

College Council: Policy and Procedure Review

10-16-2025

AP 4020 Program and Curriculum Development - CCLC 43 updated 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. CCLC 44 updates included the reference to the ACCJC Accreditation Standard pursuant to the 2024 changes in the ACCJC Accreditation Standards. Academic Senate revised and approved, with added changes as noted. This is a 10+1.

AP 4230 Grading and Academic Record Symbols - Academic Senate for their review (requested), with changes as noted. This is a 10+1.

AP 5011 Admission Concurrent Enrollment of High School and Other Young Students - CCLC 46 updated this legally required procedure to revise the language regarding CCAP partnerships pursuant to changes in the Education Code. See page 6 for CCLC revision. Enrollment Services and Academic Senate made additional revisions as noted. This is a 10+1.

AP 5013 Students in the Military - CCLC 46 updated this procedure to remove an exception regarding residence determinations for military personnel pursuant to changes in the Education Code. This is a 10+1.

AP 5015 Residence Determination - The Service updated this procedure to align with changes to the Education Code and revised Title 5 regulations (see pages 6 and 7). CCLC 46 made additional updates to this procedure to remove an exception regarding residence determinations for military personnel pursuant to changes in the Education Code. See page 3 for revision.

AP 5035 Withholding of Student Records - CCLC 46 updated this procedure to revise the usage note. Usage note: If Districts withhold student records due to non-payment of fees, the following is legally required. The Educational Debt Collection Practices Act prohibits Districts from withholding a transcript because the student owes a debt. Local procedure may be inserted. The following is an illustrative example that meets legal requirements. Insert local procedures on the notification process and the student's opportunity to explain. Reviewed to ensure our language meets the standards outlined in the usage note. This is a 10+1.

AP 5130 Financial Aid - CCLC 46 updated this legally required procedure to revise the usage note (Districts must provide students with the Financial Aid Shopping Sheet as developed by the U.S. Department of Education when it provides a financial aid award package to an individual who is offered admission. Districts should ensure their locally created practice or financial aid handbooks incorporate this requirement.) The Service also updated this procedure to update restrictions on scholarship displacement pursuant to changes in the Education Code that became effective on July 1, 2025.

AP 7350 Minors and Other Dependents On Campus (NEW) – Provided at the September 11 College Council for review with constituents. Under PGS review and before the College Council for discussion and approval.

For Discussion

AP 3430 Prohibition of Harassment

BP 3850 Display of Flags

BP 6560 Environmental Responsibility – Revisions initiated by the Board of Trustees are presented to the College Council for discussion and will be routed to the senates for discussion with their constituents.

- Chapter 3 board policies and administrative procedures

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

Academic Affairs

CCLC 43 Updated 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

Includes prior changes yet to be approved. Back to the Academic Senate at their request on 10-7-2025.

May move forward if Academic Senate approves on 10-16-2025 and College Council approves.

Copy with revisions. Dana/SLS and Mia/General Counsel 10-9-2025

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:

Academic Affairs

Academic Senate for their review (requested), with changes as noted. 9-12-2025

AP 4230 GRADING AND ACADEMIC RECORD SYMBOLS

References:

Title 5 Sections 55023 and 55050 et seq.

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

The grading system shall be published in the college catalog(s) and made available to students.

Grades from a grading system shall be averaged on the basis of the point equivalencies to determine a student's grade point average using only the following evaluative symbols:

College of Marin permits the following grading symbols:

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

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

The grading system shall include a notation for credit earned through successful competition of prior learning examinations, experiences, or assessments, pursuant to standards articulated in the District's administrative procedures and approved by the faculty in the appropriate discipline for which prior learning credit is earned.

Evaluative Symbols

- A+ (Grade point value shall be 4.0)
- A Excellent (Grade point value shall be 4.0)
- A- (Grade point value shall be 3.7)
- B+ (Grade point value shall be 3.3)
- B Good (Grade point value shall be 3.0)
- B- (Grade point value shall be 2.7)
- C+ (Grade point value shall be 2.3)
- C Satisfactory (Grade point value shall be 2.0)
- D+ (Grade point value shall be 1.3)

D Less than satisfactory (Grade point value shall be 1.0)

D- (Grade point value shall be 0.7)

F+ (Grade point value shall be 0.3)

F Failing (Grade point value shall be 0.0)

~~FW Failing Withdraw indicates that a student has both ceased participating in a course some time after the last day to officially withdraw from the course without having achieved a final passing grade, and that the student has not received District authorization to withdraw from the course under extenuating circumstances. The "FW" symbol may not be used if a student has qualified for and been granted military withdrawal. If "FW" is used, its grade point value shall be zero (0).~~

P Passing (At least satisfactory – units awarded not counted in GPA)

NP No Pass (Less than satisfactory, or failing – units not counted in GPA)

SP Satisfactory Progress towards completion of the course (Used for non-credit courses only and is not supplanted by any other symbol.

Non-Evaluative Symbols

I-Incomplete: An incomplete grade may be assigned to a student who cannot complete a small portion of the required academic work for unforeseeable, emergency and justifiable reasons. The condition for the removal of the "I" shall be stated by the instructor in a written record. The record shall contain the conditions for the removal of the "I" and the grade assigned in lieu of its removal. The record must be given to the student with a copy on file with the registrar until the "I" is made up or the time limit has passed. This will result in an "I" symbol being entered in the student's record. The decision to give an "I" rests solely with the instructor. A student who receives an Incomplete must arrange to make up the work no later than one year following the end of the semester in which the "I" was assigned, (excluding summer sessions).

In extenuating circumstances, with the instructor's approval and the Dean of Enrollment Services' approval, the student may petition for an extension of not more than one additional semester. Extenuating circumstances are verified cases of accidents, illnesses or other circumstances beyond the control of the student. The instructor for the class shall give a copy of the incomplete form to the student. This form shall contain the conditions for the removal of the "I" and the grade assigned if the work is not completed. The instructor shall submit a change of grade form to the Office of Enrollment Services when the work is completed. If the "I" is not removed by the end of the subsequent second semester, and no extension has been granted, it shall be changed to the grade originally assigned by the instructor. See BP 4250 Academic Probation, Dismissal, and Readmission, AP 4250 Probation, AP 4231 Grade Changes, AP 4255 Dismissal, and AP 5530 Student Grievances for additional information regarding "I" grades and other related matters.

IP - In progress: The "IP" symbol shall be used only in those courses which extend beyond the normal end of an academic term. It indicates that work is "in progress," but that assignment of

an evaluative symbol (grade) must await its completion. The appropriate evaluative symbol (grade) and unit credit shall be assigned and replace the IP symbol once the course is completed.

RD - Report Delayed: The "RD" symbol may be assigned by the registrar only. It is to be used when there is a delay in reporting the grade of a student due to circumstances beyond the control of the student. It is a temporary notation to be replaced by a permanent symbol as soon as possible. "RD" shall not be used in calculating grade point averages.

W - Withdrawal: The "W" symbol may be used to denote withdrawal in accordance with the requirements of Title 5 Section 55024. A faculty member may withdraw a student from a course if the student has ceased to participate in the course as of the midterm grade submission date.

MW - Military Withdrawal: The "MW" symbol may be used to denote military withdrawal in accordance with Title 5 Section 55024.

EW - Excused Withdrawal: The "EW" symbol may be used to denote excused withdrawal in accordance with Title 5 Section 55024.

Grading-Related Terms and Conditions

Consecutive	Semesters shall be considered consecutive based on a student's enrollment pattern.
Probation/ Notice	A warning that a student's grades do not meet acceptable standards.
Dismissal/ Pause	A student is not allowed to continue at the College unless the student petitions and the petition is approved.
Units	The conventional measurement of college work is called a unit. It represents one lecture hour per week for one semester together with two hours of preparation outside class, or three hours of laboratory work per week for one semester.

Mid-term Grade

Procedures for evaluation of student progress shall be in accordance with regulations set by the faculty and the College. The instructor shall certify that adequate and proper progress toward accomplishment of the course objectives is being maintained by the student at mid-semester.

Final Grade

Enrollment, evaluation and credit for courses shall be entered on a student's official academic record in accordance with college policy and State law.

Final Examinations

Any student who is needlessly absent from any examination held at any time during a semester thereby forfeits any right to make up the work by re-examination. In case of illness or, if for some other unavoidable reason a student is unable to be present at an examination at the scheduled time, the student may be permitted to take the examination at a later date by arrangement with

the instructor. To make up “I” grades, the examination must be completed by the last day of final examinations of the subsequent second semester.

Also see BP 4220 Standards of Scholarship, AP 4232 Pass/No Pass, BP 4250 Academic Probation, Dismissal, and Readmission, AP 4250 Probation, and AP 4255 Dismissal

Date Approved: December 6, 2007 (*Replaced portions of College of Marin Procedure 4.0003 DP.10*)

Reviewed/Revised: December 8, 2015; May 15, 2018; October 17, 2023

Revised:

Student Services

CCLC 46 updated this legally required procedure to revise the language regarding CCAP partnerships pursuant to changes in the Education Code. **See page 6 for revision.** This is a 10+1. Mici 6-26-2025

Edits as noted. Jon H./Enrollment 7-30-2025

With copy to Dana/SLS

Approved with changes as noted. Academic Senate 9-12-2025

AP 5011 ADMISSION AND CONCURRENT ENROLLMENT OF HIGH SCHOOL AND OTHER YOUNG STUDENTS**References:**

Education Code Sections 48800, 48800.5, 76001, ~~and~~ 76002, and 76004;
Title 5 Section 56700

The District authorizes the admission of special part-time and full-time minor students, who will benefit from advanced scholastic or vocational work and to help ensure a smoother transition from high school to college for students by providing them with greater exposure to the collegiate atmosphere.

The District retains the authority to restrict admission or enrollment of special part-time or full-time students in any session based on age, grade-level completion, current academic performance, or assessment and placement procedures in compliance with matriculation policies and procedures.

I. Definitions

- **Special Part-Time Student:** Any minor student (any elementary school, middle school, high school, or home-schooled student) who takes 11 or less community college course units during the Fall or Spring semesters and/or Summer Session(s) and meets certain eligibility standards.
- **Special Full-Time Student:** Any minor student (any elementary school, middle school, high school, or home-schooled student) who takes 12 or more community college course units during the Fall or Spring semesters and/or Summer Session(s) and meets certain eligibility standards.
- **Dual Enrollment or Concurrent Enrollment Student:** For purposes of this administrative procedure, the terms dual enrollment student and concurrent enrollment student are used interchangeably and defined as a student concurrently receiving both high school and college credit for the same course. Dual enrollment and concurrent enrollment students are a subset of special part-time or full-time students.

II. Special Part-Time Students

To be considered for admittance as a special part-time high school student, the student must meet the eligibility standards as established in Education Code Sections 48800 and 76001.

Admission Procedures

Admission is subject to seat availability. The student must submit to the Dean of Enrollment Services:

- College admissions application;

- College Credit Program (CCP) Form which includes:
 - a) Written and signed parental or guardian consent;
 - b) Written and signed approval of the high school principal (NOTE: A parent or guardian of a student who is not enrolled in a public or private school may petition directly without the signature of a principal);
 - c) Signature of a College of Marin counselor;
- Demonstration that the student is capable of profiting from instruction. The Dean of Enrollment Services or his/her/their designee has the authority to make the final decision whether a student can benefit from instruction; and
- Depending on the requested courses, students may be required to complete the appropriate College matriculation process prior to registration.

Academic Eligibility

- Students must meet the stated prerequisite and/or co-requisite requirements for the desired course.
- Students with a disability (verification to be provided by the school of attendance) may be referred to Disabled Student Programs and Services for accommodation.

Limitations on Enrollment

- For the first semester, students with a cumulative high school grade point average (GPA) lower than 3.0 may be allowed to enroll in one course. Students wanting to enroll in two courses must have earned a cumulative GPA of 3.0 or better.
- A special part-time student may enroll in up to, and including, 11.5 units per semester.
- ~~Students may not initially enroll in any course numbered below 100.~~

III. Special Full-Time Students

To be considered for admission as a special full-time student, the student must meet the eligibility standards as established in Education Code Section 48800.5.

Admission Procedures

Admission is subject to seat availability. The student must submit to the Dean of Enrollment Services:

- A completed College admissions application;
- A completed College Credit Program (CCP) Form which includes:
 - a) Signature of the parent or guardian;
 - b) Signature of the high school principal. (Note: A student who is not enrolled in a public or private school does not need to provide written acknowledgment from his/her/their school principal);
 - c) Signature of a College of Marin counselor;
- Written approval of the governing board of the school district of attendance [releasing the student from compulsory attendance as per Education Code Section 48800.5](#);
- Demonstration that the student is capable of profiting from instruction. The Dean of Enrollment Services or his/her/their designee has the authority to make the final decision whether a student can benefit from instruction; and
- Depending on the requested courses, students may be required to complete the appropriate College matriculation process prior to registration.

Academic Eligibility

- For all courses attempted students must meet the stated pre-requisite and/or co-requisite for the desired course.
- Students with a disability (verification to be provided by the school of attendance) may be referred to Disabled Student Programs and Services for accommodation.

Limitations on Enrollment

- Students are limited to 12 units for their first semester. For additional units, students must meet with a College of Marin counselor to complete the Petition to Carry Extra Units. A counselor's signature must be on the Petition to be accepted by the Office of Admissions and Records.
- Students may not initially enroll in any course numbered below 100.

IV. Summer Session Students

To be considered for admission as a special summer session student, the student must meet the eligible standards as established in Education Code sections 48800 and 76001. Students will not be admitted unless they have availed themselves of all opportunities to enroll in equivalent courses at their schools of attendance.

The student must submit to the Dean of Enrollment Services:

- Written and signed parental or guardian consent;
- Signature of a College of Marin counselor; and
- Written and signed approval of his/her/their principal that the student has availed himself/herself/themself of all opportunities to enroll in an equivalent course at his/her/their school of attendance; and demonstration that the student has adequate preparation in the disciplines to be studied.

All required documents shall be sent to the Dean of Enrollment Services.

V. High School Students

For students attending high school, the Dean of Enrollment Services will review the materials, and will determine if the student has the abilities and sufficient preparation to benefit from instruction at a community college. The decision of the Dean of Enrollment Services shall be final. This determination may be done by evaluating the following criteria:

- A review of the materials submitted by the student;
- Meeting with the student and his/her/their parent or guardian;
- Consultation with appropriate college staff;
- Consideration of the welfare and safety of the student and others; or
- Consideration of local, state, or federal laws.

VI. Middle and Lower School Students

For students attending middle and lower schools, the determination shall be made by the Dean of Enrollment Services in conjunction with faculty. The school of attendance must provide transcripts and a letter signed by the principal indicating how in his/her/their opinion the student can benefit from instruction. The Dean of Enrollment Services and faculty will determine if the student has the abilities and sufficient preparation to benefit from instruction at a community college, and that the student's safety and that of others will not be affected.

The decision of the Dean of Enrollment Services and faculty to admit or deny admissions will be final. Once a decision has been made, the student, parent or guardian and school principal shall be informed of the decision. This determination may be made by evaluating the following criteria:

- A review of the materials submitted by the student;
- Meeting with the student and his or her parent or guardian;
- Consultation with a College of Marin counselor for matriculation;
- Consideration of the welfare and safety of the student and others;
- Consideration of local, state, or federal laws;

- Review of the content of the class in terms of sensitivity and possible effects on the minor;
- Requirements for supervision of the minor;
- Times the class(es) meet and the effect on the safety of the minor; or
- Instructor's recommendations.

VII. Home Schooled Students

In addition to meeting all the requirements as established in the above described procedures, home schooled students are required to provide an affidavit from the County Board of Education indicating they are legally home schooled or chartered.

VIII. Course Rigor

Courses in which high school and other young students are permitted to enroll will be open to the entire college population, and will be taught with the rigor appropriate to college-level courses in accordance with the approved course outline. Once enrolled, students must meet all standards for academic performance at the college level and conform to expectations of student conduct. The school of attendance retains the right to apply course credit.

IX. Physical Education

If the class is a physical education class, no more than 10 percent of the enrollment of the class may consist of special part-time or full-time students.

X. Courses Open to the Public

All classes must be open to the general public, and there may be limitations on the number of students who may enroll in a particular course. If the class is offered on a high school campus, the class may not be held during the time the campus is closed to the general public, as defined by the school board.

XI. Appeals

If a request for concurrent part-time or full-time enrollment is denied for a student who has been identified as highly gifted, the Board of Trustees shall provide written findings and reasons for the denial within 60 days. A recommendation regarding the request for admission and the denial shall be submitted to the Board of Trustees at a regularly scheduled meeting that falls at least 30 days after the request for admission has been submitted.

XII. College and Career Access Pathways (CCAP)

The Board of Trustees has adopted all the legal requirements of Education Code Section 76004 in order to participate in the College and Career Access Pathways (CCAP) partnership with the governing board of a school district or a county office of education for the purpose of offering or expanding dual enrollment opportunities for students who may not already be college bound or who are underrepresented in higher education, with the goal of developing seamless pathways from high school to community college for career technical education or preparation for transfer, improving high school graduation rates, or helping high school students achieve college and career readiness.

The District may enter into a CCAP partnership with a school district or a county office of education partner that is governed by a CCAP partnership agreement approved by the governing boards of both partners. As a condition of adopting a CCAP partnership agreement, the governing board of each partner, shall do both of the following:

- For career technical education pathways to be provided under the partnership, consult with and consider the input of the appropriate local workforce development board to determine the extent to which the pathways are aligned with regional and statewide employment needs. The governing board of each partner shall have final decision-making authority regarding the career technical education pathways to be provided under the partnership; and
- Present, take comments from the public on, and approve or disapprove the dual enrollment partnership agreement at an open public meeting of the governing board of the district.

The CCAP partnership agreement shall be filed with the California Community Colleges Chancellor's Office and with the department before the start of the CCAP partnership, and shall:

- outline the terms of the CCAP partnership and shall include, but not necessarily be limited to, the total number of high school pupils to be served and the total number of full-time equivalent students projected to be claimed by the community college district for those pupils; the scope, nature, time, location, and listing of community college courses to be offered; and criteria to assess the ability of students to benefit from those courses.
- establish protocols for information sharing, in compliance with all applicable state and federal privacy laws, joint facilities use, and parental consent for high school students to enroll in community college courses. The protocols shall only require a high school pupil participating in a CCAP partnership to submit one parental consent form and principal recommendation for the duration of the pupil's participations in the CCAP partnership.
- identify a point of contact for the participating community college district and school district or county office of education partner.
- certify that any community college instructor teaching a course on a high school campus has not been convicted of any sex offense as defined in Education Code Section 87010 or any controlled substance offense as defined in Education Code Section 87011.
- certify that any community college instructor teaching a course at the partnering high school campus has not displaced or resulted in the termination of an existing high school teacher teaching the same course on that high school campus.
- certify that a qualified high school teacher teaching a course offered for college credit at a high school campus has not displaced or resulted in the termination of an existing community college faculty member teaching the same course at the partnering community college campus.
- include a plan by the participating community college district to ensure both of the following:
 - A community college course offered for college credit at the partnering high school campus does not reduce access to the same course offered at the partnering community college campus; and
 - Participation in a CCAP partnership is consistent with the core mission of the community colleges pursuant to Education Code Section 66010.4, and that students participating in a CCAP partnership will not lead to enrollment displacement of otherwise eligible adults in the community college.
- certify that both the school district and community college district partners comply with local collective bargaining agreements and all state and federal reporting requirements regarding the qualifications of the teacher or faculty member teaching a CCAP partnership course offered for high school credit.

- specify both of the following:
 - Which partner will be the employer of record for purposes of assignment monitoring and reporting to the county office of education; and
 - Which partner will assume reporting responsibilities pursuant to applicable federal teacher quality mandates.
- certify that any pretransfer-level course taught by community college faculty at a partnering high school campus shall be offered only to high school pupils who do not meet their grade level standard in math, English, or both on an interim assessment in grade 10 or 11, as determined by the partnering school district, and shall involve a collaborative effort between high school and community college faculty to deliver an innovative pretransfer course as an intervention in the pupil's junior or senior year to ensure that the pupil is prepared for college-level work upon graduation.

A community college district participating in a CCAP partnership shall not provide physical education course opportunities to high school students or any other course opportunities that do not assist in the attainment of at least one of the following goals:

- developing seamless pathways from high school to community college for career technical education or preparation for transfer;
- improving high school graduation rates; or
- helping high school students achieve college and career readiness.

The District will ~~not enter into a CCAP partnership~~ allow an existing CCAP partnership to be amended, or a new CCAP agreement to be established with a school district or county office of education and a community college district outside of the primary community college district's service area, if the primary community college district has declined a request from the school district or county office of education, or has failed to take action within 60 calendar days of a request by the school district or county office of education, to either amend into the existing CCAP partnership the requested courses, or to approve ~~within the service area of~~ another community college district, ~~except where an agreement exists, or is established, between those community college districts authorizing that CCAP partnership to enter into a CCAP partnership to offer those courses.~~

A high school student enrolled in a course offered through a CCAP partnership shall not be assessed any fee that is prohibited by Education Code Section 49011.

The District shall assign priority for enrollment and course registration to a student seeking to enroll in a community college course that is required for the student's CCAP partnership program that is equivalent to the priority assigned to a student attending a middle college high school as described in Education Code Section 11300 and consistent with middle college high school provisions in Education Code Section 76001. Units completed by a pupil pursuant to a CCAP agreement may count towards determining a pupil's registration priority for enrollment and course registration at a community college.

The District may limit enrollment in a community college course solely to eligible high school students if the course is offered at a high school campus, either in person or using an online platform, during the regular school-day and the community college course is offered pursuant to a CCAP partnership agreement.

The District may allow a special part-time student participating in a CCAP partnership agreement established pursuant to this article to enroll in up to a maximum of 15 units per term in courses offered at the community college campus or the participating high school campus, if all of the following circumstances are satisfied:

- The units constitute no more than four community college courses per term;
- The units are part of an academic program that is part of a CCAP partnership agreement established pursuant to this article; and
- The units are part of an academic program that is designed to award students both a high school diploma and an associate degree or a certificate or credential.

The governing board of the District exempts students seeking to enroll in a community college course required for the student's CCAP partnership program from the following fee requirements:

- Student representation fee (Education Code Section 76060.5);
- Nonresident tuition fee and corresponding permissible capital outlay fee or processing fee (Education Code Section 76140);
- Transcript fees (Education Code Section 76223);
- Course enrollment fees (Education Code Section 76300);
- Apprenticeship course fees (Education Code Section 76350); and

The District participating in a CCAP partnership agreement shall enroll high school pupils in any course that is part of a CCAP partnership agreement offered at a community college campus. Courses offered through the CCAP program may be offered at the community college campus or the participating high school campus.

The District or county office of education shall not receive a state allowance or apportionment for an instructional activity for which the partner has been, or shall be, paid an allowance or apportionment.

The attendance of a high school pupil at a community college as a special part-time or full-time student pursuant to this section is authorized attendance for which the community college shall be credited or reimbursed pursuant to Education Code Section 48802 or 76002, provided that no school district or county office of education has received reimbursement for the same instructional activity. For purposes of calculating classroom-based average daily attendance for classroom-based instruction apportionments, at least 80 percent (80%) of the instructional time offered by a charter school pursuant to an authorized CCAP partnership agreement shall be at the school site, and the charter school shall require the attendance of a pupil for a minimum of 50 percent (50%) of the minimum instructional time required to be offered pursuant to paragraph (1) of subdivision (a) of Education Code Section 47612.5, if the pupil is also a special part-time student enrolled in a community college pursuant to this section and the pupil will receive academic credit upon satisfactory completion of enrolled courses.

For each CCAP partnership agreement entered into pursuant to this section, the District shall report annually to the California Community Colleges Chancellor's Office, the Legislature, the Director of Finance, and the Superintendent all of the following information:

- The total number of high school students by school site enrolled in each CCAP partnership, aggregated by gender and ethnicity, and reported in compliance with all applicable state and federal privacy laws.

- The total number of community college courses by course category and type and by school-site enrolled in by CCAP partnership participants.
- The total number and percentage of successful course completions, by course category and type and by school site, of CCAP partnership participants.
- The total number of full-time equivalent students generated by CCAP partnership community college district participants.
- The total number of full-time equivalent students served online generated by CCAP partnership community college district participants.

XIII. Location of Information

Current information regarding the procedures for application, admission, and enrollment of high school students is available on the College of Marin website at <http://www.marin.edu>.

Also see Board Policy 5010 Admissions

Office of Primary Responsibility: Student Learning and Success

Date Approved: June 22, 2010

Reviewed/Revised: August 21, 2012; February 21, 2017; May 17, 2022; October 17, 2023; November 19, 2024

Revised:

Student Services

CCLC 46 updated this procedure to remove an exception regarding residence determinations for military personnel pursuant to changes in the Education Code. **This is a 10+1.** Mici 6-26-2025
Approved. Jon H/Enrollment 9-12-2025

AP 5013 STUDENTS IN THE MILITARY**References:**

Education Code Sections 68074, 68075, 68075.5, and 68075.7;
Title 5 Sections 55023, 55024, 54041, 54042, 54050, and 58620;
Military and Veterans Code Section 824;
38 U.S. Code Section 3679

Residence Determinations for Military Personnel and Dependents

A student who is a member of the armed forces of the United States stationed in California ~~, except a member of the armed forces assigned for educational purposes to a state-supported institution of higher education,~~ is entitled to resident classification. Such student shall retain resident classification in the event that the member of the armed forces is thereafter transferred on military orders to a place outside of California or thereafter retires from active duty, so long as the student remains continuously enrolled in the District.

An undergraduate student who is a natural or adopted child, stepchild, or spouse who is a dependent of a member of the armed forces of the United States stationed in this state on active duty shall be entitled to resident classification. Such student shall retain resident classification if he/she/they is thereafter transferred on military orders to a place outside of California, so long as the student remains continuously enrolled in the District.

A veteran who was discharged or released from at least 90 days of active service commencing on or after July 1, 2015, and his/her/their dependents, regardless of the veteran's state of residence is entitled to resident classification.

An individual who is the child or spouse of a person who, on or after September 11, 2001, died in the line of duty while serving on active duty as a member of the Armed Forces who resides in California is entitled to resident classification.

An individual who is entitled to transferred Post-9/11 GI Bill program benefits by virtue of their relationship to a member of the uniformed services who is serving on active duty is entitled to resident classification.

A parent who is a federal civil service employee and his/her/their natural or adopted dependent children are entitled to resident classification if the parent has moved to this state as a result of a military mission

realignment action that involves the relocation of at least 100 employees. This classification shall continue until the student is entitled to be classified as a resident, so long as the student continuously attends an institution of public higher education.

A student claiming the residence classifications provided for in this procedure must provide a statement from the student's commanding officer or personnel officer providing evidence of the date of the assignment to California, and that the assignment to active duty in California is not for educational purposes. A student claiming the residence classifications provided for here for the dependent of military personnel shall provide a statement from the military person's commanding officer or personnel officer that the military person's duty station is in California on active duty as of the residence determination date, or has been transferred outside of California on active duty after the residence determination date, or that the military person has retired from active duty after the residence determination date. (Title 5 Sections 54041; 54042)

Withdrawal Policies for Members of the Military

A student who is a member of an active or reserve United States military service and who receives orders compelling a withdrawal from courses shall be permitted to withdraw upon verification of such orders. A MW symbol will be assigned to the student's academic record. Military withdrawal shall not be counted in progress probation, dismissal calculations, or in calculating the permitted number of withdrawals. In no case may a military withdrawal result in a student being assigned an "FW" grade. In no case may a college require a student who is required to report for military duty to withdraw from a course by a specified date in order to receive a full refund of the tuition and fees the student paid to the college for the academic term in which the student was required to report for military service.

The student will be eligible to receive a full refund for all fees paid in the term for which the military withdrawal was granted.

A student who has received military orders compelling a withdrawal from all courses must submit their military orders along with a Drop Form and a Request for Refund Form to the Office of Enrollment Services. A student, who has been deployed suddenly, may request to have his/her/their documents completed and submitted by a specified third party.

Military Credit

Students who have completed at least one year of active military service may submit a copy of their DD214 showing an honorable discharge and receive 5 units of PE.

These units will appear in the memoranda section of the grade record. Students must have successfully completed 12 units at College of Marin to be eligible.

Office of Primary Responsibility: ~~Office of~~ Enrollment Services

Date Approved: May 18, 2010 (*Replaced part of former College of Marin Procedure 4.0003 DP.1*)

Reviewed/Revised: June 19, 2012; February 20, 2018; November 17, 2020; October 18, 2022

Revised:

Student Services

The Service updated this procedure to align with changes to the Education Code and revised Title 5 regulations (see pages 6 and 7). Mici 10-30-2024

To Jon H./Enrollment 10-30-2024

CCLC 46 updated this procedure to remove an exception regarding residence determinations for military personnel pursuant to changes in the Education Code. See page 3 for revision.

This is a 10 + 1. Mici 6-26-2025

Approved without changes. Jon H./Enrollment 8-29-2025

Copy to Dana/SLS 8-29-2025

Approved by Academic Senate on 9-12-2025

AP 5015 RESIDENCE DETERMINATION**References:**

Education Code Sections 66093.3, 68000 et seq., 68130.5, 68074 - 68075.7, and 68086;
Title 5 Sections 54000 et seq.;
38 U.S. Code Section 3679

Residence Classification

Residency classifications shall be determined for each student at the time of each registration and whenever a student has not been in attendance for more than one semester. Residence classifications are to be made in accordance with the following provisions:

- A residence determination date is that day immediately preceding the opening day of instruction for any session during which the student proposes to attend.
- Residence classification is the responsibility of the Office of Enrollment Services.

Students must be notified of residence determination within 14 calendar days of submission of application.

A student seeking to enroll exclusively in career development and college preparation courses, and other courses for which no credit is given, shall not be subject to this residency classification requirement.

The District shall publish the residence determination date and summary of the rules and regulations governing residence determination and classification in the District catalog or addenda thereto.

Rules Determining Residence

- A student who has resided in the state for more than one year immediately preceding the residence determination date is a resident.
- A student who has not resided in the state for more than one year immediately preceding the residence determination date is a nonresident.

The residence of each student enrolled in or applying for enrollment in any class or classes maintained by this District shall be determined in accordance with the Education Code which states that every person has, in law, a residence. In determining the place of residence, the following rules are to be observed:

- Every person who is married or 18 years of age, or older, and under no legal disability to do so, may establish residence.
- A person may have only one residence.
- A residence is the place where one remains when not called elsewhere for labor or other special or temporary purpose and to which one returns in seasons of repose.
- A residence cannot be lost until another is gained.
- The residence can be changed only by the union of act and intent.
- A person may establish his/her/their residence. A person's residence shall not be derivative from that of their spouse.
- The residence of the parent with whom an unmarried minor child maintains his/her/their place of abode is the residence of the unmarried minor child. When the minor lives with neither parent, the minor's residence is that of the parent with whom the last place of abode was maintained, provided the minor may establish his/her/their residence when both parents are deceased and a legal guardian has not been appointed.
- The residence of an unmarried minor who has a parent living cannot be changed by the minor's own act, by the appointment of a legal guardian, or by relinquishment of a parent's right of control.

Determination of Resident Status

A resident is a student who has been a bona fide resident of the state for one year prior to the residence determination date. A bona fide resident is a person whose residence is in California as determined above except:

- A student who is a minor and remains in this state after the parent, who was previously domiciled in California and has established residence elsewhere, shall be entitled to retain resident classification until attaining the age of majority and has resided in the state the minimum time necessary to become a resident, so long as continuous attendance is maintained at an institution.
- A student who is a minor and who provides evidence of being entirely self-supporting and actually present in California for more than one year immediately preceding the residence determination date with the intention of acquiring a residence therein, shall be entitled resident classification until he/she/they has resided in the state the minimum time necessary to become a resident.
- A student who has not been an adult for one year immediately preceding the residence determination date for the semester for which the student proposes to attend an institution shall

have the immediate pre-majority-derived California residence, if any, added to the post-majority residence to obtain the one year of California residence.

- A student holding a valid credential authorizing service in the public schools of this state, who is employed by a school district in a full-time position requiring certification qualifications for the college year in which the student enrolls in an institution, shall be entitled to resident classification if each student meets any of the following requirements:
 - He/she/they holds a provisional credential and is enrolled in courses necessary to obtain another type of credential authorizing service in the public schools.
 - He/she/they holds a credential issued pursuant to Education Code Section 44250 and is enrolled in courses necessary to fulfill credential requirements.
 - He/she/they is enrolled in courses necessary to fulfill the requirements for a fifth year of education prescribed by subdivision (b) of Education Code Section 44259.
 - A student holding a valid emergency permit authorizing service in the public schools of this state, who is employed by a school district in a full-time position requiring certification qualifications for the academic year in which the student enrolls at an institution in courses necessary to fulfill teacher credential requirements, is entitled to resident classification only for the purpose of determining the amount of tuition and fees for no more than one year. Thereafter, the student's residency status will be determined under the other provisions of this procedure.
 - Any Team USA student athlete who trains in the state in an elite level program approved by the United States Olympic and Paralympic Committee is entitled to resident classification for tuition and fee purposes until the athlete has resided in the state the minimum time necessary to become a resident.
- A student who is a full-time employee of the California State University, the University of California or a community college, or of any state agency or a student who is a child or spouse of a full-time employee of the California State University, the University of California or a community college, or of any state agency may be entitled to resident classification, until the student has resided in the state the minimum time necessary to become a resident.
- A student who is a natural or adopted child, stepchild, or spouse who is a dependent of a member of the armed forces of the United States stationed in this state on active duty and is attendance at, or has been admitted to the District shall be entitled to resident classification. If the member of the armed forces of the United States later transfers on military orders to a place outside this state, or retires as an active member of the armed forces of the United States, the student dependent shall not lose his/her/their resident classification, so long as he/she/they remains continuously enrolled in the District.
- A student who is a member of the armed forces of the United States stationed in this ~~state, except a member of the Armed Forces assigned for educational purposes to a state-supported institution of higher education,~~ is entitled to resident classification only for the purpose of determining the amount of tuition and fees. If the student later transfers on military orders to a place outside this

state, the student shall not lose his/her/their resident classification, so long as he/she/they remains continuously enrolled in the District.

- A veteran who was discharged or released from at least ninety (90) days of active service, commencing on or after July 1, 2015, and his/her/their dependents, regardless of the veteran's state of residence is entitled to resident classification.
- An individual who is the child or spouse of a person who, on or after September 11, 2001, died in the line of duty while serving on active duty as a member of the Armed Forces who resides in California.
- An individual who is entitled to transferred Post-9/11 GI Bill program benefits by virtue of their relationship to a member of the uniformed services who is serving on active duty.
- A student who is a minor and resides with his/her/their parent in a district or territory not in a district shall be entitled to resident classification, provided that the parent has been domiciled in California for more than one year prior to the residence determination date for the semester, quarter or term for which the student proposes to attend.
- A student who is a Native American is entitled to resident classification for attendance at a community college if the student is also attending a school administered by the Bureau of Indian Affairs located within the community college district.
- A student who is a federal civil service employee and his/her/their natural or adopted dependent children are entitled to resident classification if the parent has moved to this state as a result of a military mission realignment action that involves the relocation of at least 100 employees. This classification shall continue until the student is entitled to be classified as a resident, so long as the student continuously attends an institution of public higher education.
- A student who resides in California and is nineteen (19) years of age or under at the time of enrollment, who is currently a dependent or ward of the state through California's child welfare system, or was served by California's child welfare system and is no longer being served either due to emancipation or aging out of the system, may be entitled to resident classification until he/she/they has resided in the state the minimum time necessary to become a resident.
- A student who lives with a parent who earns a livelihood primarily by performing agricultural labor for hire in California and other states, and the parent has performed such labor in this state for at least two months per year in each of the two preceding years, and the parent resides in this District and the parent of the student has claimed the student as a dependent on his state or federal personal income tax return if he/she/they has sufficient income to have personal income tax liability shall be entitled to resident classification.
- A student who demonstrates financial need, has a parent who has been deported or was permitted to depart voluntarily, moved abroad as a result of that deportation or voluntary departure, lived in California immediately before moving abroad, attended a public or private secondary school in the state for three or more years, and upon enrollment, will be in his/her/their first academic year as a matriculated student in California public higher education,

will be living in California, and will file an affidavit with the District stating that he/she/they intends to establish residency in California as soon as possible.

- A student who has a special immigrant visa that has been granted status under Section 1244 of Public Law 110-181 or under Public Law 109-163, or is a refugee admitted to the United States under Section 1157 of Title 8 of the United States Code, and who, upon entering the United States, settled in California, shall be exempt from paying the nonresident tuition fee required by Education Code Section 76140 for the length of time he/she/they lives in this state up to the minimum time necessary to become a resident.

Right to Appeal

Students who have been classified as non-residents have the right to a review of their classification (Title 5 Section 54010 subdivision (a)). Any student, following a final decision of residence classification by the Office of Enrollment Services, may make written appeal to the Dean of Enrollment Services within 30 calendar days of notification of final decision by the District regarding classification.

Appeal Procedure

The appeal is to be submitted to the Office of Enrollment Services which must forward it to the Dean of Enrollment Services within five working days of receipt. Copies of the original application for admission, the residency questionnaire, and evidence or documentation provided by the student, with a cover statement indicating upon what basis the residence classification decision was made, must be forwarded with the appeal.

The Dean of Enrollment Services shall review all the records and have the right to request additional information from either the student or the Office of Enrollment Services.

Within thirty (30) calendar days of receipt, the Dean of Enrollment Services shall send a written determination to the student. The determination shall state specific facts on which the appeal decision was made.

Reclassification

A student previously classified as a non-resident may submit a petition to the Office of Admissions and Records to be reclassified as of any residence determination date. A residence determination date is that day immediately preceding the opening day of instruction for any session during which the student proposes to attend.

Petitions must be submitted prior to the semester for which reclassification is to be effective. Extenuating circumstances may be considered in cases where a student failed to petition for reclassification prior to the residency determination date. In no case, however, may a student receive a non-resident tuition refund after the date of the first census.

Written documentation may be required of the student in support of the reclassification request.

A questionnaire to determine financial independence must be submitted with the petition for reclassification. Determination of financial independence is not required for students who were classified as non-residents by the University of California, the California State University, or another community college district. (Education Code Section 68044)

A student shall be considered financially independent for purposes of residence reclassification if the applicant meets **all** of the following requirements:

- Has not and will not be claimed as an exemption for state and federal tax purposes by his/her/their parent in the calendar year the reclassification application is made and in any of the three calendar years prior to the year the reclassification application is made;
- Has not and will not receive more than seven-hundred and fifty dollars (\$750) per year in financial assistance from his/her/their parent in the calendar year the reclassification application is made and in any of the three calendar years prior to the reclassification; and
- Has not lived and will not live for more than six weeks in the home of his/her/their parent during the calendar year the reclassification application is made and in any of the three calendar years prior to the reclassification application.

A student who has established financial independence may be reclassified as a resident if the student has met the requirements of Title 5 Sections 54020, 54022, and 54024.

Failure to satisfy all of the financial independence criteria listed above does not necessarily result in denial of residence status if the one-year requirement is met and demonstration of intent is sufficiently strong.

Financial dependence in the current or preceding calendar year shall weigh more heavily against finding California residence than financial dependence in the preceding second and third calendar years. Financial dependence in the current or preceding calendar year shall be overcome only if (1) the parent on whom the student is dependent is a California resident, or (2) there is no evidence of the student's continuing residence in another state.

The Dean of Enrollment Services will make a determination, based on the evidence, and notify the student not later than fourteen (14) days of receipt of the petition for reclassification.

Students have the right to appeal according to the procedures above.

Non-Citizens

The District will admit any non-citizen who is eighteen (18) years of age or a high school graduate.

Non-citizens present in the United States without inspection at a designated port of entry and who have not obtained a status under the immigration laws of the United States allowing them to establish domicile, with a visa that requires they have a residence outside of the United States, without documentation or with any type of temporary visa, will be classified as non-residents and charged non-resident tuition unless they meet the exceptions contained below.

If, for at least one year and one day prior to the start of the semester in question, a non-citizen has possessed any immigration status that allows him/her/them to live permanently in the United States and he/she/they meets the California residency requirements, the student can be classified as a resident.

A student who is without lawful immigration status may be classified as a resident if he/she/they meets the following requirements:

- *high school attendance in California for three or more years;*
- *graduation from a California high school or attainment of the equivalent thereof;*

- *registration for classes not earlier than the fall semester or quarter of 2001-2002;*
- *the filing of an affidavit that the student has filed an application to legalize his/her/their immigration status, or will file an application as soon as he/she/they is eligible to do so.*

Any students who are U.S. citizens, permanent residents of the U.S., and aliens foreign national persons who are not nonimmigrants (including those who are undocumented), may be exempt from paying nonresident tuition if they meet one of the following requirements:

- Total attendance of, or attainment of credits earned while in California equivalent to three or more years of full-time attendance or attainment of credits at any of the following: (a) California high schools; (b) California high schools established by the State Board of Education; (c) California adult schools established by either a county office of education, unified or high school district, or The Department of Corrections and Rehabilitation; (d) campuses of the California community colleges; or (e) a combination thereof; or
- Three or more years of full-time high school coursework, and a total of three or more years of attendance in California elementary schools, or a combination of California elementary and secondary schools.

Additionally, the following requirements must be met:

- Graduation from a California high school or attainment of the equivalent thereof; or completed an associate degree from a California Community College; or completed the minimum requirements at a California Community College, or fulfill the minimum transfer requirements established for the University of California or the California State University for students transferring from a campus of the California Community Colleges;
- Registration or enrollment in a course offered by any college in the District for any term commencing on or after January 1, 2002,
- Filing a California Nonresident Tuition Exemption Request form with the District or in the case of students applying for state-based financial aid, by filing a California Dream Act Application (CADAA) with the California Student Aid Commission ~~Completion of a questionnaire form prescribed by the Chancellor of the California Community Colleges and furnished by the District of enrollment~~, verifying eligibility for this nonresident tuition exemption; and
- In the case of ~~a student without lawful immigration status~~ undocumented persons, the filing of an affidavit that the student has filed an application to legalize his/her/their immigration status, or will file an application as soon as he/she/they is eligible to do so.

Documents and information obtained in implementing this exemption are confidential.

The initial residency classification will be made at the time the student applies for admission. Students may file residency questionnaire forms through the third week of the semester to request a review of their residency status. Final residency determination is made by the Dean of Enrollment Services. Students may appeal the decision.

The District shall avoid the disclosure of information that might indicate a student or family's citizenship or immigration status if the disclosure is not authorized by the Family Educational Rights and Privacy Act (FERPA) or state law.

Where permitted by law, the Superintendent/President of District shall enumerate alternative means to establish residency, age, or other eligibility criteria for enrollment or programs, and those alternative means shall include among them documentation or information that are available to persons regardless of immigration status or citizenship status, and that do not reveal information related to citizenship or immigration status.

Examples of documents that can be used as proof of residency include but are not limited to:

- Registering a motor vehicle operated in California;
- Obtaining a California driver's license or California identification card;
- Filing a resident or nonresident California state income tax return;
- Listing a California address on a federal income tax return;
- Listing a permanent military address or home of record in California;
- A professional or vocational license obtained from a California state licensing agency (e.g., nursing, teaching credentials);
- Maintaining active resident memberships in California based professional organizations (e.g., police union, teachers' union); and
- Maintaining an active bank account at a California bank

Where District is permitted by law to request parent's residency information for a minor student in order to determine tuition or aid, the District shall only require documentation or information that is available to persons regardless of immigration status (as noted above).

Where residency, age, and other eligibility criteria for purposes of enrollment or any program may be established by alternative documents or information permitted by law or this procedure, the District's procedures and forms shall describe to the applicant, and accommodate, all alternatives specified in law and authorized under this procedure.

Specifically, where District must determine a student's residency for purposes of in-state tuition, the District shall not inquire about a parent/guardian's citizenship or immigration status, and shall enumerate alternative means of establishing a parent/guardian's residency. If the student is considered a minor dependent of a California resident, the District shall only require documents to determine whether the parent has resided in California for one year (e.g. vehicle registration, lease agreements, etc.).

Also see BP/AP 3415 District Response to Immigration Enforcement Actions; BP/AP 3501 Campus Security and Access; BP 5015 Residence Determination; BP/AP 5040 Student Records, Directory Information and Privacy

Office of Primary Responsibility: Office of Enrollment Services

Date Approved: December 8, 2009

Date Reviewed/Revised: February 12, 2019; April 16, 2019; April 19, 2022; September 20, 2022; October 17, 2023

Date Revised:

Student Services

CCLC 46 updated this procedure to revise the usage note. Usage note: If Districts withhold student records due to non-payment of fees, the following is legally required. The Educational Debt Collection Practices Act prohibits Districts from withholding a transcript because the student owes a debt. Local procedure may be inserted. The following is an illustrative example that meets legal requirements. Insert local procedures on the notification process and the student's opportunity to explain. Reviewed to ensure our language meets the standards outlined in the usage note. This is a 10+1. Mici 7-3-2025

Reviewed to ensure our language meets the standards outlined in the usage note. Approved with changes as noted. Jon H/Enrollment 8-29-2025
Approved by the Academic Senate. 9-12-2025

AP 5035 WITHHOLDING OF STUDENT RECORDS

Reference:

Title 5 Section 59410

The District may withhold diplomas, and registration privileges from any student or former student who fails to pay a proper financial obligation. The student shall be given written notification and the opportunity to [explain-petition the Dean of Enrollment Services](#) if the financial obligation is in error.

The definition of proper financial obligation shall include, but is not limited to:

- student fees;
- non-resident tuition;
- international student tuition;
- obligations incurred through the use of facilities, equipment, or materials;
- library fines;
- unreturned library books;
- materials remaining improperly in the possession of the student; or
- any other unpaid obligation a student or former student owes to the District.

A proper financial obligation does not include any unpaid obligation to a student organization.

Students may access their account detail and financial obligations through the MyCOM portal.

Office of Primary Responsibility: Enrollment [Services](#)

Date Approved: September 10, 2009

Reviewed/Revised: October 12, 2021; May 17, 2022

Reviewed:

Student Services

CCLC 46 updated this legally required procedure to revise the usage note (Districts must provide students with the Financial Aid Shopping Sheet as developed by the U.S. Department of Education when it provides a financial aid award package to an individual who is offered admission. Districts should ensure their locally created practice or financial aid handbooks incorporate this requirement.) The Service also updated this procedure to update restrictions on scholarship displacement pursuant to changes in the Education Code that became effective on July 1, 2025. This is a 10+1. Mici 7-3-2025

Approved. Jon H./Enrollment 8-29-2025

Approved by the Academic Senate. 9-12-2025

AP 5130 FINANCIAL AID**References:**

Education Code Sections 66021.3, 66021.6, 66025.9, 69432.7, 69514, 70045 et seq., 76300, 78042, and 94912.5;
Title 5 Sections 55031 and 58600 et seq.;
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.);
ACCLC Accreditation Standard 3

Information about the various financial aid programs offered to students including: application procedures, eligibility, disbursements, etc. can be found on the District website.

The Financial Aid Director will continually review processes and procedures and to ensure student access to appropriate financial services.

Student Services, Information Technology, and Fiscal Services are responsible for assisting in the disbursement of financial aid funds. The Dean of Enrollment Management is responsible for maintaining the accuracy of the data to ensure the financial aid offices have the ability to meet all regulations.

Misrepresentation

Misrepresentation is defined as any false, erroneous, or misleading statement that the District, a representative of the District, or a service provider with which the District has contracted to provide educational programs, marketing, advertising, recruiting, or admissions services, makes directly or indirectly to a student, prospective student, a member of the public, an accrediting agency, a state agency, or the United States Department of Education.

A misleading statement includes any statement that has the likelihood or tendency to deceive or confuse. If a person to whom the misrepresentation was made could reasonably be expected to rely, or has reasonably relied, on the misrepresentation, the misrepresentation would be substantial.

This procedure does not apply to statements by students through social media outlets or by vendors that are not providing covered services, as reflected herein.

Loss of Eligibility for California College Promise Grant (formerly known as a BOG Fee Waiver)

A student shall become ineligible for a California College Promise Grant if the student is placed on academic or progress probation, or any combination thereof, for two consecutive primary terms. Loss of eligibility shall become effective at the first registration opportunity after such determination is made.

The District shall notify students of their placement on academic or progress probation no later than thirty days following the end of the term that resulted in the student's placement on probation. The notification must clearly state that two consecutive primary terms of probation will lead to a loss of the California College Promise Grant until the student is no longer on probation. The notification must also advise students about the available student support services to assist them in maintaining eligibility.

The District shall adopt, prominently display, and disseminate policies ensuring that students are advised about the student support services available to assist them in maintaining and reestablishing California College Promise Grant eligibility. Dissemination includes, but is not limited to, information provided in college catalogs and class schedules.

The District shall establish written procedures by which a student may appeal the loss of a California College Promise Grant due to extenuating circumstances, or when a student with a disability applied for, but did not receive, a reasonable accommodation in a timely manner. Extenuating circumstances are verified cases of accidents, illnesses, or other circumstances that might include documented changes in the student's economic situation or evidence that the student was unable to obtain essential student support services. Extenuating circumstances also include special consideration of the specific factors associated with Veterans, CalWORKs, EOPS, and DSPS student status.

Foster Youth shall not be subject to loss of California College Promise Grant due to placement on academic or progress probation. This exemption for Foster Youth is effective until the date specified in Education Code Section 66025.9 subdivision (c).

Students Enrolled in a Baccalaureate Degree Program

Students enrolled in a baccalaureate degree program who wish to apply for a California College Promise Grant (CCPG) waiver must submit either a Free Application for Federal Student Aid (FAFSA) or a California Dream Act application in lieu of completing the Board of Governors Fee Waiver application.

Scholarship

Displacement

~~The District shall not reduce the institutional gift aid offer of a student who is eligible to receive a federal Pell 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. The District shall not consider receipt or anticipated receipt of private scholarships when considering a student who is eligible to receive a federal Pell Grant award or financial assistance under the California Dream Act for qualification for institutional gift aid. 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. The District may 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 by no more than the amount of the student's gift aid that is in excess of the student's annual cost of attendance. The District shall not consider receipt or anticipated receipt of private scholarships when considering 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 qualification for institutional gift aid.

Office of Primary Responsibility: Enrollment Services (Financial Aid Office)

Date Approved: April 19, 2011

Reviewed/Revised: April 17, 2012; April 19, 2022; October 17, 2023; December 10, 2024

Revised:

NEW: This procedure has been drafted to provide guidance on children and other dependents being on campus. There is no comparable model CCLC procedure. Human Resources 6-20-2025

Approved by the Executive Team. 7-28-2025

Comments as noted by Sadika/SAS. 7-30-2025

To Nikki/HR 7-30-2025

Copy to Mia/General Counsel 7-30-2025

Edits as noted. Nikki/HR 9-3-2025

Under PGS review and before the College Council for discussion. 10-16-2025

AP 7350 MINORS AND OTHER DEPENDENTS ON CAMPUS (NEW)

The Marin Community College District is dedicated to fostering an inclusive environment for all individuals, including children and other dependents visiting the College of Marin campuses. Recognizing the educational, employment, and family obligations of the District's students and employees, the District understands the importance of work-life and student-life balance requirements. At the same time, the District is committed to facilitating a setting that supports the successful academic and occupational endeavors of students, faculty, and staff.

As a general procedure, employees are prohibited from bringing children and other dependents to the workplace during their work hours, and students are prohibited from bringing dependents to classes and educational activities. Individuals responsible for the care of dependents are expected to make other arrangements for care, away from the workplace and campus or through the District's Child Study Center. The presence of dependents in the educational and work environment can cause distractions for the parent or guardian, employees, and students, hindering the District's operations. The majority of District facilities and programming are not designed or structured for children or other dependents and there are potential health and safety risks to children and other dependents being on campus.

The District recognizes there are infrequent circumstances where the presence of children or other dependents in the academic environment and workplace may be appropriate. The District allows dependents in the following circumstances:

- Children enrolled in the District's Child Study Center.
- Minor students enrolled in the District's instructional programs pursuant to applicable Board Policies and Administrative Procedures.
- Dependents accompanying an adult accessing student and library services, library facilities, or other District services outside of work hours/class time.
- Dependents accompanying an adult submitting District-related documents (forms, registration, reports, grades, paying a bill, etc.) outside of scheduled work time and class time.
- Parent/guardian is introducing a new baby/dependent to classmates and instructors or colleagues outside of scheduled work time and class time.
- Dependents accompanying an employee to a District event for which dependents have been specifically invited to attend by the President or area Vice President.
- With appropriate supervision, which does not include supervision by employees during work time nor students during class time, as any member of the public may be on campus or attend public events.

The District does not assume responsibility for the actions of dependents on campus, nor for the wellness or safety of dependents, and will not be held liable for any consequences of dependents being on campus. Parents and guardians are responsible for the conduct, wellness, and safety of dependents under their care at all times.

Employee and Student Parent/Guardian Responsibilities:

- Employee and student parents/guardians are required to provide direct supervision to dependents at all times and take full responsibility for the safety and conduct of their dependents. Dependents may never be left unattended.
- Employees and students may not rely on other employees or students to supervise their dependents.
- Employees and students must ensure their dependents behave respectfully in the workplace and academic environment, refraining from disrupting other students, employees, or community members, damaging district property, or posing safety risks. Employees and students are responsible for their dependents' conduct at all times.

Manager Responsibilities:

- Managers are encouraged to authorize leave when permissible under applicable Board Policies, Administrative Procedures, or collective bargaining agreement provisions to employees requiring emergency dependent care arrangements.
- Managers must address any disruptions caused to colleagues, students, or other community members in the workplace or academic environment promptly.
- Managers must ensure compliance with the guidelines stated in this procedure.

Hazardous Areas

- Dependents are not permitted in high-risk areas at any time. This includes areas defined as hazardous or identifiable restricted areas.

Other Requirements

- All visitors to any District facilities must comply with all relevant policies and regulations.
- Minors must be accompanied by an adult at all times, except for the specified exceptions outlined in this procedure.
- The District retains the right to ask an employee or student to leave the campus if they fail to adhere to this procedure.

Office of Primary Responsibility: Human Resources, Student Activities & Advocacy

Date Adopted:

General Institution

Review requested. Any update will require review and revision by our translation service provider.
Mia/General Counsel 10/7/2025

**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 supervisors and employees, or between administrators, faculty members, or staff members and students 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 District has the authority to transfer any involved employee to eliminate or attenuate the supervisory authority of one over the other, or of a teacher over a student. Such action by the District is a proactive and preventive measure 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

This policy is under review and before the College Council for discussion. 10-16-2025

BP 3850 DISPLAY OF FLAGS

Reference:

Government Code Section 431(d)

The American and the State of California flags shall be flown at full staff on all campuses maintained by the District. They shall be flown at half-staff when so decreed by national or state authority.

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

Date Reviewed/Revised: January 16, 2018

Date Reviewed:

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

This policy is under PGS review and before the College Council for discussion for PGS review status request. 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 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: