaming buildings, facilities, or grounds of the District. The Superintendent/President shall provide recommendations to the Board of Trustees, which retains final authority for the naming of any building, facility, or grounds of the District.

Consistent with *BP 2800 Naming of Buildings and Facilities*, this administrative procedure also sets forth the criteria and process for removing a name and facility demolition or replacement. All recommendations shall comply with the procedures and criteria in this Administrative Procedure and *Board Policy 2800*.

Definition of "Facility"

As used in this procedure, "facility" includes any building or other structure, pathway, road or sidewalk; indoor or outdoor areas such as classrooms, labs, theaters, lobbies or other gathering areas; athletic fields or other grounds or property owned by the District.

Process to Name a Facility

College or Site Recommendation: The process may be initiated by the Superintendent/President or the Board of Trustees.

All requests shall include the following:

- The rationale for requesting the naming of a facility, including evidence of a broad base of support for such action.
- A biography of the person for whom the facility is to be named.
- A description of the business or organization, if the recommendation is to name a facility for a business or organization, including the names of members of the board of directors and senior management.
- Recommendation from the Superintendent/President or referral from the Board of Trustees.

Superintendent/President Initial Review

The Superintendent/President reviews all proposals for information and consistency with existing Board Policies and Administrative Procedures. Any new names proposed for facilities shall go through the District governance system.

Superintendent/President Action

The Superintendent/President prepares an agenda item for Board of Trustees action.

Board of Trustees Action

The Board of Trustees approves, rejects, or delays action on the proposal.

Superintendent/President Action

After a facility name is approved by the Board, the Superintendent/President authorizes staff to proceed with necessary administrative steps.

This process shall also apply to proposals to remove a name from a facility, and to address naming considerations when a facility is demolished or replaced.

Naming a Facility for an Individual for “Service to the District”

There should be an appropriate relationship between the use of the facility or its function and the person for whom it is named.

A facility may be named:

- In honor of an individual, family, organization, non-profit foundation or corporation which has made a major, significant financial contribution to the District;
- In recognition of an individual who has made a significant contribution of service to the District;

If the request is to honor a living person, that person will not be considered for this honor until at least three years following his/her/their separation from the District. Separation is defined as leaving service or employment. This criterion does not apply to alumni or other friends of the District.

If the request is to honor a deceased person, that request will be submitted only after a suitable period of mourning. No request will be considered within a year of the death.

Naming of a Facility in Recognition of a Significant Financial Gift to the District

Facilities may be named for a benefactor or an individual nominated by a benefactor.

The benefactor must have given a minimum of 25 percent (25 %) of the “private” cost (non-state funds portion or local bond measure) of the construction of a new facility for a naming request to be considered by the District. For an existing building, the benefactor must have given a minimum of 15 percent of the estimated current cost to build the facility for a naming request to be considered by the District.

Benefactors must have given a minimum of 25 percent (25 %) of the cost of a sub-unit of a building or other facility such as classrooms, lecture halls, lobby areas, or meeting rooms for a naming request to be considered by the District.

Benefactors must have given 100 percent (100 %) of the cost of walkways, benches, or gardens for a naming request to be considered by the District.

Facilities will not be considered for naming requests in return for deferred gifts and will not be considered for naming requests for persons making gifts of property (real or personal), until such time as the gift is converted to liquid assets or is otherwise utilized by the District.

If the request is to honor a deceased person, that request will be submitted only after a suitable period of mourning. No request will be considered within a year of the death.

Removing a Name from a Facility

If any building or facility is destroyed or razed, or must be substantially remodeled or rebuilt for any reason the District may, in its sole discretion, change or remove a name from a building or facility.

The District may, in its sole discretion, change a name, or remove a name from a donor-named building or facility. In that situation, the District will acknowledge the donor's contribution with a plaque in a prominent location in a replacement building, facility or elsewhere on the District's campus.

The District has the absolute right and authority to remove a name from a donor-named building or facility and rename the building or facility as it sees fit, in the following situations:

- if the donor fails to make the promised donation or gift for any reason; or ~~.The District also has the absolute right and authority to remove a name from a donor named building or facility, and rename the building or facility as it sees fit,~~
- if the District determines, in its sole discretion, that the District's continued association with the name, the donor, or the donor's family or business will damage the District's reputation or goodwill in the community.

Signage

Named buildings or facilities should bear the name of the person and the building or facility name in a typeface and style consistent with District signage requirements.

Buildings or facilities may also bear a bronze plaque permanently affixed to the outside of the wall nearest to the main entrance of the building. If applicable, the plaque should list the name of the person for whom the building or facility is named and, if the building or facility is newly constructed, the architect, Board of Trustee members, Superintendent/President, and date the building or facility was dedicated. Relevant information about the donor shall be prominently displayed.

Classrooms, labs, theaters, and indoor or outdoor gathering areas to be named should be identified with a bronze plaque mounted on the wall directly outside the main entrance or with other appropriate acknowledgement consistent with District signage requirements.

The District shall seek private funding for signage.

Office of Primary Responsibility: Superintendent/President

Date Approved: August 24, 2010; *(Replaced College of Marin Procedure 8.0003 DP.1)*

Reviewed/Revised: October 17, 2017; September 20, 2022

Revised:

General Institution

CCLC 46 usage note update only. NOTE: For a district to include a statement in a job advertisement, posting, application, or other material that an applicant must have a driver's license both of the following conditions must be satisfied: (1) the district reasonably expects driving to be one of the job functions for the position, and (2) the district reasonably believes that satisfying the job function using an alternative form of transportation would not be comparable in travel time or cost to the district.

Mici 7-10-2025

Edits as noted. Nikki/HR 7-14-2025

AP 3420 EQUAL EMPLOYMENT OPPORTUNITY**References:**

Education Code Sections 87100 et seq.;
Title 5 Sections 53000 et seq., and 59300 et seq.;
Government Code Sections 7400 et seq. and 12940 et seq.;
ACCJC Accreditation Standard 3

The District has an Equal Employment Opportunity (EEO) Plan which is a District-wide, written plan that implements the District's EEO Program, including the definitions contained in Title 5, Section 53001, and must:

- Be developed in collaboration with the District's Equal Employment Opportunity Advisory Committee;
- Be reviewed and adopted at a regular meeting of the governing board where it is agendaized as a separate action item and not part of the consent agenda;
- Cover a period of three years, after which a new or revised plan shall be adopted; and
- Be submitted to the California Community Colleges Chancellor's Office at least 90 days prior to its adoption. Comments received from the California Community Colleges Chancellor's Office on the proposed plan must be presented to the governing board prior to adoption.

The EEO plan must include all of the following:

- Specific pre-hiring, hiring, and post-hiring EEO strategies the District intends to implement each year over the life of the plan;
- A schedule identifying the timetables for implementation of the identified EEO strategies;
- Identification of the district EEO officer with delegated responsibility and authority for implementing the EEO Plan and assuring compliance with Title 5 regulations;
- The procedure for filing complaints and the person with whom such complaints are to be filed;
- A process for notifying all District employees of the provisions of the plan and the policy statement required;
- A process for ensuring that individuals directly participating in the screening or selection process shall receive appropriate training on the requirements of the applicable Title 5 regulations and of state and federal nondiscrimination laws;
- A process for providing annual written notice to appropriate community-based and professional organizations concerning the District's plan and the need for assistance from

such organizations in identifying qualified, diverse pools of applicants for openings within the District;

- The steps the District will take to promote diversity in its work force;
- Methods for addressing any discrimination that is detected in the District's hiring practices;
- A process for gathering information and periodic, longitudinal analysis of the District's employees and applicants, broken down by number of persons from "monitored groups", as defined by Title 5 Section 53001, in each job category to determine whether additional diversification measures are required and to implement and evaluate the effectiveness of those measures. The District shall conduct a data review as part of its plan renewal, and may conduct periodic data reviews more frequently;
- A process for utilizing data available from reliable public and private sources to determine whether monitored groups are underrepresented within district job categories and strategies for addressing any underrepresentation.
- underrepresentation is significant;
- The steps the District will take to promote diversity in its work force;
- Methods for addressing any discrimination that is detected in the District's hiring practices;
- The Plan shall be a public record;
- The District will post a copy of the EEO plan on the District's website; and
- The District shall make a continuous good faith effort to comply with the requirements of the Plan.

Annual Evaluation

- The District shall collect and continually monitor its employee and applicant demographic data to evaluate the implementation of the EEO plan and to conduct the analyses required by Title 5. The District shall report its employment-related data to the California Community Colleges Chancellor's Office annually in a manner prescribed by the Chancellor. To facilitate analysis, all applicants and employees must be assigned a job category.
- The District data collection will allow applicants and employees to identify his/her/their gender (including non-binary options), ethnic group identification and, if applicable, disability in a manner prescribed by the California Community Colleges Chancellor's Office consistent with state and federal law.

EEO Advisory Committee

The District has established an EEO Advisory Committee, which shall include a diverse membership and include members from District stakeholder groups, including but not limited to, students, faculty, and classified staff. Members of the Advisory Committee as well as members of the District governing board shall receive training in all of the following: applicable Title 5 regulations and of state and federal nondiscrimination laws; the educational benefits of workforce diversity, the identification and elimination of bias in hiring decisions; and the role of the advisory committee in drafting and implementing the District's EEO Plan.

The responsibilities of the EEO Advisory Committee shall include but not be limited to the following:

- Review and advise on recruitment efforts, job announcements, interview protocols, retention efforts, and other aspects of the hiring, retention, and promotion processes that impact the District's ability to attract and retain a diverse faculty and staff;

- Advise on implementing the District's obligation to hire faculty and administrators with a demonstrated sensitivity to, and understanding of, the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students;
- Promote communication with community groups and organizations for people with disabilities;
- Promote hiring of faculty who have, themselves, graduated from a community college;
- Develop communications among departments to foster understandings of the plan;
- To advise the Superintendent/President regarding special training or staff development needs;
- Review the plan and monitor its progress;
- Recommend changes needed in the plan; and
- Review and approve the annual written report to the Superintendent/President, the Governing Board, and the state Chancellor's Office.

Employment Procedures

An equitable and inclusive employment process is essential to improve diversity, reduce barriers to employment, and allow potential applicants the opportunity to demonstrate that they meet or exceed the minimum qualifications for employment. The District's employment procedures are driven by diversity, equity, and inclusion.

Job Analysis and Validation: The Chief Human Resources Officer shall assure that a proper job analysis is performed for every job filled by the District to determine and validate the knowledge, skills, abilities, and characteristics an employee must possess to perform the job satisfactorily.

A statement of bona fide essential functions and minimum qualifications shall be developed for all positions.

Job Description: Every job description shall provide a general statement of job duties and responsibilities.

Job specifications shall include functions and tasks, knowledge, skills, ability, and job-related personal characteristics, including but not limited to sensitivity to and understanding of the diverse academic, socioeconomic, cultural, linguistic, disability, and ethnic backgrounds of community college students.

For positions where the district reasonably expects driving to be one of the essential job functions a valid California driver's license and the ability to maintain insurability under the District's vehicle insurance program, or the ability to utilize an alternative method of transportation, will be required. If a driver's license is not required to perform the essential job functions, the license will be designated as a desirable qualification for the position.

Recruitment: Recruitment must be conducted actively within and outside of the District's work force.

Open recruitment is mandated for all new full-time and part-time positions, except under limited circumstances involving interim hires.

Recruitment must utilize outreach strategies designed to ensure that qualified individuals are provided the opportunity to seek employment with the District.

Recruitment for administrative and faculty positions (full and part-time) may include advertisement in appropriate professional journals, job registries and newspapers of general circulation; distribution of job announcements to the EEO Registry, K-12 districts, two and four year colleges, and graduate schools where appropriate candidates might be enrolled; recruitment at conferences, fairs, and professional meetings; notices to institutions and professional organizations that serve diverse and underrepresented populations.

Recruitment for classified positions include notices to District personnel, notice to Employment Development Department, and advertising in websites of general and broad circulation.

Applicant Pools -- The application for employment shall afford each applicant an opportunity to identify himself/herself/themselves voluntarily as to gender, ethnicity and, if applicable, his/her/their disability. This information shall be maintained in confidence and shall be used only for research, validation, monitoring, evaluation of the effectiveness of the plan, or as authorized by law.

After the application deadline has passed, the initial applicant pool shall be recorded and reviewed by the Chief Human Resources Officer or designee. All initial applications shall be screened to determine which candidates satisfy job specifications set forth in the job announcement. The group of candidates who meet the job specifications shall constitute the "qualified applicant pool."

Once the qualified applicant pool is formed, the pool shall again be analyzed. If the Chief Human Resources Officer or designee finds that the composition of the qualified applicant pool may have been influenced by factors which are not job related, the District may, before the selection process continues, consult with legal counsel to determine what, if any, corrective action is required by law.

Screening and Selection -- Screening, selecting and interviewing candidates for all positions shall include thorough and fair procedures that are sensitive to issues of diversity. The procedures provide that:

- Hiring procedures will be provided to the State Chancellor's Office on request.
- All tests conform to generally applicable legal standards for uniformity.
- A reasonable number of candidates are identified for interview.
- Screening and selection committees are developed that are representative of the District community and campus; include administrators, faculty and classified staff; include a diverse membership when possible; do not include applicants or persons who have written letters of recommendation.
- Every screening and selection committee includes an individual trained to monitor conformance with EEO requirements. The Chief Human Resource Officer assures that the screening and selection process conforms to accepted principles and practices, including preparation of job-related questions in advance; maintains records of screening checklists and rating scales, which shall be signed and kept on file; and maintains notes for all

interviews and record relevant factual reasons stating why a candidate was not hired or was not invited to interview.

- Selection shall be based solely on the stated job criteria.

If the District determines that a particular monitored group is significantly underrepresented with respect to one or more job categories, the District shall take the following additional steps:

- Review its recruitment procedures;
- Consult with counsel to determine whether there are other, additional measures that may be undertaken that are required or permitted by law;
- Consider various other means of reducing the underrepresentation which do not involve taking monitored group status into account and implement any such techniques that are feasible; and
- If significant underrepresentation persists:
 - review each locally-established job qualification to determine if it is job related and consistent with business necessity;
 - discontinue the use of any non-job-related local qualification;
 - continue using job-related local qualifications only if no alternative standard is reasonably available; and
- consider the implementation of additional measures designed to promote diversity.

Delegation of Authority

The District designates the Chief Human Resources Officer as the “EEO Officer” charged with overseeing the day-to-day implementation of the EEO Plan and programs.

When the EEO Officer is named in a complaint or implicated by the allegations in a complaint, the complaint shall be overseen by the Superintendent/President or the Superintendent/President’s designee other than the EEO Officer.

Complaint Procedure

Any person may file a complaint alleging the District violated this policy and procedures. An individual should file a written complaint with the Chief Human Resources Officer. The District shall process complaints that allege unlawful discrimination according to procedures set forth in AP 3430 Prohibition of Harassment and AP 3435 Discrimination and Harassment Complaints and Investigations.

Job Announcements

All job announcements shall contain a statement in substantially the following form: The District is an equal opportunity employer. The policy of the District is to encourage applications from persons who are economically disadvantaged and individuals belonging to significantly underrepresented groups within the District’s workforce, including ethnic and racial minorities, women, and persons with disabilities. No person shall be denied employment because of ethnicity or race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender expression, age, marital status, sexual orientation, veteran or military status, or political or organizational affiliation.

Dissemination and Revision of the Plan

All managers and supervisors shall be given copies of the plan as revised from time to time and any guidelines for implementing the plan. Copies of the plan shall be provided to the Academic Senate and the exclusive representatives of any units of employees.

Statements of nondiscrimination shall be posted at locations where applications for employment are distributed.

Such plans shall be reviewed at least every three years and, if necessary, revised and submitted to the state Chancellor's Office within 90 days of the effective date of the revision or amendment(s). If the Chancellor determines that the District's policies do not comply with Section 59300 et al., the Chancellor may require the District to modify its policies.

Accountability and Corrective Action

The District shall certify annually to the Chancellor of the California Community Colleges that they have timely:

- Recorded, reviewed and reported the data required regarding qualified applicant pools;
- Reviewed and updated, as needed, the Strategies Component of the District's EEO Plan; and
- Investigated and appropriately responded to formal harassment or discrimination complaints filed pursuant to subchapter 5 (commencing with Section 59300) of chapter 10 of this division.

Also see BP/AP 7120 Employment Recruitment, BP/AP 3410 Nondiscrimination, BP/AP 3430 Prohibition of Harassment BP/AP 7120 Employment Recruitment, and BP/AP 7310 Nepotism

Office of Primary Responsibility: Human Resources

Date Approved: March 19, 2013

Date Reviewed/Revised: May 11, 2021; February 14, 2023; September 19, 2023; November 6, 2024

Date Reviewed:

General Institution

Review requested. Any update will require review and revision by our translation service provider.

Revisions as noted. Mia/General Counsel 10-16-2025

Copy sent to UPM 11-3-2025

**AP 3430 PROHIBITION OF HARASSMENT
(TAMBIÉN DISPONIBLE EN ESPAÑOL)**

References:

Education Code Sections 212.5, 66281.5, and 66281.8;
Government Code Sections 12940 and 12923;
Civil Code Section 51.9;
Title 5 Sections 59320 et seq.;
Title IX, Education Amendments of 1972;
Title VII of the Civil Rights Act of 1964, 42 U.S.C.A. Section 2000e

The District is committed to providing an academic and work environment free of unlawful harassment. This procedure defines harassment. AP 3435 Discrimination and Harassment Complaints sets forth a procedure for the investigation and resolution of complaints of harassment by or against any students, employees, unpaid interns, or volunteers within the District.

This procedure and the related policy protects students, employees, unpaid interns and volunteers in connection with all the academic, educational, extracurricular, athletic, and other programs of the District, whether those programs take place in the District's facilities, a District bus, or at a class or training program sponsored by the District at another location.

For information on the District's prohibition of sexual harassment under Title IX, see BP 3433 Prohibition of Sexual Harassment under Title IX, AP 3433 Prohibition of Sexual Harassment under Title IX, and AP 3434 Responding to Sexual Harassment under Title IX. For other forms of harassment, Complainants should use this procedure.

Definitions

General Harassment: Harassment based on age, ancestry, color, religious creed (including religious dress and grooming practices, family and medical care leave, disability (mental and physical) including HIV and AIDS, marital status, medical condition (including cancer and genetic characteristics), genetic information, military and veteran status, national origin (including language use restrictions), race, sex (which includes pregnancy, childbirth, breastfeeding and medical conditions related to pregnancy, childbirth or breastfeeding), gender, gender identity and gender expression, sexual orientation, or the perception that a person has one or more of these characteristics is illegal and violates District policy. Harassment shall be found where, in aggregate, the incidents are sufficiently pervasive, persistent, or severe, that a reasonable person with the same characteristics as the victim of the harassing conduct would be adversely affected to a degree that interferes with his/her/their ability to participate in or realize the intended benefits of an institutional activity, employment, or resource.

Gender-based harassment does not necessarily involve conduct that is sexual. Any hostile or offensive conduct based on gender can constitute prohibited harassment if it meets the definition above. For example, repeated derisive comments about a person's competency to do the job, when based on that person's gender, could constitute gender-based harassment. Harassment comes in many forms, including but not limited to the following conduct that could, depending on the circumstances, meet the definition above, or could contribute to a set of circumstances that meets the definition:

Verbal: Inappropriate or offensive remarks, slurs, jokes, or innuendoes based on a person's race, gender, sexual orientation, or other protected status. This may include, but is not limited to, inappropriate comments regarding an individual's body, physical appearance, attire, sexual prowess, marital status, or sexual orientation; unwelcome flirting or propositions; demands for sexual favors; verbal abuse, threats, or intimidation; or sexist, patronizing, or ridiculing statements that convey derogatory attitudes based on gender, race, nationality, sexual orientation, or other protected status.

Physical: Inappropriate or offensive touching, assault, or physical interference with free movement. This may include, but is not limited to, kissing, patting, lingering or intimate touches, grabbing, pinching, leering, staring, unnecessarily brushing against, or blocking another person, whistling, or sexual gestures. It also includes any physical assault or intimidation directed at an individual due to that person's gender, race, national origin, sexual orientation, or other protected status. Physical sexual harassment includes acts of sexual violence, such as rape, sexual assault, sexual battery, and sexual coercion. Sexual violence refers to physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent due to the victim's use of drugs or alcohol. An individual also may be unable to give consent due to an intellectual or other disability.

Visual or Written: The display or circulation of visual or written material that degrades an individual or group based on gender, race, nationality, sexual orientation, or other protected status. This may include, but is not limited to, posters, cartoons, drawings, graffiti, reading materials, computer graphics, or electronic media transmissions.

Environmental: A hostile academic or work environment may exist where it is permeated by sexual innuendo; insults or abusive comments directed at an individual or group based on gender, race, nationality, sexual orientation, or other protected status; or gratuitous comments regarding gender, race, sexual orientation, or other protected status that are not relevant to the subject matter of the class or activities on the job. A hostile environment can arise from an unwarranted focus on sexual topics or sexually suggestive statements in the classroom or work environment. It can also be created by an unwarranted focus on, or stereotyping of, particular racial or ethnic groups, sexual orientations, genders, or other protected statuses. An environment may also be hostile toward anyone who merely witnesses unlawful harassment in his/her/their immediate surroundings, although the conduct is directed at others. The determination of whether an environment is hostile is based on the totality of the circumstances, including such factors as the frequency of the conduct, the severity of the conduct, whether the conduct is humiliating or physically threatening, and whether the conduct unreasonably interferes with an individual's learning or work.

Sexual Harassment: In addition to the above, sexual harassment consists of unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature

made by someone from, or in, the work or educational setting when:

- submission to the conduct is explicitly or implicitly made a term or condition of an individual's employment, academic status, progress, internship, or volunteer activity;
- submission to, or rejection of, the conduct by the individual is used as a basis of employment or academic decisions affecting the individual;
- the conduct has the purpose or effect of having a negative impact upon the individual's work or academic performance, or of creating an intimidating, hostile, or offensive work or educational environment (as more fully described below); or
- submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through the community college

This definition encompasses two kinds of sexual harassment:

"Quid pro quo" sexual harassment occurs when a person in a position of authority makes educational or employment benefits conditional upon an individual's willingness to engage in or tolerate unwanted sexual conduct.

"Hostile environment" sexual harassment occurs when unwelcome conduct based on a person's gender or sex is sufficiently severe or pervasive so as to alter the conditions of an individual's learning or work environment, unreasonably interferes with an individual's academic or work performance, or creates an intimidating, hostile, or abusive learning or work environment. The victim must subjectively perceive the environment as hostile, and the harassment must be such that a reasonable person of the same gender or sex would perceive the environment as hostile. A single or isolated incident of sexual harassment may be sufficient to create a hostile environment if it unreasonably interfered with the person's academic or work performance, or created an intimidating, hostile, or offensive learning or working environment.

Sexually harassing conduct can occur between people of the same or different genders or sex. The standard for determining whether conduct constitutes sexual harassment is whether a reasonable person of the same gender or sex as the victim would perceive the conduct as harassment based on sex.

Consensual Relationships

Romantic or sexual relationships between employees, and between employees and students, are prohibited where the employee must evaluate the student or employee's work or otherwise exercise authority over the employee or student. "Exercise authority" means evaluating, providing oversight, supervising, academic advising, mentoring, coaching, counseling, providing extracurricular oversight, or otherwise participating in or influencing votes or decisions that may reward or penalize a student or subordinate employee. Furthermore, faculty members are prohibited from engaging in a romantic or sexual relationships with any student who is currently enrolled in their class, intends to enroll in their class, or is taking or plans to take courses within the faculty member's academic discipline. Such relationships present an inherent imbalance of power and carry a significant risk of exploitation, compromising the integrity of the educational environment.

If a faculty member and student have a pre-existing romantic or sexual relationship:

- If the student wishes to enroll in classes in the faculty member's discipline, the faculty member must notify Human Resources in writing in advance of the student enrolling; and

- The student cannot enroll in the faculty member's class, with one limited exception noted below.
 - Exception: There may be instances where a faculty member is the only person in the District who is qualified to teach a course that the person with whom they have a preexisting consensual relationship is required to take for the completion of their certificate, degree, or transfer pathway. In that case, the faculty member may seek written approval from the Assistant Superintendent/Vice President of Student Learning and Success for the student to enroll in the course. Additional controls, such as periodic reviews or enhanced oversight, may be implemented to prevent or detect potential issues.

If an employee has a consensual relationship with another employee who is not a subordinate, then they shall refrain or recuse themselves from participating in or influencing votes or decisions that may reward or penalize that employee (such as those regarding evaluations or promotion).

Romantic or sexual relationships between ~~supervisors and~~ employees, or between ~~administrators, faculty members, or staff members~~ employees and students, where one no supervisory or academic authority exists, may still present challenges. These relationships are not prohibited unless otherwise specified in this procedure. ~~are discouraged. There is an inherent imbalance of power and potential for exploitation in such relationships. A conflict of interest may arise if the administrator, faculty member, or staff member must evaluate the student's or employee's work or make decisions affecting the employee or student.~~ The relationship may create an appearance of impropriety and lead to charges of favoritism by other students or employees. A consensual sexual relationship may change, with the result that sexual conduct that was once welcome becomes unwelcome and harassing. In the event that such relationships do occur, the employee(s) involved must notify their direct supervisor(s) and Human Resources promptly and in writing. In that case, the District has the authority to transfer any involved employee to eliminate or attenuate the supervisory authority of one over the other working relationship between the employees, or between a faculty member and a student, or distance the employee from engaging with students in the work setting, or of a teacher over a student. Such action by the District is a proactive and preventive measure to seek to avoid possible charges of harassment and does not constitute discipline against any affected employee.

Academic Freedom

No provision of this Administrative Procedure shall be interpreted to prohibit conduct that is legitimately related to the course content, teaching methods, scholarship, or public commentary of an individual faculty member or the educational, political, artistic, or literary expression of students in classrooms and public forums. Freedom of speech and academic freedom are, however, not limitless and this procedure will not protect speech or expressive conduct that violates federal or California anti-discrimination laws.

Offices of Primary Responsibility: Human Resources and Student Services – Activities and Advocacy

Date Approved: November 6, 2008

Date Reviewed/Revised: January 15, 2013; September 15, 2015; May 11, 2021; September 20, 2022; September 17, 2024; August 19, 2025

Date Revised:

Institución general

**AP 3430 PROHIBICIÓN DEL ACOSO
(ALSO AVAILABLE IN ENGLISH)****Referencias:**

Código de Educación secciones 212.5, 66281.5, y 66281.8;
Código de Gobierno secciones 12940 y 12923;
Código Civil sección 51.9;
Título 5 secciones 59320 y siguientes;
Título IX, Enmiendas a la Ley de Educación de 1972
Título VII de la Ley de Derechos Civiles de 1964, 42 U.S.C.A. sección 2000e

El Distrito se compromete a establecer un entorno académico y laboral libre de acoso ilegal. Este procedimiento define el acoso. AP 3435 Denuncias por discriminación y acoso establece un procedimiento para la investigación y resolución de denuncias de acoso por parte de o contra cualquier estudiante, empleado, pasante no remunerado o voluntario dentro del Distrito.

Este procedimiento y la política relacionada protegen a los estudiantes, empleados, pasantes no remunerados y voluntarios en relación con todos los programas académicos, educativos, extracurriculares, deportivos y de otro tipo del Distrito, ya sea que dichos programas se lleven a cabo en las instalaciones del Distrito, en un autobús del Distrito o en una clase o programa de capacitación patrocinado por el Distrito en otro lugar.

Para obtener información sobre la prohibición del acoso sexual en el Distrito en virtud del Título IX, consulte BP 3433 Prohibición del acoso sexual en virtud del Título IX, AP 3433 Prohibición del acoso sexual en virtud del Título IX y AP 3434 Respuesta al acoso sexual en virtud del Título IX. Para otras formas de acoso, los denunciantes deben utilizar este procedimiento.

Definiciones

Acoso general: Acoso basado en edad, ascendencia, color, su credo religioso (incluidas las prácticas religiosas en materia de vestimenta y aseo personal), Ausencia por motivos familiares y médicos, discapacidad (mental y física) incluyendo el VIH y el SIDA, estado civil, condición médica (incluyendo el cáncer y las características genéticas), información genética, condición de militar o veterano, origen nacional (incluyendo las restricciones en el uso del lenguaje), raza, sexo (lo que incluye el embarazo, el parto, la lactancia materna y las condiciones médicas relacionadas con el embarazo, el parto o la lactancia materna), género, Identidad de género e expresión de género, orientación sexual, o la percepción de que una persona tiene una o más de estas características es ilegal e infringe la política del Distrito. Se deberá considerar que existe acoso cuando, en conjunto, los incidentes sean lo suficientemente extensos, persistentes o graves como para que una persona razonable con las mismas características que la víctima de la conducta de acoso se vería afectada de tal manera que interfiera en su capacidad para participar o disfrutar de los beneficios previstos de una actividad, un empleo o un recurso institucional.

El acoso por motivos de género no implica necesariamente una conducta de carácter sexual. Toda conducta hostil u ofensiva basada en el género puede constituir acoso prohibido si satisface la definición anterior. Por ejemplo, los comentarios burlones repetidos sobre la competencia de una persona para realizar su trabajo, cuando se basan en el género de esa persona, podrían constituir acoso por motivos de género. El acoso se manifiesta de muchas formas, incluyendo, entre otras, las siguientes conductas que, dependiendo de las circunstancias, podrían satisfacer la definición anterior o contribuir a un conjunto de circunstancias que la satisfagan:

Verbal: Comentarios inapropiados u ofensivos, insultos, bromas o insinuaciones basados en la raza, el género, la orientación sexual u otra condición protegida de una persona. Esto puede incluir, a título de ejemplo, comentarios inapropiados sobre el cuerpo, la apariencia física, la vestimenta, la potencia sexual, el estado civil o la orientación sexual de una persona; coqueteo o proposiciones no deseadas; exigencias de favores sexuales; intimidación, amenazas o abuso verbal; o declaraciones sexistas, condescendientes o ridiculizantes que transmitan actitudes despectivas basadas en el género, la raza, la nacionalidad, la orientación sexual u otra condición protegida.

Físico: Tocamientos, agresiones o interferencias físicas inapropiados u ofensivos, que impidan la libre circulación. Estos pueden incluir, a título de ejemplo, besos, caricias, tocamientos prolongados o íntimos, agarrones, pellizcos, miradas lascivas, miradas fijas, roces innecesarios o bloqueos a otra persona, silbidos o gestos sexuales. También incluyen cualquier agresión física o intimidación dirigida a una persona por su género, raza, origen nacional, orientación sexual u otra condición protegida. El acoso sexual físico incluye actos de violencia sexual, como la violación, la agresión sexual, la agresión sexual con lesiones y la coacción sexual. La violencia sexual se refiere a los actos sexuales físicos perpetrados contra la voluntad de una persona o cuando una persona es incapaz de dar su consentimiento debido al consumo de drogas o alcohol por parte de la víctima. Una persona también puede ser incapaz de dar su consentimiento debido a una discapacidad intelectual o de otro tipo.

Visual o escrito: La exhibición o circulación de material visual o escrito que degrada a una persona o grupo por motivos de género, raza, nacionalidad, orientación sexual u otra condición protegida. Esto puede incluir, entre otros, carteles, caricaturas, dibujos, grafitis, material de lectura, gráficos por computadora o transmisiones por medios electrónicos.

Ambiental: Puede existir un entorno académico o laboral hostil cuando está impregnado de insinuaciones sexuales; insultos o comentarios abusivos dirigidos a una persona o grupo por motivos de género, raza, nacionalidad, orientación sexual u otra condición protegida; o comentarios gratuitos sobre el género, la raza, la orientación sexual u otra condición protegida que no sean pertinentes para la materia de la clase o las actividades del trabajo. Un entorno hostil puede surgir de una atención injustificada a temas sexuales o de declaraciones sexualmente sugerentes en el aula o en el entorno laboral. También puede crearse por una atención injustificada o por estereotipos sobre determinados grupos raciales o étnicos, orientaciones sexuales, géneros u otras condiciones protegidas. Un entorno también puede ser hostil hacia cualquier persona que simplemente sea testigo de acoso ilegal en su entorno inmediato, aunque la conducta se dirija a otras personas. La determinación de si un entorno es hostil se basa en la totalidad de las circunstancias, incluyendo factores como la frecuencia de la conducta, la gravedad de la misma, si es humillante o físicamente amenazante, y si interfiere de manera irrazonable en el aprendizaje o el trabajo de una persona.

Acoso sexual: Además de lo anterior, el acoso sexual consiste en insinuaciones sexuales no deseadas, solicitudes de favores sexuales y otras conductas verbales, visuales o físicas de naturaleza sexual realizadas por alguien del entorno laboral o educativo cuando:

- la sumisión a la conducta se establece de forma explícita o implícita como condición para el empleo, la situación académica, el progreso, las prácticas profesionales o la actividad voluntaria de una persona;
- la sumisión o el rechazo de la conducta por parte de la persona se utiliza como base para decisiones laborales o académicas que le afectan;
- la conducta tiene el propósito o el efecto de afectar negativamente al desempeño laboral o académico de la persona, o de crear un entorno laboral o educativo intimidatorio, hostil u ofensivo (como se describe con mayor detalle más adelante); o
- la sumisión o el rechazo de la conducta por parte de la persona se utiliza como base para cualquier decisión que afecte a la persona en relación con los beneficios y servicios, honores, programas o actividades disponibles en el centro de enseñanza superior o a través de él.

Esta definición abarca dos tipos de acoso sexual:

"Quid pro quo" El acoso sexual tipo *quid pro quo* se produce cuando una persona en una posición de autoridad condiciona los beneficios educativos o laborales a la voluntad de una persona de participar en una conducta sexual no deseada o de tolerarla.

"Entorno hostil" El acoso sexual por entorno hostil se produce cuando una conducta no deseada basada en el género o el sexo de una persona es lo suficientemente grave o extensa como para alterar las condiciones del entorno de aprendizaje o de trabajo de una persona, interferir de manera irrazonable en su desempeño académico o laboral, o crear un entorno de aprendizaje o de trabajo intimidatorio, hostil o abusivo. La víctima debe percibir subjetivamente el entorno como hostil, y el acoso debe ser tal que una persona razonable del mismo género o sexo perciba el entorno como hostil. Un incidente único o aislado de acoso sexual puede ser suficiente para crear un entorno hostil si interfirió de manera irrazonable en el desempeño académico o laboral de la persona, o creó un entorno de aprendizaje o de trabajo intimidatorio, hostil u ofensivo.

La conducta de acoso sexual puede darse entre personas del mismo género o sexo o de géneros o sexos diferentes. El criterio para determinar si una conducta constituye acoso sexual es si una persona razonable del mismo género o sexo que la víctima percibiría la conducta como acoso por motivos de sexo.

Relaciones con consentimiento mutuo

Se desaconsejan las relaciones románticas o sexuales entre supervisores y empleados, o entre administradores, miembros del cuerpo docente o del personal y estudiantes. Este tipo de relaciones implican un desequilibrio inherente de poder y la posibilidad de explotación. Puede surgir un conflicto de intereses si el administrador, el miembro del cuerpo docente o el miembro del personal debe evaluar el trabajo del estudiante o del empleado o tomar decisiones que afecten al empleado o al estudiante. La relación puede crear una apariencia de impropiedad y dar lugar a acusaciones de favoritismo por parte de otros estudiantes o empleados. Una relación sexual con consentimiento mutuo puede cambiar, con el resultado de que una conducta sexual que antes era bienvenida pase a ser inaceptable y constituya acoso. En caso de que se produzcan relaciones de este tipo, el Distrito tiene la autoridad de transferir a cualquier empleado involucrado para eliminar o atenuar la autoridad supervisora de uno sobre el otro, o de un profesor sobre un estudiante. Dicha medida por parte del Distrito es una medida proactiva y preventiva.

para evitar posibles acusaciones de acoso y no constituye una medida disciplinaria contra ningún empleado afectado.

Libertad académica

Ninguna disposición de este Procedimiento Administrativo se deberá interpretar en el sentido de prohibir conductas que estén legítimamente relacionadas con el contenido de los cursos, los métodos de enseñanza, la escolaridad o los comentarios públicos de un miembro del personal docente, o con la expresión educativa, política, artística o literaria de los estudiantes en las aulas y en los foros públicos. Sin embargo, la libertad de expresión y la libertad académica no son ilimitadas, y este procedimiento no protegerá el discurso o la conducta expresiva que infrinja las leyes federales o de California contra la discriminación.

Oficina principal responsable: Recursos Humanos y Servicios Estudiantiles – Actividades y Defensa.

Fecha de aprobación: 11 de junio de 2008

Fecha de revisión/modificación: 15 de enero de 2013; 15 de septiembre de 2015; 11 de mayo de 2021; 20 de septiembre de 2022; 17 de septiembre de 2024; 19 de Agosto 2025

Fecha de revisión:

General Institution

The Service updated this procedure to include a statement that a district operates non-public spaces that are not open to the general public and include references to other relevant policies and procedures.

Mici 6-26-2025

Approved. Raul/Campus Police 10-28-2025

AP 3501 CAMPUS SECURITY AND ACCESS**Reference:**

Education Code Section 66093.3;
34 Code of Federal Regulations Part 668.46 subdivision (b)(3);
ACCJCA Accreditation Standard 3.8

During business hours, the District will be open to students, parents, employees, contractors, guests, and invitees. Classroom doors shall remain unlocked while a class is in session except in emergency situations where occupant safety necessitates the locking of doors. During non-business hours access to all District facilities is by key or fob, if issued, or by admittance via the District Police. In the case of periods of extended closing, the District will admit only those with prior written approval to all facilities.

The District operates public and non-public spaces. Non-public spaces are not open to the general public and include offices, classrooms, laboratories, intercollegiate exercise areas, child day care areas, and other restricted facilities used for educational or administrative purposes. (Also see BP/AP 3900 Speech: Time, Place, and Manner and AP 3415 Immigration Enforcement Activities.)

Emergencies may necessitate changes or alterations to any posted schedules. Areas that are revealed as problematic will have regular periodic security surveys. The Chief Business Officer and administrators from other concerned areas review these results. These surveys examine security issues such as landscaping, locks, alarms, lighting, and communications. Additionally, during the academic year, the District Maintenance and Operations Officer and District Chief of Police shall meet to discuss campus security and access issues of pressing concern.

Responding to Requests for Access for Immigration Enforcement Purposes

District shall provide guidance and offer training to campus employees addressing law enforcement access to campus buildings. This guide shall include the following required topics:

- Campus police contact information to report concerns about the presence of officers engaged in immigration enforcement on any campus property.
- Samples of warrant and subpoena documents that could be used for access onto campus property, or to seize or arrest students or other individuals on campus.

- Sample responses for personnel to use in response to officers seeking access for immigration enforcement purposes that avoids classroom interruptions, and that preserves the peaceful conduct of the school's activities.

District personnel shall advise all students, faculty, and staff to immediately notify the office of the Superintendent/President, or his/her/their designee, if he/he/they is advised that an officer engaged in immigration enforcement is expected to enter, will enter, or has entered the campus for immigration enforcement purposes. Campus police should also be notified as soon as possible.

No personnel may consent to entry of District facilities or portions thereof.

District personnel shall advise all students, faculty, and staff responding to or having contact with an officer engaged in immigration enforcement executing an immigration order, to refer the entity or individual to the office of the Superintendent/President, or his/her/their designee, for purposes of verifying the legality of any warrant, court order, or subpoena.

If the officer declares that exigent circumstances exist and demands immediate access to the campus, District personnel should not refuse the officer's orders and immediately contact the District General Counsel or Campus Police.

The Superintendent/President or designee shall determine what type of authorization is being provided to support the officer's request for access:

- *A U.S. Immigrations and Customs Enforcement (ICE) "warrant":* Immediate compliance is not required. District personnel shall inform the officer that he/she/they cannot consent to any request without first consulting with District General Counsel. Provide copy of the warrant to District General Counsel as soon as possible.
- *A federal judicial warrant, search-and-seizure warrant, or arrest warrant:* Prompt compliance with such a warrant is usually legally required, but where feasible, consult with the District General Counsel before responding.
- *A subpoena for production of documents or other evidence:* Immediate compliance is not required. Inform the officer that the District cannot respond to the subpoena until after it has been reviewed by a designated administrator. Provide a copy of the subpoena to a designated administrator or legal counsel as soon as possible.
- *A notice to appear:* This document is not directed at the District. District is under no obligation to deliver or facilitate service of this document to the person named in the document. If you get a copy of the document, give it to a designated administrator as soon as possible.

District personnel should not attempt to physically interfere with an immigration enforcement officer, even if the officer appears to be acting without consent or exceeding the authorization given under a warrant or other document. If an officer enters the premises without consent, District personnel shall make a record of the contact and forward the information to the office of the Superintendent/President.

In making record of the contact with an immigration enforcement officer, District personnel shall provide the following information:

- Name of the immigration enforcement officer, and, if available, the officer's credentials and contact information;
- Identity of all school personnel who communicated with the officer;

- Details of the officer's request;
- Whether the officer presented a warrant, subpoena, or court order to accompany his/her request, what was requested in the warrant/subpoena/court order, and whether the warrant/subpoena/court order was signed by a judge;
- District personnel's response to the officer's request;
- Any further action taken by the immigration officer; and
- Photo or copy of any documents presented by the agent.

District personnel shall provide a copy of those notes, and associated documents collected from the officer, to the Superintendent/President or District General Counsel.

In turn, the Superintendent/President or District General Counsel shall submit a timely report to the District's governing board and the campus public safety office regarding the officer's requests and actions and the District's response(s).

Also See BP/AP 3415 District Response to Immigration Enforcement Actions; BP/AP 5015 Residence Determination; BP/AP 5040 Student Records, Directory Information and Privacy

Office of Primary Responsibility: District Police Department

Date Adopted: March 13, 2012

Date Reviewed/Revised: February 12, 2019; October 15, 2024

Date Revised:

General Institution

CCLC 46 updated this policy to include the requirement for district health centers to stock drug testing devices pursuant to changes in the Education Code. The Service also updated this policy to include additional requirements for opioid overdose reversal medications and fentanyl test strips pursuant to changes in the Education Code. Mici 4-7-2025

Approved. Nikki/HR 7-10-2025

COM does not stock or distribute drug testing devices, per se, but does provide the fentanyl test strips, which should meet the requirement. Edit as noted. Ryan/SS & KIN 10-15-2025

Approved. Sadika/SAS 10-15-2025

**BP 3550 DRUG AND ALCOHOL-FREE ENVIRONMENT AND DRUG AND ALCOHOL ABUSE
PREVENTION PROGRAM (DAAPP)**

References:

Education Code Sections **66027.3 and 67384 et seq.**;
20 U.S. Code Section 1011i (Drug Free Schools and Communities Act);
41 U.S. Code Section 8103 (Drug Free Workplace Act of 1988);
34 Code of Federal Regulations Sections 86.1 et seq.

The District shall be free from the unlawful possession, use, or distribution of illicit drugs, prescription drugs, and alcohol by students and employees.

The unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in all facilities under the control and use of the District.

Any student or employee who violates this policy will be subject to disciplinary action consistent with local, state, or federal law, which may include referral to an appropriate rehabilitation program, suspension, demotion, expulsion, or dismissal.

Alcohol is a central nervous system depressant. Aside from the health risks of alcohol, drugs (legal or illegal) carry their own risks.

- Since everyone's brain and body chemistry is different and tolerance for drugs is different, it cannot be predicted how any individual may be affected, especially if it is a first time use and even if it is a small amount or dose.
- Using drugs or alcohol can lead to abuse, addiction, serious health problems, and even death.
- Drugs that are legal - prescription and over-the counter (OTC Medications) can be just as dangerous as illegal drugs.

More information on the health risks associated with alcohol, drugs, and/or the mixing of alcohol and drugs may be found on the College's website by searching Drug and Alcohol Prevention Program (DAAPP).

On November 8, 2016 California voters passed Proposition 64 legalizing the use of recreational marijuana by people over the age of 21. The change in law does not permit any person to possess or use recreational or medical marijuana on a community college campus. Using and possessing marijuana is still illegal under federal law. The federal Drug Free Schools and Communities Act and the Drug Free Workplace Act require

that the District, which receives federal funding, have policies and procedures that prohibit marijuana use, possession and distribution on campus and in the workplace.

The District prohibits the use, possession and sale of marijuana, in any form, on all college property, including college owned and leased buildings, and parking lots. Marijuana is also not permitted at District sponsored events or while conducting college business.

The Superintendent/President shall ensure that the District distributes annually to each student and employee the information required by the Drug-Free Schools and Communities Act Amendments of 1989 and complies with other requirements of the Act.

The District shall provide educational and preventive information about opioid overdose and information about the use and location of fentanyl test strips and opioid overdose reversal medication to students at all campuses. The Superintendent/President shall establish administrative procedures to assure that ~~each the~~ campus health center stocks drug testing devices, applies to distributes dosages of a federally approved opioid overdose reversal medication, ~~and~~ participates in the Naloxone Distribution Project, ~~through the State Department of Health Care Services, and distributes fentanyl test strips.~~

~~The Superintendent/President shall also establish administrative procedures to assure that upon approval to distribute dosages of a federal approved opioid overdose reversal medication and participation in the Naloxone Distribution Project, each campus health center will distribute a federally approved opioid overdose reversal medication obtained through the Naloxone Distribution Project. The administrative procedures shall also ensure each the campus health center stocks drug testing devices, will stock and distributes a federally approved opioid overdose reversal medication, participates in the Naloxone Distribution Project, and distributes provides fentanyl test strips. fentanyl test strips along with written instructions on how to use the fentanyl test strips properly.~~

See BP/AP 3560 Alcohol on Campus

Date Adopted: December 14, 2010

Reviewed/Revised: April 18, 2017; June 21, 2022; October 17, 2023; November 19, 2024

Revised:

General Institution

CCLC 46 updated this legally required procedure to revise the legal references to the Education Code. The Service also updated this procedure to align with changes in the Education Code. The Service also eliminated extraneous language. Mici 6-26-2025

Approved. Nikki/HR 7-10-2025

To Ryan and Sadika/SAS, Raul/ Campus PD, Eresa/Finance and Operations 8-29-2025; follow up 10-14-25
Ryan's edits as noted in blue. We do not stock or provide testing devices, but we do have test strips for fentanyl. 10-16-2025

Copy to Raul/ Campus PD, Eresa/Finance and Operations 10-16-2025

**AP 3550 DRUG AND ALCOHOL-FREE ENVIRONMENT AND DRUG AND ALCOHOL ABUSE
PREVENTION PROGRAM (DAAPP)**

References:

Education Code Sections 66027.3 and 67384 et seq.;
Drug Free Schools and Communities Act Amendment of 1989;
20 U.S. Code Section 1011i;
34 Code of Federal Regulations Sections 86.1 et seq.;
Federal Drug-Free Workplace Act of 1988;
41 U.S. Code Section 8103

The District is committed to providing its employees and students with a drug and alcohol-free workplace and campus environment. It emphasizes prevention and intervention through education.

- Employees will be referred to programs and services by the Human Resources Department.
- Students will be referred to programs and services by Student Health Services and/or Counseling.

Alcohol is a central nervous system depressant. Aside from the health risks of alcohol, drugs (legal or illegal) carry their own risks.

- Since everyone's brain and body chemistry is different and tolerance for drugs is different, it cannot be predicted how any individual may be affected, especially if it is a first-time use, and even if it is a small amount or dose.
- Using drugs or alcohol can lead to abuse, addiction, serious health problems and even death.
- Drugs that are legal - prescription and over-the-counter (OTC) medications, can be just as dangerous as illegal drugs.

The District maintains a website where more information on the health risks associated with alcohol, drugs and/or the mixing of alcohol and drugs, college resources and referral for those affected by alcohol or substance abuse may be found. The page may be found by searching DAAPP on the College's website.

The District provides information and resources to address drug and alcohol abuse. For more information, please contact Student Health Services or Student Activities and Advocacy.

The District provides a Med-Project kiosk and individuals may dispose of unused or expired prescription medication at the Kentfield Campus Police Department. Only scheduled II-V controlled and non-controlled substances that are lawfully possessed by the ultimate user are acceptable to be placed in the kiosk. For more information, contact the Campus Police Department.

Prohibition of Drugs and Alcohol

State and federal law prohibits the unlawful manufacture, distribution, dispensing, possession, or use of alcohol or any controlled substance on District property, during District-sponsored field trips, activities or workshops, and in any facility or vehicle operated by the District. Passage of Proposition 64 in November 2016, legalizing the use of recreational marijuana among people over the age of 21, does not permit any person to possess or use recreational marijuana on a community college campus or while in operation of any District owned equipment, including vehicles. Using and possessing marijuana is still illegal under federal law. The federal Drug Free Schools and Communities Act and Drug Free Workplace Act require that the District, which receives federal funding, have policies and procedures that prohibit marijuana use, possession and distribution on campus and in the workplace.

Violation of this prohibition will result in appropriate action up to and including termination of employment, expulsion, and referral for prosecution, or, as permitted by law, may require satisfactory participation in an alcohol or drug abuse assistance or rehabilitation program.

As a condition of employment, employees must notify the District within five calendar days of any conviction for violating a criminal drug statute while in the workplace. The District is required to inform any agencies that require this drug free policy within ten days after receiving notice of a workplace drug conviction.

Distribution of Drug and Alcohol Abuse Prevention Program (DAAPP) Materials

All current students and employees shall receive information annually on College of Marin's DAAPP via the following methods, and others as warranted.

1. A web page has been created under Consumer Information on the College's website to establish relevant information and links.
2. A DAAPP oversight team will meet regularly to ensure progress on program objectives, including timely distribution of materials to students and employees.
3. Information dissemination by means of the content on the DAAPP link will be distributed in the following ways:
 - Provided to new employees
 - Semester by semester consumer information e-mail to students;
 - Enhanced content incorporated into new student orientation;
 - Revised admission letter sent to new and returning students;
 - Information/link via college catalog and semester class schedules;
 - Annual notice to students and employees on October 1, per college master calendar

Student Safety

The District shall provide, as part of established campus orientations, educational and preventive information provided by the State Department of Public Health about opioid overdose information about and the use and location of fentanyl test strips and opioid overdose reversal medication to students at all campuses. The District will notify students of the presence and location of fentanyl test strips through a method such as email.

Each campus health center shall apply to distribute dosages of a federally approved opioid overdose reversal medication and participate in the Naloxone Distribution Project administered by the State Department of Health Care Services. Upon approval to distribute dosages of a federal approved opioid overdose reversal medication and participation in the Naloxone Distribution Project, each campus health center will distribute a federally approved opioid overdose reversal medication obtained through the Naloxone Distribution Project. Each campus health center will also stock ~~and distribute drug testing devices and provide~~ fentanyl test strips in the campus health center ~~and distribute the fentanyl test strips through the campus health center~~. The campus health center will distribute written instructions on how to properly use the fentanyl test strips together with the fentanyl test strips.

Offices of Primary Responsibility: ~~Health Center,~~ Human Resources, Student Activities and Advocacy, Campus Police, and Finance and Operations

Date Approved: November 16, 2010

Date Reviewed/Revised: March 14, 2017; May 16, 2023; December 12, 2023; February 18, 2025

Date Revised:

General Institution

Due for review as part of the regular cycle of review process. Mici 10-14-2025

Approved without changes. Keith/Advancement 10-14-25

Student Activities (perhaps not SAS) is a primary office for review because clubs are also able to fundraise. AP 5700 Athletics references AP 3840, so referenced below. Approved. Sadika/Ryan SAS 10-14-2025

AP 3840 FUNDRAISING**References:**

Education Code Section 76062

The Superintendent/President designates the Advancement Office the primary responsibility for coordination of fundraising programs, solicitation of private support or grants from individuals, foundations, businesses, corporations and organizations for funds or in-kind items for the purpose of scholarships, recognition programs, events or departmental initiatives for the benefit of the District on behalf of all staff, faculty, administrators or other District affiliated personnel. All fundraising appeals and solicitations made on behalf of the District will be coordinated through the Advancement Office.

Any faculty or staff member who seeks to establish any type of fundraising program in the name of the District from individuals, business, industry, foundations or community organizations shall follow the guidelines outlined in this document prior to any solicitation taking place.

1. Before pursuing formal discussions with any potential donor there will be review with the appropriate supervisor, dean, department head, or vice president. Additional review outlining broad goals and objectives of the prospect solicitation will then be conducted with the Advancement Office.
2. All formal requests to undertake fundraising initiatives or to solicit contributions shall be in writing and submitted at least forty-five (45) days prior to the actual event. Requests shall be submitted on the **College of Marin Fundraiser Request Form** available on the Advancement webpage.
3. Upon review and approval from the Advancement Office and prior to submission of formal written request to potential donor(s) or sponsors, all supporting materials including mailing list, letter of request and other related documents shall be reviewed by the Advancement Office. The Advancement Office will assist with the development and coordination of fundraising/solicitation strategies, plans and related activities where necessary.

Capital campaigns involving the planning, construction or expansion of a building to be funded by private sector gifts shall be managed and conducted through the Advancement Office.

Any student organization or non-student group, including Emeritus Students College of Marin (ESCOM), who seeks to establish any type of fundraising program in the name of their organization or external organization shall meet with the Office of Student Activities ~~and Advocacy~~ to submit a formal request for the fundraiser and follow appropriate guidelines to submit funds raised by any and all fundraising activities, pursuant to California Education Code Section 76062 and Associated Student Body Accounting Manual, Fraud Prevention Guide.

See also: ~~Reference Other~~ BP 3840 Fundraising; [AP 5700 Athletics](#)

Offices of Primary Responsibility: Advancement ~~Office~~; ~~Office of~~ Student Activities [and Advocacy](#)

Date Approved: April 18, 2017

Date Revised:

Academic Affairs

CCLC 43 Updated this this procedure to clarify that Title 5 regulations require districts to develop and offer programs and curricula in ethnic studies, but districts have the option to develop and offer programs and curricula that infuse a global perspective into the curricular offerings and programs and curricula that include instruction on the perspectives of persons with low socioeconomic status in the topic. The Service updated this procedure in CCLC 44 to revise the reference to the ACCJC Accreditation Standard pursuant to the 2024 changes in the ACCJC Accreditation Standards. **This is a 10+1.**

Mici 10-22-2024

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

Copy to Dana/VP SLS 10-22-2024

Approved with changes to include local standards for credit calculations as noted. Academic Senate 11-14-2024

Additional Academic Senate revisions as noted. 11-7-2025

Copy to Dana/SLS. 11-7-2025

AP 4020 PROGRAM, CURRICULUM, AND COURSE DEVELOPMENT**References:**

Title 5 Sections 51021, 55000 et seq., and 55100 et seq.;
34 Code of Federal Regulations Part 600.2;
U.S. Department of Education regulations on the Integrity of Federal Student Financial Aid Programs under Title IV of the Higher Education Act of 1965, as amended;
ACCJC Accreditation Standard ~~H.A-2~~

Instructional programs will be systematically assessed in order to assure currency, improve teaching and learning strategies, and achieve stated student learning outcomes. Curriculum shall be evaluated to determine whether courses and program should be established, expanded, modified, or deleted on a periodic basis.

The District shall provide annual certification to the California Community Colleges Chancellor's Office pertaining to the approval of credit courses and credit programs as required under Title 5 Sections 55100 and 55130.

The District shall develop and offer programs and curricula

1. in ethnic studies,
2. that infuse global perspectives into the curricular offerings, and
3. that include instruction on the perspectives of persons with low socioeconomic status in the topic.

In order to create and maintain a viable curriculum compatible with the Educational Master Plan, the Superintendent/President or designee shall be responsible for:

1. Recommending to the Board for approval the establishment or discontinuance of educational programs, degrees, certificates, and courses, in accordance with the Education Code.

2. Approving editorial and technical changes, teaching unit modifications, and related developments of minor significance within Board-approved programs and courses. The Board shall be advised of all such changes.
3. Ongoing development of the curriculum, including:
 - a. Periodic determination of the educational needs of the area;
 - b. Utilization of citizen advisory committees where appropriate;
 - c. Academic Senate participation in curriculum development;
 - d. Preparation and maintenance of current course outlines, degrees and certificates including student learning outcomes and objectives for all approved programs.

Faculty members shall, at a minimum, follow the course outline of record as the framework for the course. Within this framework, each instructor shall use the outline in a manner best designed to meet the needs and capabilities of students and to best suit the instructional methods of the faculty member. This flexibility in use of the outline shall be limited by the instructor's ability to deliver the course content and meet stated objectives and outcomes as determined by the approved evaluative criteria.

The Curriculum Committee is a standing committee of the Academic Senate, as established through mutual agreement between the District and the Academic Senate. The purpose of the Curriculum Committee is to maintain the quality and the integrity of the educational program. Courses and programs are evaluated for their educational content and their appropriateness and value to the students served.

The functions and operating guidelines of the Curriculum Committee are determined by the Academic Senate.

1. Functions:

The functions of the College Curriculum Committee are as follows:

- a. Recommend all credit and non-credit courses for approval by the Board of Trustees. To be recommended, credit courses must meet the standards set forth by the Education Code, the mission of the College and demonstrate educational need based in equity and anti-racism.
- b. The Curriculum Committee does not approve Community Education courses. However, the Community Education Program will send all new course outlines to the Curriculum Committee at least two weeks prior to submission to the Board of Trustees to ensure there is no conflict with credit or non-credit courses. If the Curriculum Committee identifies a potential conflict, Community Education and the Department Chair will work together to find a resolution and inform the Curriculum Committee Chair in writing.
- c. Recommend all new credit and noncredit programs for approval by the Board of Trustees.
- d. Recommend and provide direction and support for academic program changes, course revisions, additions, deactivations, or deletions for approval by the Board of Trustees, making sure such changes meet the standards set forth by the Education Code. Consult with the OIM and the academic departments on course scheduling to ensure greater student access.
- e. Review the Master Schedule and recommend modifications as necessary.
- f. Recommend requirements for skills certificates and certificates of achievement.
- g. Recommend graduation requirements and general education requirements for the A.A., A.S., A.A.-T and A.S.-T degrees for approval by the Board of Trustees.
- h. Recommend for approval by the Board of Trustees, baccalaureate level courses for submission to the California State University system for inclusion on the transfer list of courses which satisfy the state universities' general education requirements.
- i. Support development of new curricula and dissemination of curricular material.

The Curriculum Committee may propose inactivation of a course required for a degree or certificate should any of the following apply:

- The department controlling the course requests the inactivation
- The course has not been submitted for course review within the past ~~four~~ five years; or
- The course has not completed an SLO assessment within the past ~~four~~ five years
- The course has not been offered in the last five years.

The Curriculum Committee may propose inactivation of a program should any of the following apply:

- The department controlling the program requests the inactivation; or
- The program has not completed an SLO assessment cycle within the past four years

2. Membership:

Membership of the College Curriculum Committee are for two-year terms and consist of the following:

- a. Voting members appointed by the Academic Senate President and the Curriculum Chair:
 - Chair (votes in a tie);
 - Math and Science;
 - English and Humanities;
 - Fine and Performing Arts;
 - Social and Behavioral Science;
 - Counseling/Articulation Officer;
 - English as a Second Language (ESL);
 - Career Education;
 - Allied Health and Kinesiology;
 - SAS Counselor; and
 - Distance Education Coordinator.
- b. Non-voting Resources:
Evaluation Analyst from Enrollment Services.;
Curriculum Specialist from the Office of Instructional Management (OIM) and Assistant Vice President Dean of Instructional Management
Deans and relevant Department Chairs, as appropriate, when curriculum in their area is on the agenda.
- c. Academic Senators are ex-officio members of the Curriculum Committee. Relevant Department Chairs are requested to attend Curriculum Committee meetings when there are proposals originating from their department or another department that will affect their courses and/or programs. Chairs should distribute the minutes of official meetings to selected campus and departmental offices. Department Chairs initiate new course and program proposals in consultation with department faculty and area Dean.

3. Operating Guidelines:

- a. Consistent with the UPM/MCCD Collective Bargaining Agreement Article 8, Department Chairs shall: assist with the department's faculty, in the development and/or modification of department curriculum, subject to departmental and District approval as recommended by the College Curriculum Committee; and assist department faculty in up-dating course outlines, degrees and certificates and communicate these updates in writing within the department and to the appropriate instructional office(s) through recommendations of the College Curriculum Committee. Department Chairs initiate new course and program proposals in consultation with department faculty and area Dean.

- b. The Curriculum Committee Chair is selected by [the Academic Senate](#). ~~the process outlined in the Curriculum Committee bylaws~~. The Chair is not the area representative outlined in “Membership 2.a”.
- c. Additional support is provided by the Office of Instructional Management.
- d. Curriculum Committee agendas, approved minutes and updated Curriculum Committee approval schedules are posted on the Curriculum Committee website.

Credit Hour

One credit hour of community college work (one unit of credit) shall require a minimum of 48 semester hours of total student work or 33 quarter hours of total student work, which may include inside and outside-of-class hours. ~~Cooperative W~~work experience [education](#) courses shall adhere to the formula for credit hour calculations identified in Title 5 Section ~~55256-5-55253~~. [Direct assessment competency-based education modules shall adhere to the formula for credit hour calculations identified in Title 5 Section 55270.12](#). Credit for clock hour designated programs shall be awarded consistent with 34 Code of Federal Regulations Part 600.2.

Credit Hour Calculation:

Student units are based on the Carnegie unit. Total hours for the semester is based on College of Marin’s 17.5-week semester. Student units are limited to half-units (0.5, 1.0, 1.5 etc). The Office of Instructional Management ensures that courses are scheduled to meet the minimum number of contact hours to be in compliance with the Course Outline of Record and all state and federal regulations.

A. Lecture: One lecture hour per week equals one student unit and requires two hours of Independent, assigned work outside of class.

B. Lab: Three lab, practicum or activity hours per week equals one student unit.

C. Lecture and Lab Combined

D. Three-units = 32 hours (minimum) in-class lecture, 48 hours (minimum) in-class laboratory, plus 64 hours (minimum) out-of-class study

For purposes of federal financial aid eligibility, a “credit hour” shall be not less than:

- One hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work for the length of the semester for one semester or the equivalent amount of work over a different amount of time; or
- At least an equivalent amount of work as required in the paragraph above, of this definition for other academic activities as established by the institution including laboratory work, internships, practicums, studio work, and other academic work leading to the award of credit hours.

See also BP and AP 4021 Program Revitalization and Discontinuance and AP 4022 Program Revitalization

Office of Primary Responsibility: Student Learning and Success

Date Approved: June 22, 2010

Reviewed/Revised: August 21, 2012; May 16, 2017; October 12, 2021; May 17, 2022; December 13, 2022; November 14, 2023

Revised:

Student Services

CCLC 46 updated this policy to update restrictions on scholarship displacement pursuant to changes in the Education Code that become effective on July 1, 2025. Mici 4-7-2025

Approved. Jon H/Enrollment 10-14-2025

Copy to Eresa as FYI/F&O 10-14-2025

BP 5130 FINANCIAL AID**References:**

Education Code Sections 66021.6, 70045, et seq., and 76300;
20 U.S. Code Sections 1070 et seq.;
34 Code of Federal Regulations Section 668;
U.S. Department of Education regulations on the Integrity of Federal Student Financial Aid Programs under Title IV of the Higher Education Act of 1965, as amended;
ACCJC Accreditation Standard 3

A program of financial aid to students will be provided, which may include, but is not limited to, scholarships, grants, loans, and work and employment programs.

All financial aid programs will adhere to guidelines, procedures, and standards issued by the funding agency, and will incorporate state, federal, and other applicable regulatory requirements.

The Superintendent/President shall establish, publicize, and apply satisfactory academic progress standards for participants in Title IV student aid programs.

Misrepresentation

Consistent with the applicable federal regulations for federal financial aid, the District shall not engage in "substantial misrepresentation" of 1) the nature of its educational program, 2) the nature of its financial charges, or 3) the employability of its graduates.

The Superintendent/President shall establish procedures for regularly reviewing the District's website and other informational materials for accuracy and completeness and for training District employees and vendors providing educational programs, marketing, advertising, recruiting, or admission services concerning the District's educational programs, financial charges, and employment of graduates to assure compliance with this policy.

The Superintendent/President shall establish procedures wherein the District shall periodically monitor employees' and vendors' communications with prospective students and members of the public and take corrective action where needed.

This policy does not create a private cause of action against the District or any of its representatives or service providers. The District and its Governing Board do not waive any defenses or governmental immunities by enacting this policy.

Scholarship Displacement

The District shall not engage in scholarship displacement. The Superintendent/President shall establish procedures that provide that the District shall not reduce the institutional gift aid offer of a student who is eligible to receive a federal Pell Grant award, a Cal Grant award, or financial assistance under the California Dream Act for an academic year as a result of private scholarship awards designated for the student unless the student's gift aid exceeds the student's annual cost of attendance.

Date Adopted: May 17, 2011

Date Reviewed/Revised: February 26, 2013; May 17, 2022; November 14, 2023; November 6, 2024

Date Revised:

Student Services

The Service updated this policy to add a prohibition on hazing pursuant to changes in the Education Code. The Service also updated a reference to BP 3433 Prohibition of 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 and included references to AP 3433 Prohibition of Sexual Harassment under Title IX and AP 3434 Responding to Sexual Harassment under Title IX. **This is a 10+1.**

Mici 4-7-2025

FYI copy to Sadika/SAS 4-9-2025

FYI copy to Dana/VP SLS and cc Mia/General Counsel 10-24-2025

Copy to Academic Senate 10-24-2025

BP 5500 STANDARDS OF STUDENT CONDUCT**References:**

Education Code Sections 66300 ~~et seq., 66301,~~ and 76120;
ACCJC Accreditation Standard 2

The Superintendent/President shall establish procedures for the imposition of discipline on students in accordance with the requirements for due process of the federal and state law and regulations. (See AP 5520 Student Discipline and Due Process).

This procedure defines the conduct that is subject to discipline, and identifies potential disciplinary actions, including but not limited to the removal, suspension, or expulsion of a student.

The Board of Trustees shall consider any recommendation from the Superintendent/President for expulsion. The Board shall consider an expulsion recommendation in closed session unless the student requests that the matter be considered in a public meeting. Final action by the Board on the expulsion shall be taken at a public meeting.

The procedures shall be made widely available to students through the college catalog, the college website, and other means.

When a student is suspended or expelled for disrupting the orderly operations of a District campus or facility, or both, the student may be denied access to the campus or facility, or both, for a period of one year or the term of the suspension. Sanctions imposed as a result of violations of the standards of student conduct are intended to maintain order within the District. If the sanction includes removal, suspension, or expulsion, the Assistant Superintendent/Vice President of Student Learning and Success or designee who authorized the sanctions shall give written notice to the student's instructor(s) of the sanctions within 15 days of imposing the sanctions.

The following conduct shall constitute good cause for discipline, including but not limited to removal, suspension, or expulsion of a student, except for conduct that constitutes ~~sexual harassment discrimination~~ under Title IX, which shall be addressed under BP 3433 Prohibition of Sexual Harassment

Discrimination under Title IX, AP 3433 Prohibition of Sexual Harassment under Title IX, and AP 3434 Responding to Sexual Harassment under Title IX.

1. Causing, attempting to cause assault, battery, or attempted assault or battery, or any threat of force or violence upon a student or District personnel.
2. Possession, sale or otherwise furnishing any firearm, dirk, dagger, ice pick, knife, explosive or other dangerous object, including but not limited to any facsimile of the foregoing objects, unless, in the case of possession of any object of this type, the student has obtained written permission to possess the item from the Chief of Police who has the concurrence of the Superintendent/President. Possession of a knife does not violate this provision if possession is at the direction of an academic employee for use in a District-sponsored activity or class, for a lawful purpose within the scope of the student's employment with the District, or for lawful use in food preparation or consumption. (See BP/AP 3530 Weapons on Campus)
3. Unlawful possession, use, sale, offering to sell, or furnishing, or being under the influence of, any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind; or any poison defined in Business and Professions Code Section 4240, or unlawful possession of, or offering, arranging or negotiating the sale of any drug paraphernalia, as defined in Health and Safety Code Section 11014.5.
4. Committing, attempting, or being an accomplice to robbery or extortion.
5. Causing or attempting to cause damage to District property or to private property on campus.
6. Stealing or attempting to steal District property or private property on campus, or knowingly receiving stolen District property, or knowingly receiving stolen private property on campus.
7. Willful or persistent smoking in any area where smoking has been prohibited by law or regulation of the District.
8. Sexual assault or sexual exploitation regardless of the victim's affiliation with the District.
9. Committing sexual harassment as defined by law or by District policies and procedures.
10. Engaging in harassing or discriminatory behavior based on ethnic group identification, national origin, religion, age, gender, gender identity, gender expression, race, color, medical condition, ancestry, sexual orientation, marital status, physical or mental disability, genetic information, or on the basis of one or more of these perceived characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics.
11. Engaging in intimidating conduct or bullying against another student or District personnel through words or actions, including direct physical contact; verbal assaults, such as teasing or name-calling; social isolation or manipulation; and cyberbullying.
12. Willful misconduct which results or has the potential to result in injury or death to a student or to District personnel or which results in cutting, defacing, or other damage to any real or personal

property owned by the District or on campus. The District may require students who cause damage to replace property or pay the cost of damages.

13. Continued disruptive behavior, continued willful disobedience, habitual profanity or vulgarity, or the open and persistent defiance of the authority of, or persistent interruption or abuse of, a student or District personnel.
14. Cheating, plagiarism (including plagiarism in a student publication), or knowingly engaging in other forms of academic dishonesty, including, but not limited to:
 - a. Copying, in part or whole, from someone else's quiz, examination, or work. For purpose of this item, "examination" includes quizzes, tests, and other graded or evaluated exercise.
 - b. Submitting work presented previously in another course, if contrary to the rules of either course.
 - c. Altering or interfering with grading.
 - d. Using or consulting any sources or materials, including electronic devices, not authorized by the professor during an examination.
 - e. Committing other acts which defraud or misrepresent one's own academic work.
 - f. Incorporating sentences, paragraphs, or parts of another person's writing, without giving appropriate credit, and representing the product as one's own work.
 - g. Representing another's artistic/scholarly works (such as musical compositions, computer programs, photographs, paintings, drawings, or sculptures) as one's own.
 - h. Submitting an academic assignment purchased from a research/term paper service, or written by another individual; or work obtained electronically (e.g. via the internet or Artificial Intelligence) and representing it as one's own work.
 - i. Purposefully allowing another student to copy from your paper during an examination.
 - j. Giving your homework, term paper, or other academic work to another student to plagiarize.
 - k. Having another person fraudulently submit any work in your name.
 - l. Lying to an instructor or District official to improve your grade.
 - m. Allowing other persons to misrepresent themselves as the student for any purpose, including interacting with any District employees, submission of work, attendance, or taking examinations.
 - n. Misrepresenting circumstances in an effort to improve a grade.
 - o. Altering graded work after it has been returned and then submitting the work for re-grading without the instructor's permission.
 - p. Removing tests or examinations from the classroom or other area without the approval of the instructor.
 - q. Stealing or being an accomplice to stealing tests or examinations.
 - r. Forging signatures on drop/add slips or altering other District documents.
15. Dishonesty; forgery; alteration or misuse of District documents, records or identification; or knowingly furnishing false information to the District.
16. Unauthorized possession, duplication, or use of keys to any District premises or unauthorized entry upon or use of District facilities.

17. Lewd, indecent, or obscene conduct on District-owned or controlled property or at District-sponsored or supervised functions.
18. Engaging in expression which is libelous or slanderous; or which so incites others as to create a clear and present danger of the commission of unlawful acts on District premises or at District-sponsored or supervised functions, or the violation of lawful District administrative procedures, or the substantial disruption of the orderly operation of the District.
19. Persistent, serious misconduct where other means of correction have failed to bring about proper conduct.
20. Unauthorized preparation, giving, selling, transferring, distributing, or publishing for any commercial purpose, of any contemporaneous recording of an academic presentation in a classroom or equivalent site of instruction, including but not limited to handwritten or typewritten class notes, except as permitted by any District Policy or Administrative Procedure.
21. The use by a student of any electronic listening or recording device in any classroom without the prior consent of the instructor, except as necessary to provide reasonable auxiliary aids and academic adjustments or accommodations to a student with a disability.
22. Violation of BP/AP 3720 Information Technology Use or any conduct that constitutes a computer-related crime pursuant to Penal Code Section 502.
23. The offering of any inducement or item of value to influence the awarding of any grade or to alter any official District record.
24. Solicitation or acceptance of money or other item of value as an inducement, encouragement, or reward for intercollegiate participation in violation of Education Code Section 67361 or false declarations regarding eligibility for participation in intercollegiate athletics under Education Code Section 67362.
25. Accessing and/or disclosing confidential District information, including student records, without authorization. *Also see BP/AP 3300 Public Records, BP/AP 4231 Grade Changes, and BP/AP 5040 Student Records.*
26. Failure to obey federal, state, and local laws in connection with District attendance or activity.
27. Tampering with the election of any student organization recognized by the District.
28. Hazing or attempted hazing of a former, current, or prospective student of the District. Hazing defined as a “method of initiation or pre-initiation into a pupil organization or body, whether or not the organization or body is officially recognized by an educational institution, which is likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to a former, current, or prospective pupil. For purposes of this subdivision, ‘hazing’ does not include athletic events or school-sanctioned events.” (Education Code Section 48900(q))
29. Abuse of the Student Conduct System, including but not limited to:

- a. Failure to obey the summons of the Student Conduct Hearing Committee or District official.
 - b. Falsification, distortion, or misrepresentation of information.
 - c. Disruption or interference with the orderly conduct of a judicial proceeding or Student Conduct Hearing Committee.
 - d. Attempting to discourage an individual's proper participation in, or use of, the District judicial system.
 - e. Attempting to influence the impartiality of a member of a judicial body prior to, and/or during the course of, the judicial proceeding or Student Conduct Hearing Committee.
 - f. Failure to comply with the sanctions imposed under the Standards of Conduct and/or Education Code.
 - g. Influencing or attempting to influence another person to commit an abuse of the judicial system.
30. Operating bicycles or motorized bicycles, skateboards, roller skates, roller blades, scooters, and other similar devices on any property owned, maintained, or controlled by the District in violation of AP 6850 Bicycles, Skateboards, Roller Skates, Roller Blades, Scooters and Other Similar Devices on Campus.
31. Stalking another student or District personnel, including engaging in a course of conduct or repeated conduct (in person, via phone or text, or virtual) directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others, or to suffer substantial emotional distress.
32. Non-compliance with the direction of District personnel or designated persons acting in the performance of their duties to maintain the order of the District.

Students who engage in any of the above conduct are subject to the procedures outlined in AP 5520 Student Discipline and Due Process.

Also see AP 5520 Student Discipline and Due Process, BP/AP 3540 Sexual and Other Assaults on Campus, BP/AP 3530 Weapons on Campus, BP/AP 3720 Information Technology Use, BP/AP 6850 Bicycles, Skateboards, Roller Skates, Roller Blades, Scooters and Other Similar Devices on Campus, AP 6520 Security for District Property, BP/AP 3410 Nondiscrimination, BP/AP 3300 Public Records, BP/AP 4231 Grade Changes, BP/AP 5040 Student Records and Directory Information, and BP/AP 3900 Speech: Time, Place, and Manner

Date Adopted: May 17, 2011

Date Reviewed/Revised: June 18, 2013, April 18, 2017; November 9, 2021; October 17, 2023;

January 16, 2024; October 1, 2024

Date Revised:

Business and Fiscal Affairs

Recommended references to serve as models are included based on feedback from Paul da Silva, Wanden Treanor, and Stephanie O'Brien. This policy will be included for discussion by the Board of Trustees at the July 15, 2025, board meeting. 6-30-2025

Removed links to references to comply with best practices recommended by CCLC, because links go stale or change. Mici 7-1-2025

Additional changes recommended for discussion by the Board of Trustees at the July 15, 2025, board meeting. 7-15-2025

PGS review recommendation: strike the bullet list (*noted in black strikethrough*) and change the last sentence in paragraph 2 to "Environmentally responsible practices shall be incorporated in alignment with the College's mission and depending on available resources." College Council 10-16-2025

BP 6560 ENVIRONMENTAL RESPONSIBILITY**References:**

Title 5 Sections 57050-57055;

United Nations Environment Programme (2021). *Making Peace with Nature: A scientific blueprint to tackle the climate, biodiversity and pollution emergencies*. Nairobi.

The Board recognizes that our current environmental crisis deserves a proactive, up-to-date and coordinated response from the District. Such a response must use the best available information to develop procedures that help the District meet the three inter-related emergencies of biodiversity loss, climate change and pollution.

The Superintendent/President shall be responsible for ensuring that college systems are designed and operate to significantly address meet these three emergencies with measurable progress ~~as best we can~~, while supporting the educational goals and objectives of the District. Environmentally responsible practices shall be incorporated ~~considered~~ in alignment with the College's mission and depending on available resources. ~~at least the following areas:~~

- ~~Instructional Programs~~ including Athletics
- ~~Campus~~ Maintenance and Operations
- Transportation Management
- Renewable Energy
- Capital, Scheduled Maintenance, and General Construction Projects
- Student and staff resources, such as the Health Center, Bookstore

The District may use various rating and certification systems that have been developed to aid organizations elsewhere in pursuit of similar goals. The Board recommends that District staff refer to the following models in accomplishing various environmentally responsible goals:

Biodiversity

- Marin Biodiversity Synthesis Group. 2025. Marin Biodiversity 2025
- Chan, L., Hillel, O., Werner, P., Holman, N., Coetzee, I., Galt, R., and Elmqvist, T. 2021. Handbook on the Singapore Index on Cities' Biodiversity. Montreal: Secretariat of the Convention on Biological Diversity

Climate

- [Marin County Community Development Agency. 2020. Marin County Unincorporated Area Climate Action Plan 2030](#)

Pollution

- [Zero Waste Marin. The Zero Waste Schools Program](#)
- [UC Statewide Integrated Pest Management Project. What is IPM?](#)

Office of Primary Responsibility: ~~Administrative Services~~ [Finance and Operations](#)

Date Adopted: January 20, 2009 (*This replaced College of Marin Policy 8.0024*)

Date Reviewed/Revised: March 14, 2023

Date Revised:

Business and Fiscal Affairs

CCLC 46 updated this procedure to revise the usage note. See highlighted language below. Mici 7-3-2025

Copy to Eresa/Finance and Ops 10-28-2025

See revision as noted to add local process. Sam/Fiscal 10-30-2025

Approved. Klaus/M&O 11-5-2025

Approved. Raul/COM PD 11-5-2025

AP 6750 PARKING**References:**

Education Code Section 76360;
Vehicle Code Section 21113

Parking procedures are intended to promote safe and orderly movement of traffic within District property for the safe and orderly parking of vehicles and bicycles.

All applicable provisions of the California Vehicle Code are expressly applicable both on and off paved roadways.

Parking of motor vehicles and bicycles is limited to specially designated areas. Permits are required. Vehicles or bicycles parked in violation of the provisions of state and local codes are subject to citation, fines, towing, or impoundment.

All persons who enter District property are charged with knowledge of the provisions of this procedure and are subject to the penalties for violations of such provisions.

Detailed parking and permitting regulations are developed and maintained by the District Police Department and will be posted on the District website.

[Daily parking permits can be purchased through parking permit dispensers located throughout Campus parking lots, or can be purchased online through the iPARQ system. Enrolled students may purchase a semester pass online or in person at the Bursar's office.](#)

[Parking citations are managed by the Marin Parking Authority, and includes a payment plan option.](#)

No person may leave any vehicle on the campus of the College of Marin without the approval of Campus Police.

In the event anyone leaves a vehicle on campus contrary to the posted signs or written statement, the Campus Police Department is authorized to cite the owner for a violation of the Vehicle Code. The owner may be subject to fines, penalties, towing, and impound fees.

In accordance with Vehicle Code Section 21113, the District will enforce these procedures by issuing citations.

Office of Primary Responsibility: ~~College Operations~~ Finance and Operations

Date Approved: December 9, 2008

Reviewed/Revised: June 20, 2017

Reviewed:

Business and Fiscal Affairs

CCLC 46 updated this procedure to include the ability of the district to obtain a workplace restraining order on behalf of a victim employee in accordance with the Labor Code. Mici 7-10-2025

Approved. Nikki/HR 7-10-2025

Approved. Klaus/M & O 11-5-2025

Approved. Raul/COM PD 11-5-2025

Copy to Eresa/Finance and Operations 11-5-2025

Copy to Mia/General Counsel 11-5-2025

AP 6800 INDUSTRIAL SAFETY

References:

California Occupational Safety and Health Administration (Cal/OSHA);
Labor Code Sections 6300 et seq;
Title 8 Section 3203;
Code of Civil Procedure Section 527.8;
Penal Code Section 273.6

Definitions: Prevention activities increase awareness and minimize the potential for crisis in the workplace. Training is essential for all staff members to learn how to recognize early warning signs, so that appropriate intervention can be provided for identified areas of conflict in the workplace.

Crisis or conflict constitutes any inappropriate or unreasonable disruption that interferes with the normal functioning of daily work.

Acts of violence include any physical action, whether intentional or reckless, that harms or threatens the safety of self, another individual or property.

A threat of violence includes any behavior that by its very nature could be interpreted by a reasonable person as intent to cause physical harm to self, another individual, or property.

Workplace includes off-campus locations as well as District-sponsored activities where faculty, staff members, or student employees are engaged in District business or locations where incidents occur as a result of the person's relationship to the District community.

Emergencies: Any employee shall immediately report any situation that threatens life or property and demands an immediate response of police, fire, or medical personnel by first dialing 911 and then notifying law enforcement.

Equipment and Sanitation: Should the duties of an employee require the use of equipment to ensure the safety of the employee, the District shall furnish such equipment. Complaints related to health safety, sanitation, and working conditions shall be discussed with his/her/their supervisor who may then forward the concern to the Human Resources Office for review.

Crisis and Conflict Intervention: Any employee experiencing an unsafe work condition should immediately contact his/her/their supervisor who may then forward the concern to the Human Resources Office. The supervisor or Human Resources Office shall immediately notify the District Police Department about any acts or threats of violence. The employee will be provided consultation regarding resources available to resolve the unsafe work condition.

It is the responsibility of all employees to immediately report threats, acts of violence, or any other behavior which deliberately hurts or harms another person at the District to their supervisor and District Police Department. Such reports will be promptly and thoroughly investigated.

Crisis Intervention Team: The Team is established to provide regular training and advice to individuals and departments. Training activities may include, but not be limited to, skill development in conflict resolution, communication, anger management, and early identification of unsafe working conditions in the workplace.

Team advising activities may include individual consultations, peer mediation, conflict resolution services, and referral to outside sources.

Immediately upon notification of an act of violence or threat of violence involving an employee, the team member notified will initiate the Crisis Intervention Team procedures as stated below.

In the event of an act or threat of violence, the District Police Department will investigate the incident and forward the results of the completed investigation to the District Attorney's Office for consideration. Law enforcement will take appropriate action if the incident involves injuries or criminal activity.

The Team will coordinate available resources to provide intervention, consultation, or referral, which may include arranging for counselors to work with victims and observers of the incident, or obtaining a restraining order on behalf of a victim.

Restraining Orders/Court Orders: An employee shall notify his/her/their supervisor and the District Police Department of any restraining orders/court orders when named as a plaintiff, and provide a copy of the order. The supervisor and/or employee will contact the District Police Department and the Human Resources Office to ensure they are aware of it and that a copy of the restraining order is placed on file.

If a student informs a faculty or staff member of a restraining order, the faculty or staff member will contact the District Police Department to ensure the District Police Department is aware of it and that a copy of the restraining order is placed on file.

Installation of Equipment: To assure that applicable health, safety, and other legal requirements are met, all plans for installation shall be approved in advance by Administrative Services.

Office of Primary Responsibility: ~~Administrative Services~~ Finance and Operations

Date Approved: February 12, 2009 (Replaced College of Marin Procedures 8.0001 DP.1, 8.0001 DP.2, and 8.0001 DP.3)

Date Revised: February 16, 2016, April 19, 2016; May 17, 2022

Date Reviewed/Revised:

Human Resources

CCLC 46 updated this procedure to add legal references to the Education Code. Mici 7-10-2025

Approved. Nikki/HR 7-14-2025

AP 7126 APPLICANT BACKGROUND CHECKS

References:

15 U.S. Code Sections 1681 et seq. (Fair Credit Reporting Act);
Civil Code Sections 47, 1785.16, 1785.20, and 1786.16 et seq.;
~~Fair Credit Reporting Act (federal)~~
Education Code Sections 67459 and 87604.5

Applicants for positions may be subject to background or reference checks.

Where a background investigation is performed by a third party, the Human Resources Department shall make a clear and conspicuous disclosure to the applicant on a separate form before the report is procured. The applicant shall be provided an option to receive or not receive the report. If the applicant is not hired or the District takes other action that adversely effects any applicant based in whole or in part upon the third-party report, the Human Resources Department shall provide oral, written, or electronic notice of:

- the adverse action to the applicant;
- the name, address, and telephone number of the third-party agency that furnished the report;
- the applicant's right to obtain a free copy of the report; and
- the applicant's right to dispute the accuracy or completeness of any of the information in the report.

Office of Primary Responsibility: Human Resources

Date Approved: July 19, 2011

Date Reviewed: October 16, 2018

Date Revised: