

## **College Council: Policy and Procedure Review**

12-7-2023

**AP 3550 Drug and Alcohol-Free Environment** – CCLC 42 updated this legally required procedure to add requirements related to providing information on opioid overdose reversal medication in campus orientations and the ability of campus health centers to distribute opioid overdose reversal medication pursuant to changes in the Education Code.

**AP 3725 Information Communications Technology Accessibility Acceptable Use** – CCLC 42 updated this procedure to align with updated Title 5 regulations and is suggested good practice.

**AP 4250 Probation** – CCLC 42 updated this legally required procedure to align with updated Title 5 regulations. Minor revision made by Enrollment Services to align with practices. This is a 10+1.

**AP 5120 Transfer Center** – This legally required procedure was reviewed as part of the regular cycle of review and compared to the model CCLC. This is a 10+1.

**BP 4060 Delineation of Functions Agreements** – This policy is suggested good practice but is legally advised if the District engages in adult noncredit instruction. The policy was reviewed as part of the regular cycle of review and compared to the model CCLC. No recommended changes. This is a 10+1.

**BP 4230 Grading and Academic Record Symbols** – Due for review as part of regular review cycle and in conjunction with CCLC 42 procedure update that was approved 10/17/2023. This is a 10+1. Formatting updated.

**BP 5020 Non-Resident-Tuition** – CCLC 42 updated this legally required policy to provide an exemption to a nonresident student who enrolls in a credit English as a Second Language course if they meet certain requirements pursuant to changes in the Education Code. This is a 10+1.

**BP 5040 Student Records Directory Information and Privacy** – CCLC 42 updated this legally required policy to state that a district will develop and implement a process for students, staff, and faculty to declare an affirmed name, gender, or both pursuant to changes in the Education Code. This is a 10+1 and ACCJC linked.

**BP 5500 Standards of Conduct** – Review initiated by Academic Senate and minor revision to include reference to artificial intelligence.

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

**General Institution**

CCLC 42 updated this legally required procedure to add requirements related to providing information on opioid overdose reversal medication in campus orientations and the ability of campus health centers to distribute opioid overdose reversal medication pursuant to changes in the Education Code. Mici 5-31-2023

Approved without changes. Nikki/Human Resources 6-28-2023

Approved without changes. Sadika/SAS 10-24-2023

To John Adams/Campus Police 10-24-2023

To Eresa/Administrative Services 10-24-2023

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

**References:**

Education Code Section 67384;

Drug Free Schools and Communities Act Amendment of 1989 (20 U.S. Code Section 1145g);  
41 U.S. Code Section 702;  
34 Code of Federal Regulations Sections 86.1 et seq.;  
Federal Drug-Free Workplace Act of 1988

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 educational activities and opportunities to learn more about the risks associated with 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.

### **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

### **Opioid Overdose**

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 and the use and location of opioid overdose reversal medication to students at all campuses. 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.

*Offices of Primary Responsibility:* Human Resources, Student Activities and Advocacy, Campus Police and Administrative Services

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Date Approved: November 16, 2010

Date Reviewed/Revised: March 14, 2017; May 16, 2023

**Date Revised:**

**General Institution**

CCLC 42 updated this procedure to align with updated Title 5 regulations and is suggested good practice. Mici 5-31-2023

To Stormy/SAS 6-28-2023

To Patrick/IT 10-24-2023

Copy to Nikki/Human Resources 10-24-2023

**AP 3725 INFORMATION AND COMMUNICATIONS TECHNOLOGY AND ACCESSIBILITY  
& ACCEPTABLE USE****References:**

Government Code Sections 7405, 11135, and 11546.7;  
Section 504, Rehabilitation Act of 1973 (29 U.S. Code Section 701);  
Section 508, Rehabilitation Act of 1973 (Federal Electronic and Information Technology) (29 U.S. Code Section 794d);  
36 Code of Federal Regulations Parts 1194.1 et seq.

**Definitions**

The following definitions apply to this procedure:

**Accessible:** An individual with a disability is afforded the opportunity to acquire the same information, engage in the same interactions, and enjoy the same services as a person without a disability in an equally effective and equally integrated manner, with substantially equivalent ease of use. The person with a disability must be able to obtain the information as fully, equally, and independently as a person without a disability. Although this might not result in identical ease of use compared to that of persons without disabilities, it still must ensure equal opportunity to the educational benefits and opportunities afforded by the technology and equal treatment in the use of such technology.

**Equally Effective:** Alternative access for individuals with disabilities to instructional materials and information and communication technology that (1) is timely, (2) is accurate in translation, (3) is delivered in a manner and medium appropriate to the disability of the individual, and (4) affords the individual with a disability the opportunity to obtain the information as fully, equally, and independently as a person without a disability with substantially equivalent ease of use. Note, such alternative(s) are not required to produce the identical result or level of achievement, but must afford individuals with disabilities equal opportunity to obtain the same result, to gain the same benefit, or to reach the same level of achievement in the most integrated setting appropriate to the person's needs.

**Individual with a Disability:** An individual who has one or more physical or mental impairments that substantially limit one or more major life activities.

**Information and Communication Technology (ICT):** Encompasses electronic and information technology covered by Section 508 of the Rehabilitation Act of 1973, as well as telecommunications products,

interconnected Voice over Internet Protocol (VoIP) products, and Customer Premises Equipment (CPE) covered by Section 255. Examples of ICT include computers, information kiosks and transaction machines, telecommunications equipment, multifunction office machines, software, Web sites, and electronic documents.

**Instructional Materials:** Includes electronic instructional materials, such as, syllabi, textbooks, presentations and handouts delivered within CCC's learning management system, via email or via another electronic means for face-to-face classes as well as e-learning courses. It also includes electronic instructional activities such as instructional videos, online collaborative writing, Web conferencing, blogging, and any other instructional materials as technology evolves.

**Timely:** As it relates to equally effective alternative access to instructional materials and ICT, timely means that the individual with a disability receives access to the instructional materials or ICT at the same time as an individual without a disability.

#### **ICT and Instructional Material Accessibility Standard Statement**

The District is committed to ensuring equal access to instructional materials and ICT for all, and particularly for individuals with disabilities in a timely manner. In accordance with Government Code Sections 7405, 11135, and 11546.7, and best practices, the District will comply with the accessibility requirements of Section 508 of the Federal Rehabilitation Act of 1973 by:

- Developing, purchasing and/or acquiring, to the extent feasible, instructional materials and ICT products that are accessible to individuals with disabilities;
- Working with vendors to secure Voluntary Product Accessibility Templates (VPAT)
- Using and maintaining instructional materials and ICT that is consistent with this Standard; and
- Promoting awareness of this Standard to all relevant parties, particularly those in roles that are responsible for creating, selecting, or maintaining electronic content and applications.

Ensuring equal access to equally effective instructional materials and ICT is the responsibility of all District administrators, faculty, and staff.

**Social Media:** Any of a wide array of Internet-based tools and platforms that allow for the sharing of information, such as the department website or social networking services.

#### **Social Media Policy**

The District may use social media as a method of effectively informing the public about District services, issues, and other relevant events. District employees shall ensure that the use or access of social media is done in a manner that protects the constitutional rights of all.

#### **Social Media Authorized Users**

Only employees authorized by the Superintendent/President or designee may utilize social media on behalf of the District. Authorized users shall use only District-approved equipment during the normal course of duties to post and monitor District-related social media, unless they are specifically authorized to do otherwise by their supervisors.

The Superintendent/President may develop specific guidelines identifying the type of content that may be posted. Any content that does not strictly conform to the guidelines should be approved by a supervisor prior to posting.

Requests to post information on District social media by employees who are not authorized to post should be made through the employee's supervisor.

Posted content shall be on behalf of the District and created and selected by employees, supervisors, and others as part of their official duties for the District, and not as the speech or expression of those individuals on behalf of themselves or any other group or organization.

### **Authorized Content**

Only content that is appropriate for public release, that supports the District mission and conforms to all District policies may be posted. Examples of appropriate content include:

- Announcements.
- Requests that ask the community to engage in projects that are relevant to the District's mission.
- Real-time safety information that is related to in-progress crimes, geographical warnings or disaster information.
- Press releases.
- Recruitment of personnel.

### **Prohibited Content**

Content prohibited from posting includes, but is not limited to:

- Content that is abusive, discriminatory, inflammatory, or sexually explicit.
- Any information that violates individual rights, including confidentiality and privacy rights and those provided under state and federal law and District policies and procedures.
- Any information that could tend to compromise or damage the mission, function, reputation or professionalism of the District or its employees.
- Any information that could compromise the safety and security of District operations, employees, students, or the public.
- Any content posted for personal use.
- Any content that has not been properly authorized by this policy or a supervisor.
- Any unauthorized content that includes private district provided credentials such as usernames/passwords/zoom room links and/or unauthorized instructional material (EIT) including recorded lectures.

Any employee who becomes aware of content on the District's social media sites that he/she/they believe is unauthorized or inappropriate should promptly report such content to a supervisor. The supervisor will ensure its removal from public view and investigate the cause of the entry.

### **Monitoring Content**

The Director of Marketing and Communications will review, at least annually, the use of District social media and report back to the Superintendent/President on, at a minimum, the resources being used, the effectiveness of the content, any unauthorized or inappropriate content and the resolution of any issues.

**Training**

Authorized users should receive training that, at a minimum, addresses legal issues concerning the appropriate use of social media sites, as well as privacy, civil rights, dissemination, and retention of information posted on District sites.

*Offices of Primary Responsibility:* Student Accessibility Services, Human Resources, Marketing and Communications, and Information Technology.

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Date Adopted: November 17, 2020

Date Reviewed/Revised: November 15, 2022

**Date Revised:**



**Academic Affairs**

This policy is suggested good practice but is legally advised if the District engages in adult noncredit instruction. The policy was reviewed as part of the regular cycle of review and compared to the model CCLC. No recommended changes. This is a 10+1. Mici 9-28-2023

No changes. Jonathan E./SLS 9-28-2023

Approved without changes. Academic Senate 11-09-2023

**BP 4060      DELINEATION OF FUNCTIONS AGREEMENTS**

**References:**

Education Code Sections 8535 and 8536

Whenever a mutual agreement with a school district or other educational entity relating to responsibility for non-credit continuing education programs is required by state law, the Superintendent/President shall present an appropriate memorandum of understanding to the Board of Trustees for approval.

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Date Adopted: May 18, 2010

**Date Reviewed:**

**Academic Affairs**

CCLC 42 updated this legally required procedure to align with updated Title 5 regulations. This is a 10+1.

Mici 6-12-2023

Copy to Jonathan/SLS 6-28-2023

Revision as noted to align with practices. Jon H/Enrollment 8-16-2023

Mia/General Counsel 10-24-2023

Approved. Academic Senate 11-2-2023

**AP 4250          PROBATION**

**References:**

Title 5 Sections 55031-55034

**Placement on-Probation**

**Progress Probation:**

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

**Academic Probation:**

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

**Removal from Probation**

**Progress Probation:**

A student will be removed from progress probation when the student's cumulative Non-Progress Grade (NPG) drops below 50 percent.

**Academic Probation:**

A student will be removed from academic probation when the student's cumulative GPA reaches 2.0 or higher.

A student who is on academic probation and earns a term grade point average of 1.75 or better shall not be dismissed as long as this minimum term grade point average is maintained.

**Notification of Probation and Probationary Letter**

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

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

At the end of the ~~third~~ second semester on which the student is on academic or progress probation, a notice that the student is subject to dismissal will be sent to the student informing him/her/them that he/she/they is subject to dismissal.

The probationary notice and/or letter will consist of, at a minimum, the following: the significance of being on probation, enrollment limits, appeal procedures, and a description of the support services and classes available to prevent dismissal.

**Enrollment Limits:**

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

**Appeal Procedures:**

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

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

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

**Probation, Dismissal, Readmission Data Reporting**

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

*Office of Primary Responsibility: Office of Enrollment Services*

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

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

**Date Revised:**

**Student Services**

This legally required procedure was reviewed as part of the regular cycle of review and compared to the model CCLC. Please see highlighted note of missing local practice element that needs to be included in the procedure. This is a 10+1. Mici 9-28-2023

To Jonathan E./SLS 9-28-2023

To Jon H. 10-25-2023

Changes as noted. Cari 10-25-2023

Approved without changes. Academic Senate 11-9-2023

**AP 5120      TRANSFER CENTER****References:**

Education Code Sections 66720-66744;

Title 5 Section 51027

The District has a Transfer Center Plan that complies with the requirements of Title 5. The Plan identifies appropriate target student populations and is designed to increase the transfer applications of underrepresented students among transfer students.

In compliance with Title 5, the Transfer Center Plan components include, but are not limited to:

- Services to be provided to students
- Facilities
- Staffing
- An advisory committee
- Evaluation and reporting
- Transfer path requirements for each articulated baccalaureate major

The Transfer Plan is reviewed and updated every four years by the Transfer Center Coordinator, Articulation Officer, Counseling Department Chair, and AVP of Instruction.

*Office of Primary Responsibility:* ~~Student Development and Special Services~~ Student Learning and Success

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Date Approved: January 18, 2011

**Date Reviewed/Revised:**

**Academic Affairs**

Due for review as part of regular review cycle and in conjunction with CCLC 42 procedure update that was approved 10/17/2023. This is a 10+1. Formatting updated. Mici 5-25-2023

Copy to Jonathan E./Jon H. 10-25-2023

Approved without changes. Academic Senate 11-9-2023

**BP 4230 GRADING AND ACADEMIC RECORD SYMBOLS**

**References:**

Title 5 Section 55023

Courses shall be graded using the grading system established by Title 5.

The grading system shall be published in the District catalog and made available to students.

The grading system shall include the "plus" and "minus" designations in combination with letter grades, except that C minus shall not be used.

The grading system shall include the "FW" grade for unofficial withdrawal.

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Date Adopted: January 15, 2008 (*Replaced~~ds~~ former College of Marin Policy 4.0008*)

Date Reviewed: June 19, 2018

**Date Reviewed:**

**Student Services**

CCLC 42 updated this legally required policy to provide an exemption to a nonresident student who enrolls in a credit English as a Second Language course if they meet certain requirements pursuant to changes in the Education Code. This is a 10+1. Mici 5-25-2023

To Jonathan/SLS 6-28-2023

Copy Jon H/Enrollment 6-28-2023

Approved. Academic Senate 11-2-2023

**BP 5020 NON-RESIDENT TUITION**

**References:**

Education Code Sections 68050, 68051, 68130, 68130.5, 76140, and 76141;  
Title 5 Section 54045.5

Non-resident students shall be charged non-resident tuition for all units enrolled, unless specifically required otherwise by law.

Not later than March 1 of each year, the Superintendent/President shall bring to the Board of Trustees for approval an action to establish non-resident tuition for the following fiscal year. The fee shall be calculated in accordance with guidelines contained in applicable state regulations and/or the California Community College Attendance Accounting Manual.

The Superintendent/President shall establish procedures regarding collection, waiver, and refunds of nonresident tuition.

The Superintendent/President is authorized to implement a fee as officially adopted by the Board of Trustees and published in the District Catalog and Schedule of Classes.

This fee applies to:

- United States citizens or permanent United States residents who reside outside the state of California and
- persons who are both citizens and residents of foreign countries (international students).

Students who would otherwise be charged this fee shall be exempt if they demonstrate that they are a victim of persecution or discrimination in the country of which they are a citizen and resident or if they demonstrate economic hardship.

Students shall be deemed victims of persecution or discrimination if they present evidence that they are citizens and residents of a foreign country and that they have been admitted to the United States under federal regulations permitting such persons to remain in the United States. Students shall be deemed to

have demonstrated economic hardship if they present evidence that they are citizens and residents of a foreign country and that they are receiving Temporary Assistance for Needy Families Program, Supplemental Income/State Supplementary benefits, or general assistance.

Pursuant to Education Code Section 76141, a district may also charge a capital outlay fee to nonresident students, other than those with exemptions pursuant to Assembly Bill 540.

Students who would otherwise be charged this fee shall be exempt if they demonstrate that they have a parent who has been deported or was permitted to depart voluntarily, they move abroad from California as a result of that deportation or voluntary departure, and they attend a public or private secondary school in the state for three or more years. Upon enrollment, students who qualify for this exemption must be in their first academic year as a matriculated student in California public higher education, live in California, and file an affidavit with the District stating that they intend to establish residency in California as soon as possible.

Additionally, students who would otherwise be charged nonresident tuition fees for credit English as a Second Language courses shall be exempt if they demonstrate they are a recent immigrant, a recent refugee, or a person who has been granted asylum by the United States. This exemption applies only to individuals who, upon entering the United States, settled in California and who have resided in California for less than one year.

*Office of Primary Responsibility:* Administrative Services

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Date Adopted: October 13, 2009 (*Replaced a portion of College of Marin Policy 6.0011*)

Date Reviewed/Revised: November 17, 2020

**Date Revised:**

## Student Services

CCLC 42 updated this legally required policy to state that a district will develop and implement a process for students, staff, and faculty to declare an affirmed name, gender, or both pursuant to changes in the Education Code. This is a 10+1 and ACCJC linked. Mici 5-25-2023

To Jonathan/Jon H. 6-28-2023

Approved. Academic Senate 11-2-2023

**BP 5040 STUDENT RECORDS, DIRECTORY INFORMATION, AND PRIVACY****References:**

Education Code Sections 66271.4 et seq. and 76200 et seq.;

Title 5 Sections 54600 et seq.;

20 U.S. Code Section 1232g subdivision (4);

ACCJC Accreditation Standard II.C.8

The Superintendent/President shall assure that student records are maintained in compliance with applicable state and federal laws relating to the privacy of student records.

The Superintendent/President may direct the implementation of appropriate safeguards to assure that student records cannot be accessed or modified by any person not authorized to do so.

Any currently enrolled or former student of the District has a right of access to any and all student records relating to him/her/them maintained by the District. The Superintendent/President shall implement a system by which current students can declare an affirmed name, gender, or both name and gender identification to be used in their records where legal names are not required by law. Upon the request of a current student, the District shall update any records for the student to include the affirmed name, gender, or both name and gender identification. The records that shall be updated include but are not limited to District-issued email addresses, student identification cards, class rosters, transcripts, diplomas, certificates of completion of courses, or similar records. Upon request by a former student of the District, the District will update and reissue student records to include an updated legal name or gender. These documents include but are not limited to transcripts or a diploma.

Commencing with the 2023–24 graduating class, a graduating current student may request the District confer the diploma in the student's ~~chosen~~ affirmed name. The District cannot require a graduating student to provide legal documentation to demonstrate a legal name or gender change in order to have the student's chosen name listed on the student's ~~diploma~~ records.

No District representative shall release the contents of a student record to any member of the public without the prior written consent of the student, other than directory information as defined in this policy and information sought pursuant to a court order or lawfully issued subpoena, or as otherwise authorized by applicable state and federal laws.

Students shall be notified of their rights with respect to student records, including the definition of directory information contained here, and that they may limit the information.



Directory information shall include:

- Name
- Level of education
- Academic majors
- Enrollment Status by Term (enrolled/not enrolled)
- Student participation in officially recognized activities and sports including weight, height, and high school of graduation of athletic team members.
- Degrees and awards received by students, including honors, scholarship awards, athletic awards, and Dean's List recognition.

The Solomon Amendment to Family Educational Rights and Privacy Act (FERPA) requires the District, upon request, to provide "student recruiting information" on any currently enrolled student who is at least 17 years of age to any branch of the armed services unless the student has opted out. "Student recruiting information" is defined by federal law as name, address, telephone numbers, age or date of birth, class level, degrees received, major, most recent educational institution attended. The District shall not release student recruiting information to military recruiters for those students who request that such information not be released. The District shall establish procedures for students requesting to have any information withheld.

*Also see BP/AP 3300 Public Records*

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Date Adopted: December 13, 2011 (*Replaces College of Marin Policy 4.0021*)

Date Reviewed/Revised: January 17, 2017; March 14, 2017; June 19, 2018; May 16, 2023

**Date Revised:**

## Student Services

Pulled for review by Academic Senate and minor revision to include reference to artificial intelligence.  
Academic Senate 11-2-2023

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

Education Code Sections 66300, 66301, and 76120;  
ACCJC Accreditation Standards I.C.8 and 10

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 under Title IX, which shall be addressed under BP 3433 Prohibition of 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 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*

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Date Adopted: May 17, 2011 (*Replaced College of Marin Policies 4.0020, 4.0022, and 4.0025*)

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

**Date Revised:** October 17, 2023