

February 16, 2017, 3:00 p.m. – 4:00 p.m.
Academic Center, Room 303, KTD

TOPIC	DESCRIPTION	Information/ Discussion Action
1. Agenda	Review/Revise/Approve	Action
2. Minutes	Approve Minutes 12/1/2016 Meeting	Action
3. President's Report	- ACCJC Site Visit Overview (C Leimer) -Storm Review (G Nelson) -Summer Projects (G Nelson)	Discussion/Information/ Approval
4. Board Policies/Administrative Procedures	-BP/AP 3200 Accreditation (10+1) -BP/AP 3550 Drug & Alcohol Free Environment Program -AP 3900 Speech: Time, Place & Manner (10 + 1) -BP 4020 Program, Curriculum & Course Development (10 + 1) -BP 4050 Articulation (10 +1) -AP 5011 Admission of High School and Other Young Students -BP 5040 Student Records and Directory Information -BP/AP 5140 Disabled Students Programs and Services -BP 5500 Standards of Conduct	Discussion/Action/ Information
5. Board of Trustees	Review 2/21/2017 Board Agenda	Information
6. Constituent Reports	Reports from senates and other constituent updates	Information
7. Meeting Wrap Up	Review/confirm actions made at meeting/ identify items for next meeting.	Discussion
8. Next Meeting	March 9, 2017, 3:00, AC 303	Information
9. Adjourn Meeting		



College Council Agenda

Members:

David Wain Coon, Chair

Faculty:

Sara McKinnon/Meg Pasquel

Becky Brown

Patricia Seery

Classified:

Paul Wilson

Lindsay Bacigalupi

Monica Rudolph/Maridel

Barr

Students:

Amy Diaz, ASCOM President

Jessica Sanchez, ASCOM VP

Darlene Baten, Student

Trustee

Eric Sitzenstatter, Past

ESCOM President

Managers:

Jonathan Eldridge

Greg Nelson

Christina Leimer

Resources:

Cabinet Members

Staff Support:

Kathy Joyner

Ex-Officio for CSEA

Kelley Gaffney, CSEA Pres.

December 1, 2016, 3:00 p.m.
Academic Center, Room 303, KTD

Present: David Wain Coon, Becky Brown, Patricia Seery, Monica Rudolph, Amy Diaz,
Darlene Baten, Eric Sitzenstatter; Christina Leimer, Greg Nelson, Jonathan Eldridge,
Kathy Joyner

Absent: Paul Wilson, Jessica Sanchez, Keli Gaffney, Meg Pasquel, Lindsey Bacigalupi

Guests: Elle Dimopolous, Kristina Combs

1. **Agenda** – Dr. Coon added BP 5040 Student Records and Directory Information to the agenda. The agenda was approved by consensus.
2. **Minutes** - The minutes of the November 10, 2016 meeting were approved by consensus.
3. **President's Report**
Diversity and Inclusion Committee Update – Dr. Coon asked if there had been any input related to this proposed committee. There was general support, but not much discussion due to the short time between meetings. Dr. Coon hopes to have a decision in place by the first of the year.

EEO Model Plan – Kristina Combs updated council members on revisions made to the EEO plan. The plan has been revised to align with the measures identified as a result of a statewide review. Changes include the addition of a table of contents, more robust data that is tied to demographics, and inclusion of defined training for staff and the advisory board. Related administrative procedures will also need to be revised to align with these State requirements. Kristina asked that people contact her with any questions that may have about the plan.
4. **Board Policies and Procedures –**

The following BP/APs were approved to move forward:

BP 3900 Speech: Time, Place and Manner

BP 7400 Travel

The Academic Senate is still reviewing the modifications to AP 3900 Speech: Time, Place and Manner.

Dr. Coon asked senates to review proposed revisions to BP 5040 Student Records and Directory Information which are in direct response to concerns raised by our undocumented students that their anonymity be protected. These changes will be

presented to the Board for a first reading on December 6 and for a second read and approval in January. In response to questions from Trustees and CEOs on this issue, CCLC legal counsel has determined that removal of address and place of birth is allowable and that directory information is under local control of the District. To protect the interests of our students, these changes are recommended. There was discussion about potentially removing other information such as phone number, sanctuary colleges, releasing information to the military, and financial aid requirements. Dr. Coon noted that there will be more conversations on this topic.

5. **Board of Trustees Meeting** – Superintendent/President Coon reviewed the December 6, 2016 Board agenda noting that Trustees have been asked to review sections of the ISER and will then provide individual reports at the meeting. The Program Manager/Construction Manager process will be reviewed with Trustees and started again at the beginning of the year. As part of the organizational meeting Trustees will rotate officer positions, adopt the meeting schedule and determine who will sit on the Board standing committees. The College's financial audit for 2015/16 will also be presented.

6. **Constituent Reports**

Academic Senate – Becky Brown reported that the Senate discussed the inclusion and equity committee with unanimous support. There was a recommendation to include homeless students into the plan. The Senate also discussed the process for developing the academic calendar and how faculty and students can provide input into that process. They are working with Cari and Jon about how to deal with early class cancellations.

Classified Senate – Monica stated that the Classified Senate was also supportive of the new committee, but asked how members will be recruited to serve. They requested some guidance on how the committee would fit into the process.

Elle commented that Sadika had taken the lead in getting a food pantry set up in the Health Center. There will be a soft opening on December 7 and a fresh food pop-up on December 14. A disclosure form has been developed and vetted through Greg's office to address potential liability related to food allergies etc. Staff are encouraged to bring food for our students in need. A list of needed items will be circulated and there will be donation bins available at Convocation. Elle also reported that she and Paul are discussing ideas to support the Classified Senate with Dr. Coon.

ESCOM – Eric reported that ESCOM is holding a Winter Solstice Celebration.

ASCOM - Amy Diaz thanked Dr. Coon and Vice Presidents Eldridge and Nelson for their support of the peaceful protest on November 14, noting this was a good outlet for students who are feeling uncomfortable right now. An Escalation workshop was held on November 15 to inform students about healthy relationships. Students for Social

Justice received coverage in the Marin IJ regarding their recent protest. The Harvest Day lunch at IVC was well attended with food provided by Fresh and Natural. There was a workshop on anxiety and depression by Dr. Brian King which was attended by about 20 – 30 students. Another session will be held next year. Finals Give Away provided coffee, bagels, pencils and Scantrons for students as they ended the semester. Looking forward to the break.

7. Meeting Wrap-Up Items for follow-up or next agenda:

Next Meeting:

Food Pantry Update

AP 3900 Speech: Time, Place and Manner

BP 5040 Student Records and Directory Information

Training Topics (EEO, Others)

Summer Work Plan (March)

8. Next Meeting – The next will be scheduled after the Board adopts its meeting calendar.
9. Adjourn Meeting – Meeting was adjourned.

General Institution
Admin Review/PRIE Review

CCLC Update 24 (April 2014) to update legal references.
CCLC Update 25 (November 2014) to update accreditation standards

BP 3200 ACCREDITATION

Reference:

ACCJC Accreditation Eligibility Requirement 21;
ACCJC Accreditation Standard I.C.12 and 13 (formerly IV.B.1.i)
Title 5 Section 51016

The Superintendent/President shall ensure the District complies with the accreditation process and standards of the Accrediting Commission of Community and Junior Colleges and of other District programs that seek special accreditation.

The Superintendent/President shall keep the Board of Trustees informed of approved accrediting organizations and the status of accreditations.

The Superintendent/President shall ensure that the Board of Trustees is involved in any accreditation process in which Board participation is required.

The Superintendent/President shall provide the Board of Trustees with a summary of any accreditation report and any actions taken or to be taken in response to recommendations in an accreditation report.

Date Adopted: June 23, 2009

General Institution

PRIE Admin Review 1/29/2016

CCLC Update 24 (April 2014) to update legal references.
CCLC Update 25 (November 2014) to update accreditation standard references

AP 3200 ACCREDITATION**References:**

ACCJC Accreditation Eligibility Requirement 21;
ACCJC Accreditation Standard I.C.12 and 13 (formerly IV.B.1.i)
Title 5 Section 51016

In accordance with the standards of the Accrediting Commission for Community and Junior Colleges, the college shall conduct a comprehensive self study every six to seven years and host a visit by an accreditation team. Mandatory midterm reports are prepared and submitted to the Accrediting Commission in the third or fourth year of each self-study six-year cycle.

Those employees who are responsible for the functions related to the accreditation standards must be involved in the self study and team visit. There will be active, campus-wide involvement of administrators, faculty, classified staff, and students in the development of the Accreditation Self Study.

The process for producing the Self Study shall include appointments by the Superintendent/President for:

- An Accreditation Liaison Officer;
- A Self Study Chair or Co-Chairs and;
- A Steering Committee.

When the Self Study is completed, it shall be reviewed and approved by the Board of Trustees prior to submission to the Accrediting Commission a minimum of 45 days prior to the team visit.

Office of Primary Responsibility: Office of Organizational Development and Planning, Research & Institutional Effectiveness

Note: these are generic terms to indicate a specific type of office. If we change this one, will need to change all references.

Date Approved: May 12, 2009

General Institution

Proposed changes re DAAPP

Proposed Changes re: Prop 64 12/9/2016

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

- 20 U.S. Code Section 1145g (Drug Free Schools and Communities Act);
- 41 U.S. Code Section 702 (Drug Free Workplace Act of 1988);
- 34 Code of Federal Regulations Sections 86.1 et seq.;
- Business and Professions Code Section 25608

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

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

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

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

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

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

California voters on Tuesday, November 8, 2016 passed Proposition 64 legalizing the use of recreational marijuana among people over the age of 21. The change in law does not permit any person to possess or use recreational or medical marijuana on a community college campus. Using and possessing marijuana is still illegal under federal law. The federal Drug Free Schools and Communities Act and the Drug Free Workplace Act require that the District, which receives federal funding, have policies and procedures that prohibit marijuana use, possession and distribution on campus and in the workplace.

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

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

See BP/AP 3560 titled Alcohol on Campus

Date Adopted: December 14, 2010
(Replaces College of Marin Policy 5.0035)

Reviewed by KC/JE/DL – 12-2016

General Institution

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

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

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

~~(NOTE: Describe local educational and student services programs here, such as relevant courses, seminars, lectures, counseling, health services, and referral for those affected by alcohol or substance abuse) Also describe the health risks associated with the use of illicit drugs and the abuse of alcohol.~~

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

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

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

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

The District provides educational activities and opportunities to learn more about the risks associated with drug and alcohol abuse. For more information, please contact Student Health Services or Student Activities and Advocacy.

Prohibition of Drugs and Alcohol

State and federal law prohibits the unlawful manufacture, distribution, dispensing, possession, or use of alcohol or any controlled substance on District property, during District-sponsored field trips, activities

or workshops, and in any facility or vehicle operated by the District. [Passage of Proposition 64 in November 2016, legalizing the use of recreational marijuana among people over the age of 21, does not permit any person to possess or use recreational marijuana on a community college campus. Using and possessing marijuana is still illegal under federal law. The federal Drug Free Schools and Communities Act and Drug Free Workplace Act require that the District, which receives federal funding, have policies and procedures that prohibit marijuana use, possession and distribution on campus and in the workplace.](#)

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

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

[Distribution of Drug and Alcohol Abuse Prevention Program \(DAAPP\) Materials](#)

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

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

Offices of Primary Responsibility: Human Resources, Student Services and College Operations (District Police Department)

Date Approved: November 16, 2010

Reviewed by HR/JE/DL

General Institution

Admin Edits/Notes

AS – Option 2

Sadika Review – 11/18/2016

AS Edits 12/8/2016

CCLC Update 23 (October 2013) removes the requirement that outside groups provide advance notice of speech or expressive activities.

CCLC Update 25 (November 2014) includes options to limit speech and expressive activity in common areas of campus, and to clarify the obligation of persons distributing printed materials to retrieve, remove or properly discard the materials.

AP 3900 SPEECH: TIME, PLACE, AND MANNER**References:**

Education Code Sections 66301 and 76120

The students and employees of the District and members of the public shall be permitted to exercise their rights of free expression subject to the time, place and manner policies and procedures contained in Board Policy 3900 titled Speech: Time, Place, and Manner and these procedures.

The campuses of the District are non-public forums, except for ~~the following areas, which are reserved for expressive activities that do not violate Board policy and are lawful; those areas generally available to students and the community, defined as grassy areas and walkways which are reserved for expressive activities that do not violate Board policy and are lawful, and other similar common areas. The designated areas at the Kentfield Campus include: South of Olney Hall near the student drop off area on College Avenue; North entrance to the Student Center; East side of the Student Center; and no closer than 30 feet to any academic or student service buildings. The designated area at the Indian Valley Campus is the Campus Green and no closer than 30 feet to any academic or student service buildings.~~ These areas are chosen ~~so as~~ to provide visibility and allow communication to a large number of students, administrators, faculty, and others walking or traveling on campus but ~~also so as~~ not to disrupt the ~~orderly operation of the District including~~ educational and other activities on behalf of students:

- ~~• The areas are designated public forums. The District reserves the right to revoke that designation and apply a non-public forum designation.~~
- The District reserves the right to designate areas as non-public forums as necessary to prevent the substantial disruption of the orderly operation of the college. Areas of the District that are non-public forums specifically may include campus offices, classrooms, warehouses, maintenance yards, or locker rooms, and any other area not specified above.

The use of these areas reserved and open for expressive activities is subject to the following:

- ~~• Persons using and/or distributing material shall not impede the progress of passersby, nor shall they force passersby to take material.~~
- No person using the areas shall touch, strike, harass or physically impede the progress of passersby, except for incidental or accidental contact, or contact initiated by a passerby.

- Persons using areas shall not use any means of amplification that creates a noise or diversion that disturbs ~~or tends to disturb~~ the orderly conduct of the campus or classes taking place at that time.
- No persons using the areas generally available to students and the community shall solicit donations of money, through direct requests for funds, sales of tickets or otherwise, except where he/she is using the areas generally available to students and the community on behalf of and collecting funds for an organization that is registered with the Secretary of State as a nonprofit corporation or is an approved Associated Students Organization or club.

Non-student, community groups wishing to engage in speech or expressive activities on campus, in the areas designated as public forums, must provide notification to the District through the Office of Student Activities and Advocacy Affairs not less than three business days in advance of ~~prior to engaging in~~ the activities ~~and must describe the nature of the planned activities and the approximate number of participants. This does not involve an advance approval process.~~ No illegal activities will be permitted, no activities which violate District or campus rules, including rules and laws on illegal harassment and discrimination, and none that will substantially interfere with or disrupt activities already scheduled for that day and time in the designated areas, as described below. In the event the area sought to be used for expressive activities has already been reserved for another activity so that there will be substantial interference or disruption based on noise, overcrowding, or other considerations unrelated to content, the District will offer alternative available areas or if none are available offer alternative dates.

Students, outside organizations, and others are encouraged to make reservations in advance to use the areas for their expressive activities by contacting the Office of Student Activities and Advocacy. through the use of optional reservation forms

All persons using the areas that are designated public forums shall be allowed to distribute petitions, circulars, leaflets, newspapers, and other printed matter. Such distribution shall take place only within those areas. Those persons distributing printed material must, prior to their departure from the areas that day, make reasonable efforts to retrieve, remove or properly discard material ~~distributed in the areas that is~~ discarded or dropped in or around the areas other than in an appropriate receptacle. ~~must be retrieved and removed or properly discarded by those persons distributing the material prior to their departure from the areas that day.~~

Posting

Designated areas Bulletin boards shall be provided for use in posting materials at campus locations convenient for use by students, employees and members of the public. All materials displayed on a bulletin board or in a designated area shall clearly indicate the author or agency responsible for its production and shall be dated with the date of posting by the Office of Student Activities and Advocacy Affairs. Materials displayed shall be removed within ten days after the event. First priority is given to College of Marin events and information, on a space-available basis. Lowest priority is given to off campus commercial advertisements. Any posting lacking the appropriate approval stamp or that is incongruent with the mission of the College, policies and/or procedures will be removed. Designated areas are the bulletin board located at the entrance of the Student Services Building at the Kentfield Campus and at the Enrollment Services office at the Indian Valley Campus. Materials posted in other locations, including on windows or walls will be removed immediately.

Office of Primary Responsibility: Student ~~Affairs~~ Activities and Advocacy

Date Approved: June 22, 2010

(Replaces College of Marin Procedure 8.0021 DP.1)

Academic Affairs

CCLC Update 25 (November 2014) to reflect revised Accreditation Standards
CCLC Update 28 (April 2016) to change “deletions” to “discontinuances” for consistency.

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

Education Code Sections 70901(b), 70902(b), 78016, 78300;
Title 5 Sections 51000, 51022, 51956, 55000-55225
[ACCJC Accreditation Standards II.A. and II.A.9.](#)

The District shall offer credit, noncredit, and community services classes in conformance with definitions and a classification system consistent with state law.

The programs and curricula of the District shall be of high quality, relevant to community and student needs, and evaluated regularly to ensure quality and currency. The Superintendent/President shall establish procedures for the development and review of all curricular offerings, including their establishment, modification, or discontinuance.

Furthermore, these procedures shall include:

- appropriate involvement of the faculty and Academic Senate in all processes;
- regular review and justification of programs and course descriptions;
- opportunities for training for persons involved in aspects of curriculum development; and
- consideration of job market and other related information for career and technical programs.

All new credit and noncredit courses, programs, certificates, and degrees must satisfy the conditions authorized by Title 5 regulations, shall be approved by the Board of Trustees, and shall be submitted to the California Community College Chancellor’s Office for approval as required. In addition, all course and program deletions shall be approved by the Board of Trustees.

The total educational program of the District shall be reviewed continuously with respect to its value to the students enrolled and in meeting the needs of the community

Date Adopted: July 27, 2010

(Replaces College of Marin Policies 2.0013 and 2.0017)

To Cari/Jon and Sara (AS) for review 9/19/2016 – OK’d by all

Academic Affairs

CCLC Update 25 (November 2014) update accreditation reference.

BP 4050 ARTICULATION

References:

Education Code Sections 66720 - 66744;
Title 5 Section 51022(b)
[ACCJC Accreditation Standard II.A.10](#)

The Superintendent/President shall establish procedures that assure appropriate articulation of the District's educational programs with proximate high schools and baccalaureate level institutions.

The procedures also may support articulation with institutions, including other community colleges and those that are not geographically proximate but that are appropriate and advantageous for partnership with the District.

Date Adopted: June 22, 2010

Student Services

NOTE: Replaces AP 5011 Admission of High School and Other Young Students revised August 21, 2012 in its entirety. In effect, it is a completely new approach, which will put us in good shape in light of AB 288 (CCAP) and allow us to move forward with our expanding K-12 partnerships (this new AP allows us to enter into master agreements with districts on everything from COMPASS to satellite courses to other forms of concurrent enrollment, which is important). It was drafted by counsel at LCW and has been verified to comply with Ed Code, state law, intergalactic treaties, etc.

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

Education Code Sections 48800, 48800.5, 76001, and 76002; Title 5 Section 55530, Board Policy 5010

The District authorizes the admissions 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 designee has the authority to make the final decision whether a student can benefit from instruction.
- Depending on the requested courses, students may be required to complete the appropriate College matriculation process, prior to registration, which includes:
 - a) Math and/or the English Placement Test
 - b) Student Success Workshop
 - c) Counseling Appointment

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 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 48800.05.

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 school principal)
 - c) Signature of a College of Marin counselor
- Written approval of the governing board of the school district of attendance.

- Demonstration that the student is capable of profiting from instruction. The Dean of Enrollment Services or his/her designee has the authority to make the final decision whether a student can benefit from instruction.
- Depending on the requested courses, students may be required to complete the appropriate College matriculation process, prior to registration, which includes:
 - a) Math and/or the English Placement Test
 - b) Student Success Workshop
 - c) Counseling Appointment

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.
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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;
- Written and signed approval of his/her principal that the student has availed himself/herself of all opportunities to enroll in an equivalent course at his/her school of attendance; and Demonstration that the student has adequate preparation in the disciplines to be studied.

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 parent or guardian;
- Consultation with Counseling Faculty, Outreach Staff, and/or others;
- Consideration of the welfare and safety of the student and others; and/or
- Consideration of local, state, and/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. The school of attendance must provide transcripts and a letter signed by the principal indicating how in his/her opinion the student can benefit from instruction. The Dean of Enrollment Services 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 to admit or deny admissions will be final. Once a decision has been made, the student, his/her parent or guardian and school principal shall be informed of the decision. This determination may be made by evaluating one or more of 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 counselor for matriculation;
- Consideration of the welfare and safety of the student and others;
- Consideration of local, state, and/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; and/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/Kinesiology

Special part-time or full-time students may enroll in physical education and kinesiology courses, subject to any applicable limitations set forth in Section XII below (College and Career Access Pathways).

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 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 partner that is governed by a CCAP partnership agreement approved by the governing boards of both districts. As a condition of, and before adopting, a CCAP partnership agreement, the governing board of each district, at an open public meeting of that board, shall present the dual enrollment partnership agreement as an informational item. The governing board of each district, at a subsequent open public meeting of that board, shall take comments from the public and approve or disapprove the proposed agreement.

The CCAP partnership agreement shall be filed with the office of the Chancellor of the California Community Colleges 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 students to be served and the total number of full-time equivalent students projected to be claimed by the community college district for those students; 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.
- identify a point of contact for the participating community college district and school district 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 certification by the participating community college district of all 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;
 - A community college course that is oversubscribed or has a waiting list shall not be offered in the CCAP partnership; 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 participating district will be the employer of record for purposes of assignment monitoring and reporting to the county office of education; and
 - Which participating district will assume reporting responsibilities pursuant to applicable federal teacher quality mandates.
- certify that any remedial course taught by community college faculty at a partnering high school campus shall be offered only to high school students 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 remediation course as an intervention in the student's junior or senior year to ensure the student is prepared for college-level work upon graduation.

A community college district participating in a CCAP partnership shall not provide physical education or kinesiology 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 with a school district 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.

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 may 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.

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 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 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 special part-time students from the following fee requirements:

- Student representation fee (Education Code Section 76060.5);
- Nonresident tuition fee and corresponding permissible capital outlay fee and/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
- Child development center fees (Education Code Section 79121)

The District shall not receive a state allowance or apportionment for an instructional activity for which the partnering district has been, or shall be, paid an allowance or apportionment.

For each CCAP partnership agreement entered into pursuant to this section, the District shall report annually to the office of the Chancellor of the California Community Colleges, 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.

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>.

Office of Primary Responsibility: Senior Vice President of Student Learning & Student Services

Date Approved: June 22, 2010

(Replaces part of College of Marin Procedure 4.0003 DP.1)

Date Revised: August 21, 2012

AP 5011 ——— ~~ADMISSION OF HIGH SCHOOL AND OTHER YOUNG STUDENTS~~

References:

Education Code Sections ~~48800, 48800.5, 76001, and 76002;~~
Title 5 Section 55530

~~Students may be admitted and enroll in courses not offered at their schools of attendance. Courses in which high school 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.~~

~~The District authorizes the admissions of “academically gifted” special part-time and full-time K-12 minor students without high school diplomas or the equivalent, who will benefit from advanced scholastic or vocational work. The responsibility to make the determination of the student’s preparation belongs to the school district in which the student is enrolled and the Marin Community College District.~~

~~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.~~

~~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.~~

~~Certain restrictions apply. 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. The class must be advertised as open to the general public in one or more of the following: the Catalog, the regular schedule of classes, or an addendum to the catalog or schedule of classes.~~

- ~~• If the decision to offer a class on a high school campus is made after publication of the regular schedule of classes, and the class is only advertised to the general public through electronic media, the class must be advertised for a minimum of 30 continuous days prior to the first meeting of the class.~~
- ~~• 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.~~

~~I. Special Part-Time Admissions Program~~

~~Concurrent Part-Time Students (Grades 9th — 12th)~~

~~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.~~

~~Special Part-Time or Full-Time Students~~

~~The District may admit as a special part-time or full-time student a student who is not enrolled in a public school upon parent or guardian's petition to, and authorized by, the President of a community college, based on the fact that the student would benefit from advanced scholastic or vocational course(s).~~

~~The District may admit to a summer intersession, as a special part-time student, any student with parental consent:~~

- ~~o — Whose admission is recommended by the high school principal.~~
- ~~o — Who has demonstrated adequate preparation in the discipline to be studied.~~
- ~~o — Who has availed himself/herself of all opportunities to enroll in a equivalent course at his/her school of attendance.~~

~~The District shall admit students under the jurisdiction of the Department of the Youth Authority if they otherwise qualify.~~

~~Admission Procedures~~

~~The student must submit a completed:~~

- ~~• — College admissions application~~
- ~~• — College Credit Program (CCP) Form which includes~~
 - ~~a) — Signature of the parent or guardian~~
 - ~~b) — Signature of the high school principal or counselor~~
 - ~~c) — Signature of a College of Marin counselor~~
- ~~• — Depending on the requested courses, students may be required to complete the appropriate College matriculation process, prior to registration, which includes:~~
 - ~~a) — Math and/or the English Placement Test~~
 - ~~b) — Student Success Workshop~~
 - ~~c) — Counseling Appointment~~

~~Academic Eligibility~~

- ~~• — Students wanting to enroll in degree appropriate courses must have a cumulative high school grade point average of 2.0 or better.~~
- ~~• — For all courses attempted students must meet the stated pre-requisite and/or co-requisite for the desired course.~~
- ~~• — Students with a verifiable disability (verification to be provided by the school of origin) 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) between 2.0 and 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.~~

- ~~Students may not enroll in physical education classes.~~
- ~~Students may not initially enroll in any course numbered below 100.~~

Academically Talented Elementary Students (grades K–8th)

The District may admit highly gifted elementary students through the 8th grade level for enrollment to the College provided they are eligible to participate based on the criteria established below.

Admissions Procedure

- ~~The student must be recommended by his/her school principal or designee. As part of the approval process the principal must verify that the recommended student can benefit from form College instruction.~~
- ~~A parent/guardian approval form allowing the student to participate must be submitted with the College admissions application. Parents/guardian must also acknowledge that the parent/guardian understands that the student will be expected to conform to all Board Policies and Administrative Procedures.~~
- ~~Students must submit a completed College Credit Program (CCP) Form which includes:~~
 - ~~Signature of the parent or guardian~~
 - ~~Signature of the high school principal or counselor~~
 - ~~Signature of a College of Marin counselor~~
 - ~~Signature of the College of Marin instructor teaching the course~~
- ~~Depending on the requested courses, students may be required to complete the appropriate matriculation process, prior to registration, which includes:~~
 - ~~Math and/or the English Placement Test~~
 - ~~Student Success Workshop~~
 - ~~Counseling appointment~~

Academic Eligibility

- ~~Students must have earned a cumulative grade point average of 2.5, or better, if applicable. If a GPA is not provided, academic eligibility will be based on the recommendation of the elementary or secondary principal, teacher and/or counselor.~~
- ~~For all courses attempted students must meet the stated pre-requisite and/or co-requisite for the desired course.~~
- ~~Students with a verifiable disability (verification to be provided by the school of origin) may be referred to Disabled Student Programs and Services for accommodation.~~

Limitations on Enrollment

- ~~Students will be allowed to enroll in a single course each term.~~
- ~~Students may not enroll in Physical Education Courses.~~
- ~~Students may not initially enroll in any course numbered below 100.~~
- ~~Students who have previously enrolled and who have not made satisfactory progress, will not be allowed to continue without an approved petition in the Special Admissions Program.~~

The decision of the Dean of Enrollment Services to admit or deny admissions will be final. Once a decision has been made, his/her parent or guardian and school principal shall be informed of the decision. This determination may be made by evaluating one or more of 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 counselor for matriculation~~

- ~~Consideration of the welfare and safety of the student and others.~~
- ~~Consideration of local, state, and/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.~~
- ~~Instructor's recommendations.~~

II. Full-Time Admission Program

Concurrent Full-Time High School Students (Grades 9th – 12th)

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

Students must submit:

- ~~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 or counselor. (Note: A pupil who is not enrolled in a public or private school does not need to provide written acknowledgment from his/her school principal or counselor)~~
 - c) ~~Signature of a College of Marin counselor~~
- ~~Written approval of the governing board of the school district of attendance. The Vice President of Student Services or designee has the authority to make the final decision whether a student can benefit from instruction.~~

Academic Eligibility

- ~~Demonstration that the student is capable of benefiting from instruction.~~
- ~~Official transcripts from the referring high school district.~~
- ~~Student will not be allowed to register without completing the matriculation process, which includes:~~
 - a) ~~Math and the English Placement Test~~
 - b) ~~Student Success Workshop~~
 - c) ~~Counseling appointment~~
- ~~For all courses attempted students must meet the stated pre-requisite and/or co-requisite for the desired course.~~

Enrollment Limitations

~~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.~~

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.~~

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.

III. Full-Time Student (Exempt from Compulsory School Attendance)

To be considered for admissions as a full-time student exempt from compulsory primary or secondary school attendance, the student must meet the eligibility standards as established in Education Code Section 48800.5 and Education Code Section 76001(b).

Admissions Procedures

- Students must submit a completed admission application.
- A letter from the County Board of Education in which the student resides specifically exempting the student from compulsory school attendance.
- A letter for the parent/guardian requesting that his/her son/daughter be considered for admissions as a full-time student.

Academic Eligibility

- Official transcripts from the student's primary/secondary school, if available.
- Students must complete the matriculation process, which includes:
 - a) Math and English Placement Test
 - b) Students Success Workshop
 - c) Counseling appointment (development of educational plan).
- For all courses attempted students must meet the stated prerequisite and/or co-requisite for the desired course.

Enrollment Limitations

Students are limited to 12 units for their first semester. For additional units, students must meet with the College of Marin counselor to complete a Petition to Carry Extra Units. A counselor's signature must be on the Petition to be accepted by the Office of Admissions and Records.

Appeals

If a request for full-time enrollment is denied, the Board of Trustees shall provide written findings and reasons for the denial within 60 days. A recommendation regarding the request for admissions and the denial shall be submitted to the Board of Trustees at a regular scheduled meeting that falls at least 30 days after the request for admissions has been submitted.

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>.

Office of Primary Responsibility: Vice President of Student Services

Date Approved: June 22, 2010

~~(Replaces part of College of Marin Procedure 4.0003 DP.1)~~

~~Date Revised: August 21, 2012~~

Student Services

Noted differences to CCLC Template

Academic Senate/Admin Revisions 1/26/2017

Update 26 (April 2015) – to reflect revised Accreditation Standard II.C.8 and 20 US Code Section 1232g(j) in the references

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

Education Code Sections 76200 et seq.;

Title 5 Sections 54600 et seq.

20 U.S. Code Section 1232g(l);ACCJC Accreditation Standard II.C.8

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

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

Any currently enrolled or former student of the District has a right of access to any and all student records relating to him or her maintained by the District.

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

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

Directory information shall include:

- Name
- ~~Telephone listing~~
- ~~Date of birth~~
- ~~Level of education~~
- ~~Academic majors~~
- ~~Most recent educational institution enrolled by the student~~
- Student participation in officially recognized activities and sports including weight, height, and high school of graduation of athletic team members.
- Degrees and awards received by students, including honors, scholarship awards, athletic awards, and Dean's List recognition.

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

Also see BP/AP 3300 titled Public Records

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

Additional review by Academic Senate/Jon Horinek 1/26/2017

Student Services

Admin Edits - Comparison with CCLC template

Review w/Jon E & Derek L 12-12-2016

CCLC Update 28 (April 2016) updated language to reflect new and amended Title 5 Sections 56000
CCLC Legal Update 29 (Oct 2016) to correct typographical errors

BP 5140 **STUDENT ACCESSIBILITY SERVICES (SAS)**
(Formerly DISABLED STUDENT PROGRAMS AND SERVICES)

References:

Education Code Sections 67310 and 84850;
Title 5 Sections 56000 et seq.
Section 508 of the Rehabilitation Act (29 U.S.C. 794d)

Students with disabilities shall be assisted to participate whenever possible in the regular educational programs in the District. Students with disabilities shall be reasonably accommodated pursuant to federal and state requirements in all applicable programs in the District.

Student Accessibility Services (SAS) ~~The Disabled Students Programs and Services (DSPS) Program~~ shall be the primary provider for academic adjustments, auxiliary aids, services, or instruction support programs and services that facilitate equal educational opportunities for disabled students who can profit from instruction as required by state and federal laws.

SAS ~~DSPS services~~ shall be available to students with verified disabilities. The services to be provided include, but are not limited to, reasonable accommodations, academic adjustments, technology accessibility, accessible facilities, equipment, instructional programs, rehabilitation counseling, and academic counseling.

No student with disabilities is required to participate in the SAS ~~DSPS~~ Program.

The District shall respond in a timely manner to accommodation requests involving academic adjustments. The Superintendent/President shall establish a procedure to implement this policy, which, at a minimum, provides for an individualized review of each such request, and permits interim decisions on such requests pending final resolution by the appropriate administrator or designee.

The Superintendent/President shall ~~ensure~~assure that the SAS ~~DSPS~~ Program conforms to all requirements established by the relevant law and regulations

Date Adopted: July 27, 2010

JE/DL – Agree with template edits/minor edit 12/12/2016

Student Services

Admin Edits – Comparison with CCLC Template

Review w Jon E/Derek L

CCLC Update 28 (April 2016) updated to reflect language changes in Title 5.

AP 5140 **STUDENT ACCESSIBILITY SERVICES (SAS)**
(Formerly Disabled Students Programs and Services)**References:**

Title 5 Section 56000 et seq.

The District maintains a plan for the provision of programs and services to disabled students designed to ~~ensure~~ assure that they have equality of access to District classes and programs.

At a minimum, the procedures, plan, or description of the program and services will address:

- procedure for timely response to accommodation requests involving academic adjustments which, at a minimum, provides for an individualized review of each such request, and permits interim decisions on such requests pending final resolution by the appropriate administrator or designee;
- long-range goals and short term measurable objectives for the program;
- definitions of disabilities and students eligible for the program;
- support services and instruction that is provided;
- technology accessibility;
- verification of disability;
- student rights and responsibilities;
- ~~student educational contract or~~ academic accommodation plan that is developed by a designated person in consultation with the student;
- academic ~~accommodations~~ adjustments, auxiliary aids and services;
- provisions for course substitution and waivers;
- staffing; and
- advisory committee

Office of Primary Responsibility: Office of Student Learning

Date Approved: June 22, 2010*JE/DL agree with changes and one edit 12/12/2016*

Student Services

Admin Notes (when viewed against CCLC template)

Admin Comments 9/2015

Review w/Sadika 12/1/2016 – Revised 1/11/2017

CCLC Update 25 (Nov 2014) to clarify that document applies to student conduct. References to accreditation standards were added.

CCLC Update 28 (April 2016) to add sexual assault and sexual exploitation to the list of conduct that may result in discipline

BP 5500 STANDARDS OF STUDENT CONDUCT**References:**Education Code Sections 66300 and 66301ACCJC Accreditation Standards I.C.8 and 10 (formerly II.A.7.b;*NOTE: The references listed below are not listed here in the CCLC template. They are referenced in the policy.*~~Education Code Sections 48900(q), 66300, 66301, 66450, 67361, 67362, 76033, 76120, 78907, 81600, and 87708;~~~~Government Code Sections 995 et seq.;~~~~Business and Professions Code Section 4240;~~~~Health and Safety Code Sections 11014.5 and 11053;~~~~Penal Code Sections 415, 502, and 626.2~~

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

~~This procedures Standards of Conduct shall clearly defines~~ the conduct that is subject to discipline, and
~~shall identify~~ potential disciplinary actions, ~~that may be taken for violations of the standards of conduct
described in this policy,~~ including but not limited to the removal, suspension, or expulsion of a student.

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

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

~~Information on inappropriate student conduct and disciplinary actions shall be made widely available to
students through the District catalog and other relevant District publications.~~

When a student is suspended or expelled for disrupting the orderly operations of a District campus or
facility, or both, the student ~~may~~ shall be denied access to the campus or facility, or both, for a period of

one year or the term of the suspension, ~~whichever is shorter~~. Sanctions imposed as a result of violations of the standards of student standards of conduct are intended to maintain order within the District. ~~If the sanction includes removal, suspension, or expulsion, the Senior Vice President of Student Learning and Student Services or designee The Administrative Dean~~ who authorized the sanctions shall give written notice to the student's instructor(s) of the sanctions within 15 days of imposing the sanctions.

The following conduct shall constitute good cause for discipline, including but not limited to removal, suspension, or expulsion of a student ~~when the conduct relates to college activity or college attendance~~.

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

11. Engaging in intimidating conduct or bullying against another student or District personnel through words or actions, including direct physical contact; verbal assaults, such as teasing or name-calling; social isolation or manipulation; and cyber[bullying](#)
12. Willful misconduct which results or has the potential to result in injury or death to a student or to District personnel or which results in cutting, defacing, or other damage to any real or personal property owned by the District or on campus. The District may require students who cause damage to replace property or pay the cost of damages.
13. Continued disruptive behavior, continued willful disobedience, habitual profanity or vulgarity, or the open and persistent defiance of the authority of, or persistent interruption or abuse of, District personnel.
14. Cheating, plagiarism (including plagiarism in a student publication), or knowingly engaging in other forms of academic dishonesty, including, but not limited to:
 - a. Copying, in part or whole, from someone else's quiz, examination, or work. For purpose of this item, "examination" includes quizzes, tests, and other graded or evaluated exercise.
 - b. Submitting work presented previously in another course, if contrary to the rules of either course.
 - c. Altering or interfering with grading.
 - d. Using or consulting any sources or materials, including electronic devices, not authorized by the professor during an examination.
 - e. Committing other acts which defraud or misrepresent one's own academic work.
 - f. Incorporating sentences, paragraphs, or parts of another person's writing, without giving appropriate credit, and representing the product as one's own work.
 - g. Representing another's artistic/scholarly works (such as musical compositions, computer programs, photographs, paintings, drawings, or sculptures) as one's own.
 - h. Submitting an academic assignment purchased from a research/term paper service, or written by another individual; or work obtained electronically (e.g. via the internet) and representing it as one's own work.
 - i. Purposefully allowing another student to copy from your paper during an examination.
 - j. Giving your homework, term paper, or other academic work to another student to plagiarize.
 - k. Having another person fraudulently submit any work in your name.
 - l. Lying to an instructor or District official to improve your grade.
 - m. Allowing other persons to misrepresent themselves as the student for any purpose, including interacting with any District employees, submission of work, attendance, or taking examinations.
 - n. Misrepresenting circumstances in an effort to improve a grade.
 - o. Altering graded work after it has been returned and then submitting the work for re-grading without the instructor's permission.
 - p. Removing tests or examinations from the classroom or other area without the approval of the instructor.
 - q. Stealing or being an accomplice to stealing tests or examinations.
 - r. Forging signatures on drop/add slips or altering other District documents.

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

physical or mental harm to a former, current, or prospective pupil. For purposes of this subdivision, 'hazing' does not include athletic events or school-sanctioned events." (Education Code Section 48900(q))

29. Abuse of the Student Conduct System, including but not limited to:

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

Students who engage in any of the above conduct are subject to the procedures outlined in AP 5520 titled Student Discipline [and Due Process Procedures](#).

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

Date Adopted: May 17, 2011

(Replaces College of Marin Policies 4.0020, 4.0022, and 4.0025)

Date Revised: June 18, 2013