Policy and Procedure Review
11-12-2026

BP 2365 Recording – CCLC Update 48. Update to policy to align with revisions to the Government code.

BP 2710 Conflict of Interest – CCLC Update 48. Update to policy to align with revisions to the Government Code.

BP 3250 Institutional Planning – CCLC Update 48. Update to policy to remove a legal citation.

BP 3501 Campus Security and Access – Due for review as part of the regular review cycle. No revisions made.

AP 2325 Teleconferenced Meetings – CCLC Update 48. Update to align with revisions to the Government Code.

AP 2340 Agendas – CCLC Update 48. Updated to include Government Code sections and Americans with Disabilities Act. Also updated to include procedure for receiving and swiftly resolving requests for reasonable accommodation for individuals with disabilities and resolving any doubt in favor of accessibility.

AP 2710 Conflict of Interest – CCLC Update 48. Updated to align with to align with revisions to the Government Code.

AP 4070 Course Auditing and Auditing Fees – Updated to include new operational restrictions to course auditing.

AP 4100 Graduation Requirements for Degrees and Certificates – Revisions to update degree and certificate requirements to align with current Title 5 regulations, clarify Cal-GETC and catalog rights provisions, and streamline graduation, residency, GPA, and Credit for Prior Learning requirements.

AP 7337 Fingerprinting – Updated to include provisions for receiving subsequent arrest notifications for all employees and updated fingerprinting requirements for employees.

Board of Trustees

Included in CCLC Update #48. Updates to align with revisions to the Government code. BKC sent to BPRC first 10/14/26.

BP 2365 RECORDING

References:

Education Code Section 72121(a);
Government Code Sections 7920.000 et. seq., 54953.5 and 54953.6

Any ~~audio or video~~ recording of an open and public Board meeting made by or at the direction of the Board, shall be subject to inspection by members of the public in accordance with the California Public Records Act, Government Code Sections 7920.000 et seq. The Superintendent/ President shall ensure that any such recordings are maintained for at least sixty (60) days following the taping or recording.

Once the Board of Trustees formally acts to approve meeting minutes, and sixty (60) days have passed, that Board meeting recording may be destroyed.

Persons attending an open and public meeting of the Board of Trustees may, at their own expense, record the proceedings ~~with an audio or video tape recording or a still or motion picture camera or may broadcast the proceedings~~. However, if the Board of Trustees finds by a majority vote that the recording or broadcast cannot continue without noise, illumination, or obstruction of view that constitutes or would constitute a persistent disruption of the proceedings, any such person shall be directed by the President of the Board to stop.

Also see BP 2360 Minutes

Date Adopted: January 19, 2010 *(Replaced College of Marin Policy 1.5330)*
Date Reviewed/Revised: March 19, 2013; November 13, 2018; October 17, 2023
Date Revised: May 20, 2025
Date Revised:

Board of Trustees

CCLC Update #48. Updates to align with revisions to the Government code. BKC sent to BPRC first 10/14/26.

BP 2710 CONFLICT OF INTEREST

References:

Government Code Sections 1090 et seq., 1126, and 87200 et seq.;
Title 2 Sections 18730 et seq.

Board members and employees shall not be financially interested in any contract made by them in their official capacity or in any body or board of which they are members.

A Board member shall not be considered to be financially interested in a contract if his/her/their interest is limited to those interests defined as remote under Government Code Section 1091 or is limited to interests defined by Government Code Section 1091.5.

A Board member who has a remote interest in any contract considered by the Board shall disclose his/her/their interest during a Board meeting and have the disclosure noted in the official Board minutes. The interested Board member shall not vote or debate on the matter or attempt to influence any other Board member to enter into the contract.

A Board member shall not engage in any employment or activity that is inconsistent with, incompatible with, in conflict with or inimical to his/her/their duties as an officer of the District.

In compliance with law and regulation, the Superintendent/President shall establish administrative procedures to provide for disclosure of assets, ~~of~~ income, and arrangements for prospective employment of Board members who may be affected by their official actions, and prevent members from making or participating in the making of Board decisions which may foreseeably have a material effect on their financial interest.

Board members shall file statements of economic interest with the filing officer identified by the administrative procedures. Statements of economic interest shall include disclosure of arrangements for prospective employment.

Board members are encouraged to seek counsel from the District's legal advisor in every case where any question arises.

Date Adopted: January 19, 2010

Date Reviewed/Revised: July 18, 2017, November 13, 2018; January 18, 2022
Date Reviewed: April 15, 2025
Date Revised:

General Institution

CCLC Update #48. Update to remove a legal citation and add a new one. BKC to BPRC 10/14/26.

BP 3250 INSTITUTIONAL PLANNING

References:

Title 5 Sections 51008, ~~51010,~~ 51026, 51027, 53003, 54220, 55080, 55190, 55510, and 56270 et seq.;
ACCJC Accreditation Standards 1.4 and 3.5

The institution's mission directs resource allocation, innovation, and continuous quality improvement through ongoing systematic planning and evaluation of programs and services.

The institution's mission and goals are the foundation for financial planning. Financial information is disseminated to support effective planning and decision-making and provide opportunities for stakeholders to participate in the development of plans and budgets.

The Superintendent/President shall ensure that the District has and implements a broad-based comprehensive, systematic, integrated system of planning and resource allocation that involves appropriate segments of the college community and is supported by institutional effectiveness research.

The planning system shall include plans required by law, including, but not limited to:

- Long Range Educational Master Plan
- Short Range Strategic Plans
- Facilities Master Plan
- Technology Plan
- Equal Employment Opportunity Plan
- Student Equity and Achievement Plan
- Guided Pathways Plan
- Transfer Center Plan
- Extended Opportunity Programs and Services (EOPS) Plan
- Distance Education Plan

The Superintendent/President shall submit those plans to the Board of Trustees for which Board approval is required per Title 5.

The Superintendent/President shall inform the Board of Trustees about the status of planning and the various plans.

The Superintendent/President shall ensure the Board of Trustees has an opportunity to assist in developing the general institutional mission, educational master plan, facilities master plan, and strategic plans.

Also see BP/AP 3200 Budget Preparation

Date Adopted: September 22, 2009
Date Revised: June 18, 2019
Date Revised: November 19, 2024
Date Revised:

General Institution

Due for review as part of the regular review cycle. BKC to BPRC 10-14-2026

BKC to Police Services 11-4-2026.

BP 3501 CAMPUS SECURITY AND ACCESS

Reference:

34 Code of Federal Regulations Part 668.46(b)(3);
ACCJC Accreditation Standard 3.8

The institution provides safe and effective physical resources at all locations where it offers instruction, student services, and learning supports.

The Superintendent/President shall establish procedures for security and access to District facilities.

Date Adopted: April 17, 2012
Date Revised: June 18, 2019
Date Reviewed: November 6, 2024
Date Reviewed/Revised:

Board of Trustees
CCLC Update 48. Update to align with revisions to the Government Code.
BKC to President's Office 10-27-26

AP 2325 TELECONFERENCED MEETINGS

References:

Education Code Section 72000 subdivision (d);
Government Code Sections 54952.2, 54953 et seq., and 54961

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

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

Meetings During States of Emergency

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

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

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

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

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

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

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

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

The member must participate through both audio and visual technology.

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

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

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

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

Public Access Requirements When The Board Is Teleconferencing Under Amended Teleconference Rules
The Board must provide at least one of the following as a means by which the public may remotely hear and visually observe the teleconferenced meeting, and remotely address the legislative body:

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

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

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

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

If the Board provides a timed public comment period for each agenda item, it must not close the public comment period for the agenda item, or the opportunity to register to provide public comment until that timed public comment period has elapsed. If the Board does not provide a timed public comment period, but takes public comment separately on each agenda item, it must allow a reasonable amount of time per agenda item to allow members of the public the opportunity to provide public comment, including time for members of the public to register or otherwise be recognized for the purpose of providing public comment. If the Board provides a timed general public comment period that does not correspond to a specific agenda item, it must not close the public comment period or the opportunity to register until the timed general public comment period has elapsed.

Office of Primary Responsibility: President

Date Adopted: May 19, 2026
Date Reviewed/Revised:

Board of Trustees

CCLC Update 48. Legally advised to include Procedure for receiving and swiftly resolving requests for reasonable accommodation for individuals with disabilities and resolving any doubt in favor of accessibility.
BKC to President's Office 10-23-26

AP 2340 AGENDAS

Reference:

Education Code Section 72121
Government Code Sections 54953, 54953.2, 54954.2
Americans with Disabilities Act of 1990 (42 U.S.C. Section 12132)

The agenda for the Board meeting is compiled by the Superintendent/President's Office. Included in the agenda are business, operational, educational, and professional matters requiring Board approval; policy issues; and informational items.

The agenda is developed in consultation with staff and Board Officers the week prior to Board meetings. The agenda listing each of the respective items and including information regarding accessibility and the procedure for requesting reasonable accommodations for individuals with disabilities, is distributed to the campus community by email and posted in the public area of the Superintendent/President's Office, no later than 72-hours before the regularly held meeting.

Office of Primary Responsibility: President

Date Approved: June 23, 2009
Date Reviewed/Revised: May 16, 2017
Date Reviewed: May 21, 2024
Date Reviewed/Revised:

Board of Trustees

CCLC Update 48. Updated to align with to align with revisions to the Government Code.

BKC to President's Office 10-27-26

AP 2710 CONFLICT OF INTEREST

References:

Government Code Sections 1126, 87105 and 87200-87210;
Title 2 Sections 18700 et seq.;
2 Code of Federal Regulations Part 200.318 subdivision (c)(1); and
other citations as listed below

Incompatible Activities (Government Code Sections 1126 and 1099)

Board members shall not engage in any employment or activity that is inconsistent with, incompatible with, in conflict with or inimical to the Board member's duties as an officer of the District. A Board member shall not simultaneously hold two public offices that are incompatible. When two offices are incompatible, a Board member shall be deemed to have forfeited the first office upon acceding to the second.

Financial Interest (Government Code Sections 1090 et seq.)

Board members and designated employees shall not be financially interested in any contract made by the Board of Trustees or in any contract they make in their capacity as members of the Board of Trustees or as designated employees.

A Board member shall not be considered to be financially interested in a contract if his/her/their interest meets the definitions contained in applicable law (Government Code Section 1091.5).

A Board member shall not be deemed to be financially interested in a contract if he/she/they has only a remote interest in the contract and if the remote interest is disclosed during a Board meeting and noted in the official Board minutes. The affected Board member shall not vote or debate on the matter or attempt to influence any other member of the Board to enter into the contract. Remote interests are specified in Government Code Section 1091(b); they include, but are not limited to, the interest of a parent in the earnings of his/her/their minor child.

No Employment Allowed (Education Code Section 72103(b))

An employee of the District may not be sworn in as an elected or appointed member of the Board of Trustees unless and until he/she/they resigns as an employee. If the employee does not resign, the employment will automatically terminate upon being sworn into office. This provision does not apply to an individual who is usually employed in an occupation other than teaching and who also is, at the time of election to the Board, employed part time by the District to teach no more

than one course per semester or quarter in the subject matter of that individual's occupation (Education Code Section 72103(b)).

Financial Interest in a Decision (Government Code Sections 87100 et seq.)
If a Board member or designated employee determines that he/she/they has a financial interest in a decision, as described in Government Code Section 87103, this determination shall be disclosed and made part of the Board's official minutes. In the case of a designated employee, this announcement shall be made in writing and submitted to the Board of Trustees. A Board member, upon identifying a conflict of interest, or a potential conflict of interest, shall do all of the following prior to consideration of the matter.

- Publicly identify the financial interest in detail sufficient to be understood by the public;
- Recuse himself/herself/themself from discussing and voting on the matter;
- Leave the room until after the discussion, vote, and any other disposition of the matter is concluded unless the matter is placed on the agenda reserved for uncontested matters. A Board member may, however, discuss the issue during the time the general public speaks on the issue.

Statements of Economic Interests (Government Code Sections 87200 et seq.)
Board members shall file statements of economic interests. Statements of economic interests shall include disclosure of any arrangement for prospective employment to the extent required by law.

Gifts (Government Code Section 89503)
Board members and any employees who manage public investments shall not accept from any single source in any calendar year any gifts in excess of the prevailing gift limitation specified in law.

Designated employees shall not accept from any single source in any calendar year any gifts in excess of the prevailing gift limitation specified in law if the employee would be required to report the receipt of income or gifts from that source on his/her/their statement of economic interests.

The above limitations on gifts do not apply to wedding gifts and gifts exchanged between individuals on birthdays, holidays, and other similar occasions, provided that the gifts exchanged are not substantially disproportionate in value.

Gifts of travel and related lodging and subsistence shall be subject to the above limitations except as described in Government Code Section 89506.

A gift of travel does not include travel provided by the District for Board members and designated employees.

Board members and any employees who manage public investments shall not accept any honorarium, which is defined as any payment made in consideration for any speech given, article

published, or attendance at any public or private gathering (Government Code Sections 89501 and 89502).

Designated employees shall not accept any honorarium that is defined as any payment made in consideration for any speech given, article published, or attendance at any public or private gathering, if the employee would be required to report the receipt of income or gifts from that source on his/her/their statement of economic interests. The term "honorarium" does not include:

- Earned income for personal services customarily provided in connection with a bona fide business, trade, or profession unless the sole or predominant activity of the business, trade or profession is making speeches.
- Any honorarium that is not used and, within 30 days after receipt, is either returned to the donor or delivered to the District for donation into the general fund without being claimed as a deduction from income tax purposes.

Representation (Government Code Section 87406.3)
Elected officials shall not, for a period of one-year after leaving their position, act as an agent or attorney for, or otherwise represent for compensation, any person appearing before that local government agency.

Contracts Supported by Federal Funds (2 Code of Federal Regulations Part 200.318 subdivision (c)(1))
No employee, Board member, or agent of the District may participate in the selection, award, or administration of a contract supported by a federal award if he/she/they has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, Board member, or agent, any member of his/her/their immediate family, his/her/their partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract. The Board members, employees, and agents of the District may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts except as specifically allowed by this Board Policy and its implementing Administrative Procedure. Disciplinary action or other enforcement action as appropriate will be taken for violations of such standards.

Office of Primary Responsibility: President's Office

Date Approved: December 8, 2009 (Replaced College of Marin Policy 6.0007 and Procedure 6.0007)
Date Reviewed/Revised: December 14, 2021
Date Reviewed/Revised:

Academic Affairs
Sent to Academic Senate on 9/18/26, edits below by J Horinek and approved by Senate on 10/29/26 (requested 9/10/26)

AP 4070 COURSE AUDITING AND AUDITING FEES

Reference:

California Education Code Section 76370

Auditing of selected courses at College of Marin is allowed with the following provisions.

- The fee shall not exceed $15.00.
- Students enrolled in classes to receive credit for 10 or more semester credit units shall not be charged a fee to audit three or fewer units per semester.
- No student auditing a course shall be permitted to change his or her enrollment in that course to receive credit for the course.
- Priority in class enrollment shall be given to students desiring to take the course for credit towards a degree or certificate.
- Classroom attendance of students auditing a course shall not be included in computing the apportionment due a community college district.

Additional College of Marin limitations are as follows:

- Auditor Status will be allowed only if a student has exhausted all repeat possibilities as a regular student in selected classes. (*See* AP 4225 Course Repetition – Nonrepeatable Course, 4227 Repeatable Courses, and 4228 Course Repetition – Significant Lapse of Time).
- Auditors must meet the course prerequisites.
- Auditors must be eligible for admission to the College as regularly enrolled students.
- No grades can be earned or transcripts maintained.
- Auditors will pay any additional course costs as required by the course in addition to the fees.

Additional operational restrictions:

- Auditors may register and attend a course only after ~~the first census date~~ the first week of instruction for a course to give priority to students registering for credit.
- Exceptions may be approved by the instructor on a case-by-case basis to enroll a student as an auditor prior to the first census date as long as it does not displace a credit student.
- Auditors must submit required paperwork with appropriate authorization from faculty. ~~then submit an audit card that has been signed by the instructor to Enrollment Services and pay regular enrollment fees for the course~~.
- Once these fees are paid, they will not be refunded.

- Students registered as auditors only will not be entitled to the regular student health services (other than for emergencies).
- Disciplines/Departments will decide which courses are auditable. Faculty ~~has~~ have the right to decide how many auditors may take the course and/or refuse to ~~take~~ allow any auditors in their classes.
- The instructor and student auditor will agree upon the auditor's level of participation in the class.
- Auditors will be held to the same standards of conduct and attendance as regularly enrolled students.
- The Office of Instructional Management will maintain a list of auditable courses. Courses in which auditing is allowed will be posted each semester in the Schedule of Classes.

Also see APs 4225 Course Repetition – Non-Repeatable Courses, 4227 Repeatable Courses, and 4228 Course Repetition – Significant Lapse of Time~~.~~

Office of Primary Responsibility: Student Learning and Success

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Date Approved: March 11, 2014
Date Reviewed/Revised: September 19, 2023
Date Reviewed/Revised: October 28, 2026

Academic Affairs
Sent to Maria C./Cara K. 7-9-2026
Sara Malmquist-West— 8/12/2026

AP 4100 GRADUATION REQUIREMENTS FOR DEGREES AND CERTIFICATES

References:
Title 5 Sections 55060 et seq., 55090 et seq., and 55270 et seq.

Coursework for Associate's Degrees

Associate in Arts (A.A.) and Associate in Science (A.S.)

The Associate of Arts (A.A.) Degree or Associate of Science (A.S.) Degree will be awarded to any student upon satisfactory completion of all of the following requirements:

1. Complete a minimum of sixty (60) semester units of degree-applicable lower division credit courses, including courses that apply to the major or area of emphasis in career technical fields and courses in composition, reading, and mathematics or quantitative reasoning not more than one level below transfer. Below transfer level course requirements must align with Education Code section 78213:

   (a) Complete a minimum of 18 semester units of focused study in the major, and

   (b) Complete a minimum of 22 semester units of General Education by completing either

      (1) College of Marin's 22-unit General Education or

      (2) the 34-unit California Intersegmental General Education Transfer Curriculum (Cal-GETC).

Students with catalog rights prior to Fall 2025 may follow one of the previous general education patterns (CSU GE Breadth or IGETC). Students who have been awarded a bachelor's degree from an institutionally accredited institution shall be deemed to have fulfilled the general education course requirements for the associate degree.

2. Each course required for the major or area of emphasis must be completed with a grade of "C" or higher, "CR" or "P" if the course is taken on a "pass/no-pass" basis (Title 5 Section 5063 (a) (2)).

3. Maintain a minimum grade point average (GPA) of 2.0 or higher in all degree-applicable coursework.

4. A minimum of 12 degree-applicable units must be completed at the College of Marin.

A "major" is a focused program of study within a specific discipline, which may include some coursework outside the primary discipline. Programs designed to provide transfer preparation must be designed to meet specific lower-division requirements in comparable baccalaureate majors.

An “area of emphasis” is an interdisciplinary program of study encompassing a broad range of courses from multiple related academic disciplines, providing the student with an academic pathway broader than a specific major but more focused than general education.

College of Marin’s General Education includes a minimum of 22 semester units or 31.5 quarter units of general education coursework in the following areas (1A) English Composition, (1B) Oral Communication and Critical Thinking, (2) Mathematical Concepts and Quantitative Reasoning, (3) Arts and Humanities, (4) Social and Behavioral Sciences, (5) Natural Sciences, and (6) Ethnic Studies, and (7) Health and Personal Growth. Areas 1A, 1B and 2 must be completed with a “C” or higher, “CR” or “P” if the course is taken on a “pass/no-pass” basis. Courses with C- or D grades may be applied to areas 3-7 if the overall GPA for degree-applicable units is above 2.0.

Associate in Arts or Associate in Science for Transfer (AA-T/AS-T) Degrees

The Associates in Arts or Associates in Science for Transfer (AA-T/AS-T) Degree, will be awarded to any student upon satisfactory completion of the following requirements:

1. Complete a minimum of sixty (60) lower-division CSU-transferable semester units including:

   (a) Complete required units in the major, and

   (b) Complete the 34-unit California Intersegmental General Education Transfer Curriculum (Cal-GETC).

   Students with catalog rights prior to Fall 2025 may follow one of the previous general education patterns (CSU GE Breadth or IGETC).

2. Each course required for Cal-GETC and the major or area of emphasis must be completed with a grade of “C” or higher, “CR” or “P” if the course is taken on a “pass/no-pass” basis (Title 5 Section 5063 (a) (2)).

3. Maintain a minimum grade point average (GPA) of 2.0 or higher in all CSU-transferable coursework.

4. A minimum of 12 degree-applicable units must be completed at the College of Marin.

Other Conditions for Awarding Associate Degrees

Residency & GPA

The district will award an associate degree to students who fulfill the coursework requirements described above. The student must complete at least 12 semester units in residence at the College of Marin. The Board may excuse the residence requirement to alleviate injustice or undue hardship.

The student must complete the requirements for the associate degree with a minimum cumulative grade point average of 2.0 in the degree-applicable courses. If a student accumulates units beyond those required for the degree that lower the student’s cumulative grade point average below 2.0, the District may compute the grade point average based solely on those courses used to satisfy the degree requirements, provided that the coursework used to compute the grade point average fulfill all major or area of emphasis and general education requirements. Courses that meet or exceed the standards of the California Community Colleges completed at other institutionally accredited institutions shall be counted toward associate degree unit requirements.

Double-Counting Units

A course may not be counted in more than one general education area, even if the course is approved in multiple general education areas. Students may use the same course to meet a local general education requirement and to satisfy a general education requirement at the California State University or the University of California if that segment accepts the course for this purpose. Courses in the major can double count as general education courses.

Degree-Applicable Units

College of Marin courses numbered 0-99 do not apply toward the 60 units required for graduation, even though they may be listed as part of a vocational program major. A definition of degree-applicable lower division credit courses, including courses that apply to the major or area of emphasis in career technical fields and courses in composition, reading, and mathematics or quantitative reasoning may not be more than one level below transfer. Below transfer level course requirements must align with Education Code section 78213.

Credit for Prior Learning (CPL)

Students may receive credit for knowledge or skills acquired through a district's procedures for awarding Credit for Prior Learning. Students who intend to transfer shall be advised of limitations transfer institutions may place on the transferability of credits, based on institutional accreditation, course modality, and any other relevant factors. Students may petition to have noncredit courses counted toward the satisfaction of requirements for an associate degree.

Coursework for Baccalaureate Degrees

The student must satisfactorily complete at least 120 semester units or 180 quarter units of degree-applicable credit courses.

The courses must include at least 40 semester or 60 quarter units or equivalent of total upper-division coursework, including units in the major and in general education. The courses must include a minimum of nine semester or 13.5 quarter units of upper division general education courses.

“Upper division courses” require the application of lower division knowledge and the demonstration of critical thinking through writing, oral communication, or computation. Upper division coursework may encompass research elements, workforce training, apprenticeships, internships, and may require practicum or capstone projects. Upper division courses may have one or more lower or upper division prerequisites.

A “major” is defined above.

General education courses must come from at least two disciplines outside of the major, one of which must have an emphasis in written communication, oral communication, or computation. A lower division course may meet an upper division course requirement but may not be counted toward the required minimum number of upper division units.

Other Conditions for Awarding Baccalaureate Degrees

The District will award a baccalaureate degree to students who fulfill the coursework requirements described above and who meet the following conditions:

1. The student satisfactorily completed each course designated as an upper-division major w/ a minimum grade of “C” or “ P” if taken on a “pass-no-pass.”

2. The student satisfactorily completed at least 12 semester units or 18 quarter units of upper-division coursework in residence. The Board may excuse the residence requirement to alleviate undue hardship.

3. The student completed the requirements for the baccalaureate degree with a minimum cumulative grade point average of 2.0 in degree-applicable courses. If units accumulated beyond those required for the degree lower a student’s cumulative GPA below 2.0, the District may compute the GPA based solely on courses used to satisfy the degree requirements, provided that the coursework used to compute the grade point average fulfill all major and general education requirements.

The District will count courses completed within another California higher education segment, or at an institutionally accredited institution meeting District standards of rigor, toward baccalaureate degree unit requirements.

Courses may meet multiple requirements, including general education, a major, and additional requirements, if locally approved to do so. A course may not be counted in more than one general education area, even if approved in multiple areas.

Students may receive credit for knowledge or skills acquired through the District's procedures for awarding credit for prior learning.

Students who have already been awarded a bachelor’s degree from an institutionally accredited institution shall be deemed to have fulfilled the general education course requirements for the baccalaureate degree.

Students who have completed the California General Education Transfer Curriculum (Cal-GETC) shall be deemed to have fulfilled the lower-division general education requirements for the baccalaureate degree.

Students may petition to have noncredit courses counted toward satisfaction of baccalaureate degree requirements.

Certificate of Achievement and Other Credit Programs

A Certificate of Achievement will be awarded upon satisfactory completion of the following requirements:

1. Successful completion of a course of study or curriculum that consists of 18 or more semester units of degree-applicable credit coursework as described in the college catalog.

2. All students entering Fall 2009 or any term thereafter must complete each course applied towards the major and/or area of emphasis with a grade of “C” or higher, “CR” or “P” if the course is taken on a “pass/no-pass” basis (Title 5 Section 5063(a) (2)).

3. Courses numbered 0-99 are non-degree applicable but may be used for a Certificate when listed as a major requirement.

Skills Certificates

Requirements for skills certificates are less than 18 units and are listed in the college catalog. Students should check with the director or department chair for the process to receive completed certificates.

Catalog Rights

The college catalog specifies the requirements to earn a degree or certificate in a given academic year. The requirements in a specific academic year's catalog are the student's contract (catalog rights) with the college and that catalog defines what the student must complete to earn a degree or certificate. Catalog rights are established based on the students' first term of enrollment in an academic year which starts with fall, continues through spring, and concludes with summer.

Students may follow the catalog requirements that were in effect for the academic year when their attendance began at College of Marin or follow the catalog requirements in effect during any subsequent year of attendance provided that they maintained continuous enrollment. Continuous enrollment is defined as being enrolled in at least one credit course per academic year (Fall, Spring, or Summer) and receiving an A, B, C, D, F, P, NP, I, DW, EW, FW, or W at College of Marin or any other campus within the California community college or university systems (CSU/UC). If there is a break in enrollment for more than two consecutive semesters (excluding summer), the student will be held to the new requirements listed in the catalog at the time of re-enrollment. Absence from a summer session is not considered a break in enrollment. In extenuating circumstances, a student may submit a request for an exception to the Dean of Enrollment Services for consideration.

Students completing a degree may choose a general education pattern under one academic year and major program requirements from a different academic year. The academic year(s) chosen must be declared on the application for the degree.

Former students who completed their requirements prior to leaving but did not complete an application for a degree or certificate may petition for that degree or certificate. They may choose the catalog requirements in effect at the time of petition, or those in effect at the time of their last enrollment.

The College of Marin reserves the right to change catalog rights or program requirements based upon legal mandates and accreditation standards at any time. State of California and federal law, as well as College of Marin Board Policy, shall take precedence over catalog rights.

Degree Requirements

District policies and procedures regarding requirements for general education, Associate Degrees and Certificate of Achievements are updated and published in the college catalog and filed with the State Chancellor's Office.

Course Substitution/Waiver

Substitution/Waiver for any required course must be approved through student petition. An official transcript and catalog description must accompany the petition. For non-comparable courses, Department Chairs will be consulted to determine course acceptability. Even with an approved waiver, students must complete a minimum of 60 units for graduation, have a minimum of 18 units in the major, 22 units in general education and complete the residency requirement.

Official Transcripts

In order to apply units completed at another institution toward a degree or a Certificate of Achievement, official transcripts may be mailed or hand-delivered, provided they arrive in an original sealed and stamped envelope from the issuing institution. College of Marin will also accept faxed or e-mailed official transcripts from a district approved secured credentialing service. Official transcripts have an embossed or water seal. Official transcripts, if mailed, should be sent via U.S. Mail to the College of Marin Counseling Department, Kentfield, CA 94904. Transcripts from other colleges received by the College of Marin will not be copied for release to the student.

Transfer Units

1. U.S. Accredited Colleges: Students may only transfer lower division units from a regionally accredited college or university.

2. Foreign Colleges: Transcripts from foreign colleges and universities will be accepted only when evaluated by U.C., C.S.U., or an evaluating service recognized by the College of Marin. Lower division credit will be granted when the academic level of the course work is deemed to be comparable to that of classes taught in regionally accredited United States colleges and universities.

3. Upper Division Courses: Upper divisions units may not be used toward an AA or AS degree. Students may, however, submit a petition to the Office of Enrollment Services for a waiver of requirements with relevant upper division work. Even with an approved waiver, students must complete a minimum of 60 units for graduation, have a minimum of 18 units in the major, 22 units in general education and complete the residency requirement.

Graduation Applications

The completion of an Application for Graduation/Certificate of Achievement and any relevant official transcripts and petitions must be submitted by the established deadline.

1. Students must meet the major requirements and general education requirements outlined in the catalog. Students who have maintained their catalog rights may use that catalog or any subsequent catalog up to and including the current catalog. Students may use one catalog for general education and meet major requirements from another catalog year.

2. Students who have been awarded a degree and/or Certificate of Achievement in a major and want to be awarded the AA-T/AS-T degree in that same discipline must complete all requirements for that major to be awarded the degree.

3. A student who receives a Certificate of Achievement may subsequently complete requirements and earn a degree in the same major, since the degree represents a higher level of accomplishment. A Certificate of Achievement in the same major will not be granted after receipt of a degree in the same major. A student, who at the time of applying is eligible for a degree, will not be issued a certificate in the same major.

General Education (GE) Certification for Transfer

Students requesting GE Certification must complete:

1. All courses with a “C” or higher “CR” or “P” for Cal-GETC or IGETC Certification.

2. All courses with a 2.00 grade point average (GPA) or higher with a minimum of 30 units completed with a "C" or higher for CSU Certification.

Outstanding Debt

A Diploma, Certificate of Achievement may not be released until the student has paid all outstanding debts to the college.

Deleted Degrees and Certificate of Achievements

1. Students who have maintained their catalog rights:

   (a) After a degree or Certificate has been deleted, it may still be conferred for 3 years beyond the deleted date if the degree or Certificate of Achievement is not out-of-compliance with Title 5.

   (b) If courses that are part of a deleted degree or Certificate of Achievement have also been phased out, students and counselors should work with the discipline Department Chairs or coordinator to determine suitable/appropriate courses to substitute for requirements that are no longer offered.

2. Students who have not maintained their catalog rights, must follow the college's policy on Catalog Rights.

3. Degrees or Certificates of Achievement that are out-of-compliance with Title 5 cannot be conferred past the deletion date.

The District may obtain approval of a direct assessment competency-based program from the California Community College Chancellor's office.

For additional information pertaining to deleted degrees and Certificates of Achievement, please consult with a College of Marin Counselor.

Office of Primary Responsibility: Student Learning and Success

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Date Approved: December 9, 2008
Date Reviewed/Revised: June 18, 2013; June 16, 2015; December 8, 2015; May 17, 2016; March 14, 2023; October 17, 2023; March 11, 2025
Date Revised: April 21, 2026
Date Reviewed/Revised: Approved by AS October 29, 2028

Academic Affairs
Sent to Maria C./Cara K. 7-9-2026
Sara Malmquist-West—green 8/12/2026

AP 4100 GRADUATION REQUIREMENTS FOR DEGREES AND CERTIFICATES

References:
Title 5 Sections 55060 et seq., 55090 et seq., and 55270 et seq.

Coursework for Associates Degrees

Associate in Arts (A.A.) and Associate in Science (A.S.)

The Associate of Arts (A.A.) Degree or Associate of Science (A.S.) Degree will be awarded to any student upon satisfactory completion of all of the following requirements:

1. ~~Competence in reading, written expression, and mathematics, and satisfactory completion of a course in ethnic studies.~~
   a. ~~Students who have maintained catalog rights prior to Fall 2019:~~
      1) ~~A satisfactory score on the Math Assessment Test, i.e., eligibility beyond Math 101 or,~~
      2) ~~Completion of Elementary Algebra (Math 101 or Math 101A plus Math 101B or Math 101X plus Math 101Y) with a grade of "C" or higher, "CR" or "P", and~~
      3) ~~Completion of Statway II (Stat 106),~~
      4) ~~Completion of Intermediate Algebra (Math 103 or Math 103A plus Math 103B or Math 103X plus Math 103Y) with a grade of "C" or higher, "CR," or "P", and~~
      5) ~~Completion of English 120 or 150 with a grade of "C" or higher, "CR," or "P" depending on the major requirements.~~
   b. ~~Students entering Fall 2019 or any term thereafter:~~
      1) ~~A satisfactory score on the Math Competency Test,~~
      2) ~~Enroll and pass a transfer-level math course with a grade of "C," "P," or higher, or~~

   ~~3) Complete an Advanced Placement (AP) math (calculus AB, BC or statistics) exam with a score of "3" or higher, or~~

   ~~4) Other means as written in the current catalog, and~~

   ~~5) Completion of English 150 with a grade of "C" or higher.~~
2. ~~The student must satisfactorily complete at least sixty (60) semester units of college work. A definition of degree-applicable lower division credit courses, including courses that apply to the major or area of emphasis in career technical fields and courses in composition, reading, and mathematics or quantitative reasoning may not be more than one level below transfer. Below transfer level course requirements must align with Education Code section 78213.~~

   ~~The courses must include at least 18 semester units or 27 quarter units of focused study in a major or interdisciplinary area of emphasis.~~

   1. Complete a minimum of sixty (60) semester units of degree-applicable lower division credit courses, including courses that apply to the major or area of emphasis in career technical fields and courses in

composition, reading, and mathematics or quantitative reasoning not more than one level below transfer. Below transfer level course requirements must align with Education Code section 78213:

(a) Complete a minimum of 18 semester units of focused study in the major, and

(b) Complete a minimum of 22 semester units of General Education by completing either

(1) College of Marin's 22-unit General Education or

(2) the 34-unit California Intersegmental General Education Transfer Curriculum (Cal-GETC).

Students with catalog rights prior to Fall 2025 may follow one of the previous general education patterns (CSU GE Breadth or IGETC). Students who have been awarded a bachelor's degree from an institutionally accredited institution shall be deemed to have fulfilled the general education course requirements for the associate degree.

2. Each course required for the major or area of emphasis must be completed with a grade of "C" or higher, "CR" or "P" if the course is taken on a "pass/no-pass" basis (Title 5 Section 5063 (a) (2)).

3. Maintain a minimum grade point average (GPA) of 2.0 or higher in all degree-applicable coursework.

4. A minimum of 12 degree-applicable units must be completed at the College of Marin.

A "major" is a focused program of study within a specific discipline, which may include some coursework outside the primary discipline. Programs designed to provide transfer preparation must be designed to meet specific lower-division requirements in comparable baccalaureate majors.

An "area of emphasis" is an interdisciplinary program of study encompassing a broad range of courses from multiple related academic disciplines, providing the student with an academic pathway broader than a specific major but more focused than general education.

College of Marin's General Education includes a minimum of 22 semester units or 31.5 quarter units of general education coursework in the following areas (1A) English Composition, (1B) Oral Communication and Critical Thinking, (2) Mathematical Concepts and Quantitative Reasoning, (3) Arts and Humanities, (4) Social and Behavioral Sciences, (5) Natural Sciences, and (6) Ethnic Studies, and (7) Health and Personal Growth. Areas 1A, 1B and 2 must be completed with a "C" or higher, "CR" or "P" if the course is taken on a "pass/no-pass" basis. Courses with C- or D grades may be applied to areas 3-7 if the overall GPA for degree-applicable units is above 2.0.

Associate in Arts or Associate in Science for Transfer (AA-T/AS-T) Degrees

The Associates in Arts or Associates in Science for Transfer (AA-T/AS-T) Degree, will be awarded to any student upon satisfactory completion of the following requirements:

1. Complete a minimum of sixty (60) lower-division CSU-transferable semester units including:

(a) Complete required units in the major, and

(b) Complete the 34-unit California Intersegmental General Education Transfer Curriculum (Cal-GETC).

Students with catalog rights prior to Fall 2025 may follow one of the previous general education patterns (CSU GE Breadth or IGETC).

2. Each course required for Cal-GETC and the major or area of emphasis must be completed with a grade of "C" or higher, "CR" or "P" if the course is taken on a "pass/no-pass" basis (Title 5 Section 5063 (a) (2)).

3. Maintain a minimum grade point average (GPA) of 2.0 or higher in all CSU-transferable coursework.

4. A minimum of 12 degree-applicable units must be completed at the College of Marin.

Other Conditions for Awarding Associate Degrees

Residency & GPA

The district will award an associate degree to students who fulfill the coursework requirements described above. The student must complete at least 12 semester units in residence at the College of Marin. The Board may excuse the residence requirement to alleviate injustice or undue hardship.

The student must complete the requirements for the associate degree with a minimum cumulative grade point average of 2.0 in the degree-applicable courses. If a student accumulates units beyond those required for the degree that lower the student's cumulative grade point average below 2.0, the District may compute the grade point average based solely on those courses used to satisfy the degree requirements, provided that the coursework used to compute the grade point average fulfill all major or area of emphasis and general education requirements. Courses that meet or exceed the standards of the California Community Colleges completed at other institutionally accredited institutions shall be counted toward associate degree unit requirements.

Double-Counting Units

~~Students must complete a minimum of 22 semester units in general education and at least 18 semester units in an approved major as described in the college catalog to be awarded an associate degree. For general education, students may use COM's local GE pattern or Cal-GETC.~~

A course may not be counted in more than one general education area, even if the course is approved in multiple general education areas. Students may use the same course to meet a local general education requirement and to satisfy a general education requirement at the California State University or the University of California if that segment accepts the course for this purpose. Courses in the major can double count as general education courses.

Degree-Applicable Units

College of Marin courses numbered 0-99 do not apply toward the 60 units required for graduation, even though they may be listed as part of a vocational program major. A definition of degree-applicable lower division credit courses, including courses that apply to the major or area of emphasis in career technical fields and courses in composition, reading, and mathematics or quantitative reasoning may not be more than one level below transfer. Below transfer level course requirements must align with Education Code section 78213.

Credit for Prior Learning (CPL)

Students may receive credit for knowledge or skills acquired through a district's procedures for awarding Credit for Prior Learning. Students who intend to transfer shall be advised of limitations transfer institutions may place

on the transferability of credits, based on institutional accreditation, course modality, and any other relevant factors. Students may petition to have noncredit courses counted toward the satisfaction of requirements for an associate degree.

~~The District will award an associate degree to students who fulfill the coursework requirements described above or completed the requirements for an approved intersegmental lower-division general education pattern used for transfer to the University of California or the California State University and who met the following conditions:~~

~~The student satisfactorily completed at least 12 semester units or 18 quarter units of study in residence. The Board may excuse the residence requirement to alleviate injustice or undue hardship.~~

~~The student satisfactorily completed each course counted toward the major or area of emphasis requirement with a grade of "C" or better, or of "P" if the course is taken on a "pass-no pass" basis.~~

~~The student completed the requirements for the associate degree with a minimum cumulative grade point average of 2.0 in the degree-applicable courses. If a student accumulates units beyond those required for the degree that lower the student's cumulative grade point average below 2.0, the District may compute the grade point average based solely on those courses used to satisfy the degree requirements, provided that the coursework used to compute the grade point average fulfill all major or area of emphasis and general education requirements.~~

~~Courses that meet or exceed the standards of the California Community Colleges completed at other institutionally accredited institutions shall be counted toward associate degree unit requirements. A course may not be counted in more than one general education area, even if the course is approved in multiple general education areas. Students may use the same course to meet a local general education requirement and to satisfy a general education requirement at the California State University or the University of California if that segment accepts the course for this purpose.~~

~~Students may receive credit for knowledge or skills acquired through a district's procedures for awarding credit for prior learning.~~

~~Students who have been awarded a bachelor's degree from an institutionally accredited institution shall be deemed to have fulfilled the general education course requirements for the associate degree.~~

~~Students who intend to transfer shall be advised of limitations transfer institutions may place on the transferability of credits, based on institutional accreditation, course modality, and any other relevant factors.~~

~~Students may petition to have noncredit courses counted toward the satisfaction of requirements for an associate degree.~~

a. ~~College of Marin courses numbered 0-99 do not apply toward the 60 units required for graduation, even though they may be listed as part of a vocational program major.~~

b. ~~Students who have maintained catalog rights prior to Fall 2009, must have an overall grade point average (GPA) of 2.0 or higher in all courses taken at the College of Marin and all courses transferred from other colleges used toward a degree or Certificate of Achievement, and be in good academic standing at the college.~~

c. ~~All students entering Fall 2009 or any term thereafter, each course applied towards the major or area of emphasis must be completed with a grade of "C" or higher, "CR" or "P" if the course is taken on a "pass/no-pass" basis (Title 5 Section 5063(a)(2))~~

2. ~~A minimum of 19 semester units in general education and at least 18 semester units in an approved major as described in the college catalog. For general education, students may use COM's local GE pattern, CSU GE Breadth, IGETC, or Cal-GETC. Courses in the major can double count as general education courses.~~

3. ~~A minimum of 12 units successfully completed in residence at the College of Marin.~~

~~Associate in Arts or Associate in Science for Transfer (AA-T/AS-T) Degrees~~

~~To earn an Associates in Arts or Associates in Science for Transfer (AA-T/AS-T) Degree, as described in the college catalog, a student must:~~

1. ~~Complete a minimum of sixty (60) lower division CSU-transferable semester units.~~
   a. ~~Complete required units in the major, and~~
   b. ~~Complete either the CSU GE Breadth , IGETC pattern, or Cal-GETC~~
2. ~~Each course required for the major or area of emphasis must be completed with a grade of "C" or higher, "CR" or "P" if the course is taken on a "pass/no-pass" basis (Title 5 Section 5063 (a) (2)).~~
3. ~~Maintain a minimum grade point average (GPA) of 2.0 or higher in all CSU-transferable coursework.~~
4. ~~A minimum of 12 degree-applicable units must be completed at the College of Marin.~~

Coursework for Baccalaureate Degrees

The student must satisfactorily complete at least 120 semester units or 180 quarter units of degree-applicable credit courses.

The courses must include at least 40 semester or 60 quarter units or equivalent of total upper-division coursework, including units in the major and in general education. The courses must include a minimum of nine semester or 13.5 quarter units of upper division general education courses.

"Upper division courses" require the application of lower division knowledge and the demonstration of critical thinking through writing, oral communication, or computation. Upper division coursework may encompass research elements, workforce training, apprenticeships, internships, and may require practicum or capstone projects. Upper division courses may have one or more lower or upper division prerequisites.

A "major" is defined above.

General education courses must come from at least two disciplines outside of the major, one of which must have an emphasis in written communication, oral communication, or computation. A lower division course may meet an upper division course requirement but may not be counted toward the required minimum number of upper division units.

Other Conditions for Awarding Baccalaureate Degrees

The District will award a baccalaureate degree to students who fulfill the coursework requirements described above and who meet the following conditions:

1. The student satisfactorily completed each course designated as an upper-division major w/ a minimum grade of “C” or “ P” if taken on a “pass-no-pass.”

2. The student satisfactorily completed at least 12 semester units or 18 quarter units of upper-division coursework in residence. The Board may excuse the residence requirement to alleviate undue hardship.

3. The student completed the requirements for the baccalaureate degree with a minimum cumulative grade point average of 2.0 in degree-applicable courses. If units accumulated beyond those required for the degree lower a student’s cumulative GPA below 2.0, the District may compute the GPA based solely on courses used to satisfy the degree requirements, provided that the coursework used to compute the grade point average fulfill all major and general education requirements.

The District will count courses completed within another California higher education segment, or at an institutionally accredited institution meeting District standards of rigor, toward baccalaureate degree unit requirements.

Courses may meet multiple requirements, including general education, a major, and additional requirements, if locally approved to do so. A course may not be counted in more than one general education area, even if approved in multiple areas.

Students may receive credit for knowledge or skills acquired through the District's procedures for awarding credit for prior learning.

Students who have already been awarded a bachelor’s degree from an institutionally accredited institution shall be deemed to have fulfilled the general education course requirements for the baccalaureate degree.

Students who have completed the California General Education Transfer Curriculum (Cal-GETC) shall be deemed to have fulfilled the lower-division general education requirements for the baccalaureate degree.

Students may petition to have noncredit courses counted toward satisfaction of baccalaureate degree requirements.

Certificate of Achievement and Other Credit Programs

A Certificate of Achievement will be awarded upon satisfactory completion of the following requirements:

1. Successful completion of a course of study or curriculum that consists of 18 or more semester units of degree-applicable credit coursework as described in the college catalog.
~~Students who have maintained catalog rights prior to Fall 2009, must have an overall grade point average (GPA) of 2.0 or higher for all courses taken at the College of Marin or transferred from other colleges, which are to be applied toward the Certificate of Achievement.~~

2. All students entering Fall 2009 or any term thereafter must complete each course applied towards the major and/or area of emphasis with a grade of "C" or higher, "CR" or "P" if the course is taken on a "pass/no-pass" basis (Title 5 Section 5063(a) (2)).

3. Courses numbered 0-99 are non-degree applicable but may be used for a Certificate when listed as a major requirement.

Skills Certificates

Requirements for skills certificates are less than 18 units and are listed in the college catalog. Students should check with the director or department chair for the process to receive completed certificates.

Catalog Rights

~~Catalog rights are established based on the term of enrollment in an academic year which starts with fall, continues through spring, and concludes with summer. Catalog rights are maintained through continuous enrollment. Continuous enrollment is enrollment in at least one credit course during each successive academic year. Students who do not maintain continuous enrollment will lose their catalog rights and be subject to all academic policies and requirements as stated in the College Catalog in effect at the time of their resumption of enrollment. The specific catalog employed toward graduation requirements for Associate Degrees or Certificates of Achievement and all implied rights cease after two consecutive terms of nonattendance. State of California and federal law, as well as College of Marin Board Policy, shall take precedence over catalog rights. Students not enrolled when applying for an Associate Degree or Certificate of Achievement and who have maintained their catalog rights, may use that catalog or any subsequent catalog up to and including the current catalog.~~

The college catalog specifies the requirements to earn a degree or certificate in a given academic year. The requirements in a specific academic year's catalog are the student's contract (catalog rights) with the college and that catalog defines what the student must complete to earn a degree or certificate. Catalog rights are established based on the students' first term of enrollment in an academic year which starts with fall, continues through spring, and concludes with summer.

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Former students who completed their requirements prior to leaving but did not complete an application for a degree or certificate may petition for that degree or certificate. They may choose the catalog requirements in effect at the time of petition, or those in effect at the time of their last enrollment.

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In order to apply units completed at another institution toward a degree or a Certificate of Achievement, official transcripts may be mailed or hand-delivered, provided they arrive in an original sealed and stamped envelope from the issuing institution. College of Marin will also accept faxed or e-mailed official transcripts from a district approved secured credentialing service. Official transcripts have an embossed or water seal. Official transcripts, if mailed, should be sent via U.S. Mail to the College of Marin Counseling Department, Kentfield, CA 94904. Transcripts from other colleges received by the College of Marin will not be copied for release to the student.

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Graduation Applications

The completion of an Application for Graduation/Certificate of Achievement and any relevant official transcripts and petitions must be submitted by the established deadline.

1. ~~Graduation requirements must come from a single catalog. Students, who have maintained their catalog rights, may use that catalog or any subsequent catalog up to and including the current catalog.~~ Students must meet the major requirements and general education requirements outlined in the catalog. Students who have maintained their catalog rights may use that catalog or any subsequent catalog up to and including the current catalog. Students may use one catalog for general education and meet major requirements from another catalog year.

2. Students who have been awarded a degree and/or Certificate of Achievement in a major and want to be awarded the AA-T/AS-T degree in that same discipline must complete all requirements for that major to be awarded the degree.

3. A student who receives a Certificate of Achievement may subsequently complete requirements and earn a degree in the same major, since the degree represents a higher level of accomplishment. A Certificate of Achievement in the same major will not be granted after receipt of a degree in the same major. A student, who at the time of applying is eligible for a degree, will not be issued a certificate in the same major.

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Students requesting GE Certification must complete:

1. All courses with a "C" or higher "CR" or "P" for Cal-GETC or IGETC Certification.

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1. Students who have maintained their catalog rights:

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   (b) If courses that are part of a deleted degree or Certificate of Achievement have also been phased out, students and counselors should work with the discipline Department Chairs or coordinator to determine suitable/appropriate courses to substitute for requirements that are no longer offered.

2. Students who have not maintained their catalog rights, must follow the college's policy on Catalog Rights.

3. Degrees or Certificates of Achievement that are out-of-compliance with Title 5 cannot be conferred past the deletion date.

The District may obtain approval of a direct assessment competency-based program from the California Community College Chancellor's office.

For additional information pertaining to deleted degrees and Certificates of Achievement, please consult with a College of Marin Counselor.

Office of Primary Responsibility: Student Learning and Success

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Date Approved: December 9, 2008
Date Reviewed/Revised: June 18, 2013; June 16, 2015; December 8, 2015; May 17, 2016; March 14, 2023; October 17, 2023; March 11, 2025
Date Revised: April 21, 2026
Date Reviewed/Revised: Approved by AS October 29, 2026

Human Resources
Sent to Nikki H. 10-22-2026
The change has been addressed with UPM, SEIU and CSEA.
Sent to Police Services 10-29-26. Reviewed and approved with no changes

AP 7337 FINGERPRINTING

References:

Education Code Sections 87010, 87011, 87013 and 88024;
Health and Safety Code Section 1596.871;
Penal Code Sections 11077.1 and 11102.2

The District shall not employ or retain in employment, including employees, volunteers, and student workers, any person who has been convicted of: 1) a sex offense as defined by Education Code § 87010 or a controlled substance offense as defined by Education Code § 87011, except as provided by law; or 2) a crime, where such conviction is determined to be job-related and consistent with business necessity. For purposes of this procedure, employment includes all employees and volunteers.

The Chief Human Resources Officer will designate one or more employees to receive, store, disseminate and destroy criminal records furnished by the California Department of Justice and to serve as the contract for the California Department of Justice for related issues. Any such employee must be confirmed by the California Department of Justice as required by law and pursuant to California Department of Justice procedures.

The Chief Human Resources Officer will notify the California Department of Justice when a designated employee no longer serves in that capacity.

Upon receipt of the report of convictions from the Department of Justice, the College Police Department shall forward any information regarding convictions included on the Department of Justice conviction(s) report to the District Human Resource Department for any record regarding an employee or volunteer. All conviction reports are confidential and shall be maintained to the extent required by law and in accordance with applicable recordkeeping requirements.

The District Chief Human Resources Officer, in consultation with the appropriate executive administrator, for example Superintendent/President or Assistant Superintendent/Vice President, shall review the conviction information and make a determination as to whether there exists sufficient information to: 1) preclude the hiring or retention of the employee or volunteer on the basis of sex offense or controlled substance offense as defined by Education Code 87010 and 87011; or 2) prohibit hiring or retention of the employee or volunteer on the basis of the prohibition being job-related and consistent with business necessity.

The Chief Human Resources Officer will ensure that criminal history record information is destroyed once the District's business need for the information is fulfilled.

Effective May 8, 2026, the District will obtain subsequent arrest notifications for all employees. When employees hired prior to May 8, 2026, and with no subsequent arrest notifications are assigned work that falls under Education Code section 45125.1 or other applicable law, such employees shall be fingerprinted again with subsequent arrest notifications.

Classified Employees

The District, within ten (10) working days of date of employment, shall require each person to be employed, or employed in, a nonacademic position to be fingerprinted with a personal description of the applicant or employee, as the case may be, prepared by an approved law enforcement agency. The law enforcement agency transmits the fingerprints to the Department of Justice and the Federal Bureau of Investigation.

The District assumes the cost for the service for probationary/permanent classified applicants/employees.

If the applicant/employee incurs a fingerprinting administrative fee, the fee will be reimbursed once the applicant submits fingerprints in accordance with these procedures and is subsequently hired by the District within 30 days of the application.

Substitute and temporary classified employees employed for less than an academic year are exempted from these procedures.

The local law enforcement agency, upon receipt of information from the Department of Justice and/or the Federal Bureau of Investigation, excerpts from the history all information regarding any convictions of the employee and shall forward that information to the District.

Academic Employees

The District, within ten (10) working days of the person's date of employment, requires the individual to be fingerprinted, have provided duplicate personal identification cards, and a personal description of the employee prepared by an approved law enforcement agency. The law enforcement agency transmits the fingerprints to the Department of Justice and the Federal Bureau of Investigation.

The District assumes the cost for the service for probationary/permanent academic applicants/employees.

Substitute, adjunct, and/or temporary academic employees employed for less than an academic year do not receive reimbursement for the cost of the fingerprinting process.

The local law enforcement agency, upon receipt of information from the Department of Justice and/or the Federal Bureau of Investigation, excerpts from the history all information regarding any convictions of the employee and shall forward that information to the District.

Child Development Center

The following individuals providing services in a childcare center shall provide fingerprint identification in order for the District to obtain either a criminal record clearance or a criminal record exemption from the State Department of Social Services before the individual's initial presence in a child day care facility:

- Adults responsible for administration or direct supervision of staff.
- Any person, other than a child, residing in the facility.
- Any person who provides care and supervision to the children.
- Any staff person, volunteer, or employee who has contact with the children.

Employees of the District who have completed a criminal record clearance as a condition of employment are not subject to this requirement.

The following individuals are exempt from the fingerprint identification requirement under the following conditions:

- A volunteer providing time-limited specialized services if this person is directly supervised by the licensee or a facility employee with a criminal record clearance or exemption, the volunteer spends no more than 16 hours per week at the facility, and the volunteer is not left alone with children in care.
- A student enrolled or participating at an accredited educational institution if the student is directly supervised by the licensee or a facility employee with a criminal record clearance or exemption, the facility has an agreement with the educational institution concerning the placement of the student, the student spends no more than 16 hours per week at the facility, and the student is not left alone with children in care.
- A volunteer who is a relative, legal guardian, or foster parent of a client in the facility.
- A contracted repair person retained by the facility, if not left alone with children in care.

Others Employed by the District

Other employees or individuals providing services to the District (such as Student Ambassadors and Interim Employees) may be required to be fingerprinted at the discretion of the District. In addition, student workers, if identified as required and in accordance with District procedures as a condition of employment, shall also be fingerprinted in accordance with these procedures.

Any employee or individual with a break in service of two (2) years or more may be required to be fingerprinted at the District's discretion.

Office of Primary Responsibility: Human Resources

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