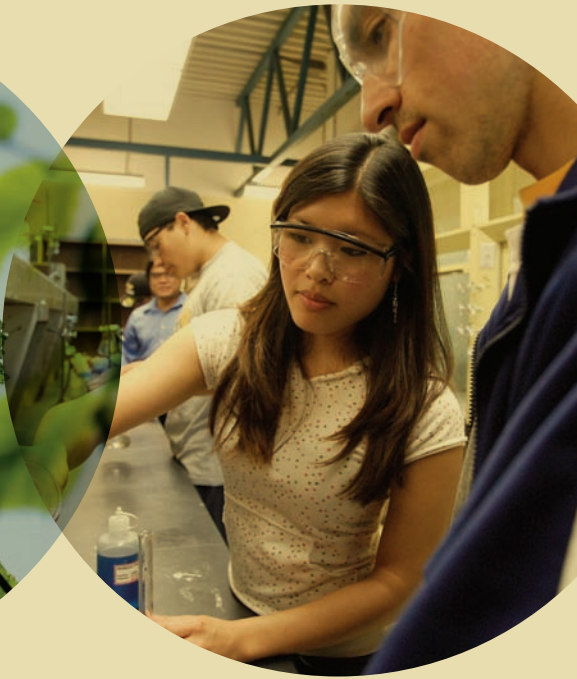


COLLEGE OF MARIN
Catalog

2009–2010



COLLEGE OF MARIN

A CALIFORNIA PUBLIC COMMUNITY COLLEGE

2009-2010 CATALOG

Kentfield Campus

College of Marin
Kentfield Campus
835 College Avenue
Kentfield, CA 94904

Tel: (415) 457-8811

Indian Valley Campus

College of Marin
Indian Valley Campus
1800 Ignacio Blvd.
Novato, CA 94949

Tel: (415) 883-2211



Web address: <http://www.marin.edu>

College of Marin is accredited by the Accrediting Commission for Community and Junior Colleges of the Western Association of Schools and Colleges, 10 Commercial Blvd., Novato, CA 94949, (415) 506-0234, an institutional accrediting body recognized by the Commission on Recognition of Postsecondary Accreditation and the U.S. Department of Education.

MARIN COMMUNITY COLLEGE DISTRICT

COLLEGE OF MARIN

Kentfield Campus and Indian Valley Campus

BOARD OF TRUSTEES

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Published by College of Marin through the joint efforts of the Student Learning Department and the Office of Communications and Community Relations.

Catalog Acknowledgments

Cathy Summa-Wolfe, Director, Communications and Community Relations

Janice Austin, Production Coordinator

Tom Hudgens, Lead Production and Content Coordinator

Kim O'Gara, Alganesh Hagos, Curriculum and Content Support

Dong Nguyen, Technical Support

Dave Mahoney, Cover Design

David Paul Morris, Hector Seguel, Photo Credits

Hector Seguel, Web Design

Curriculum Committee Members: Derek Wilson, Becky Brown, Sara McKinnon, George Hritz, Ron Palmer, Karen Robinson, Chris Schultz, Maula Allen, Diusca Smith, Karen Van Kriedt, Kristi Kuhn, A. Joe Ritchie

This catalog is in effect from fall 2009 through summer 2010.

Consult other official campus publications for updates.

PRESIDENT'S LETTER

Welcome to College of Marin!

Founded in 1926, College of Marin is one of California's premier community colleges. Our rich heritage of academic excellence can be attributed to our outstanding faculty and staff.

College of Marin is committed to helping students reach their educational goals. Our talented faculty members are dedicated to teaching and are known for providing excellent learning opportunities for students from all walks of life.

Each semester thousands of students enroll in more than 1,000 credit and noncredit classes in a supportive and intimate setting. What we offer here that is different from what you will find at larger colleges is personalized attention and a very supportive learning environment. With about 20 students per class, our students benefit from more time with their professors.

In addition, our talented staff members provide high-quality services that support student success. We offer a variety of services designed to help students get started and stay on track, including academic counseling, career counseling, tutoring, Disabled Students Program and Services, Extended Opportunity Program and Services, and financial aid among others.

I hope that you will join us at the College of Marin. We look forward to the opportunity to be part of your journey towards achieving a rewarding and satisfying life through higher education.

Sincerely,



Frances L. White, Ph.D.
Superintendent/President



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COLLEGE OF MARIN MISSION STATEMENT

College of Marin's commitment to educational excellence is rooted in our mission to provide excellent educational opportunities for all members of our diverse community by offering:

- preparation for transfer to four-year schools and universities;
- workforce education;
- basic skills improvement;
- intellectual and physical development and lifelong learning; and
- cultural enrichment.

The College of Marin is committed to responding to community needs by offering student-centered programs and services in a supportive, innovative learning environment with a strong foundation of sustainability, which will instill environmental sensitivity in our students.

Approved at April 21, 2009 Board Meeting

SECTION 2

ADMISSIONS, REGISTRATION, ACADEMIC INFORMATION

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ADMISSIONS, REGISTRATION, ACADEMIC INFORMATION

ADMISSIONS INFORMATION

The College Serves Students of All Ages

Admissions Policy

(Credit Classes)

College of Marin has an open admissions policy. Eligibility to attend is satisfied if you have met at least one of the following requirements:

- You are eighteen (18) years old on or before the first day of instruction for the term which you are applying.
- You are a high school graduate.
- You are the equivalent of a high school graduate, i.e., you have passed the G.E.D. or a state's high school proficiency examination.

Please note that the above requirements are general; other factors may determine eligibility.

Contact the Office of Admissions and Records at **(415) 457-8811 ext. 8822** for more information, or visit our website at <http://www.marin.edu>.

Admissions as a Special Part-Time Student

(Concurrently Enrolled High School Student)

College of Marin welcomes students under the age of 18 years and attending high school to enroll in courses of advanced scholastic and vocational programs. Courses which students have elected to use as high school credit will also be counted, where applicable, toward the Associate Degree or Certificate requirements.

To be considered for admissions as a Concurrently Enrolled High School Student, Section 76011 of the California Code of Regulations requires the recommendation of the high school principal and the consent of the parent or guardian.

For more information please contact the Office of Admissions and Records at **(415) 457-8811 ext. 8822**.

International Student Admissions

International students seeking admissions to College of Marin must provide the following:

1. If native language is not English, provide evidence of English proficiency.
 - Applicants living outside the San Francisco Bay Area must provide an acceptable score on the TOEFL (Test of

English as a Foreign Language) of 500 on written test, 173 for the computer test or 61 on the Internet-based test.

- Students living within the San Francisco Bay Area may take College of Marin's TOEFL Test in lieu of the official TOEFL. Please call (415) 485-9469 for dates and times of testing. (Institutional TOEFLs from other schools will not be accepted).
2. Verify means of adequate financial support by completing the "Official Certification of Personal or Family Funds" form.
 3. Submit \$50.00 Application Processing Fee (non-refundable). The amount must be in U.S. dollars (no cash please). Make check or money order payable to "College of Marin."
 4. Provide an "Enrollment Status Form" completed by the last school attended in the United States.
 5. Provide evidence of high school graduation and transcripts from all colleges/universities attended in the United States.
 6. Completed International Student Admissions Application.

International students are subject to \$188.00 per unit international student tuition fee, an enrollment fee of \$20.00 per unit, a \$50.00 international student admissions application fee, a health fee of \$15.00 for fall and spring semesters or \$12.00 for the summer session, and a \$3.00 student representation fee. All fees must be paid in full at the time of registration. International student admissions applications and all other required documents will be accepted February through July 31, 2009. All documents submitted after July 31, 2009 will not be accepted.

Student Identification Number

Students will be assigned a College of Marin Identification Number. Students are requested to supply their Social Security Number for purposes of printing the SSN on their 1098 T tax credit form and their official academic transcript. Please note; students applying for Federal and/or state financial assistance and students employed by the College must report their SSN on their Application for Admissions.

Residency Requirements

California Residence

Under the State of California Education Code, to establish California residency, a person must pair his or her physical presence in California with the following provisions:

- Objective proof of physical presence one year and one day prior to the first day of instruction for the term for which he/she has applied as indicated in the Schedule of Important Dates and,
- Intent to make California the home for other than a temporary purpose.

There are other factors to be considered for non-resident students holding various types of visas. These students are advised to contact the Office of Admissions and Records at (415) 457-8811 ext. 8822 for clarification. Evidence of intent to make California their home for other than a temporary purpose could include but is not limited to a minimum of two (2) of the following:

- Voting in California elections.

- Obtaining a California driver's license.
- Paying state income tax.
- Registering a motor vehicle in California.
- Maintaining continuous residence in California.

Act of intent must be accomplished for one full year.

College of Marin may determine at the time of admission or at a later date that such students may not have met the aforementioned residence requirements set forth for all California community colleges. Such students will subsequently be assessed and billed the nonresident tuition fee per unit at the current academic year rate.

Students who have not reached the age of 18 years are regarded as minors; their residence is that of one or both parents. Therefore, a student who is a minor is regarded as a resident of California only if one or both parents couple their physical presence in California one year and one day prior to the first day of instruction for the term for which the minor has applied with the objective evidence that physical presence is with the intent to make California the home for other than a temporary purpose.

Special residence regulations are in effect for married minors, for minors whose parents are deceased, for certain military members and their dependents, and for various others.

Continuing nonresident students at College of Marin (with the exception of international students), who think that they meet the time and intent requirements necessary to establish California residency must contact the Office of Admissions and Records for residency verification and adjustments.

Residency Adjustments

Residency adjustments are not automatic. It is the student's responsibility to initiate a residency inquiry and to provide proof of California residency.

Residency Appeals

Students may appeal their residency status as determined by College of Marin through the following procedures:

- Requests must be addressed, in writing, to the Dean of Enrollment Services, within two weeks of receipt of the notification.
- If further review is required, a meeting with the Dean of Enrollment Services may be requested.
- Students are required to provide ALL documents required to verify their residency status.

Reduced Fees under AB540

As a nonresident, you may be eligible to pay the \$20 per unit California resident enrollment fee.

What is AB540? AB540 is a state law that exempts certain students who are not residents of California from paying nonresident tuition at the California Community Colleges, California State Universities and Universities of California.

Who is eligible? Students who meet **all** of the following requirements:

1. You attended a California high school for three or more years.

2. You graduated from a California high school or attained the equivalent of a high school diploma from California (e.g., G.E.D. or California Proficiency Exam).
3. You registered in the spring of 2002 or later.
4. You complete a "California Nonresident Tuition Exemption" form.

If you have been determined to be a nonresident of California and meet all of the above requirements please contact the Office of Admissions and Records and complete the short and easy "California Nonresident Tuition Exemption" form. The Admissions and Records staff is here to assist you.

Prerequisites, Corequisites, and Advisories

College of Marin affirms that students are entitled to pursue intellectual, physical, social, ethical, and career development, and that prerequisites, corequisites, advisories, and certain enrollment limits should be established only on a course-by-course basis, only where they are appropriate, and never if they constitute unjustifiable obstacles to student access. Therefore, College of Marin adopts the following policy in order to provide for the establishing, reviewing, and challenging of these course requirements in a manner consistent with law, safety, and good practice.

Definitions

1. **Prerequisite:** A prerequisite is a condition of enrollment that a student is required to meet in order to demonstrate current readiness for enrollment in a particular course or program. Examples of courses that may require prerequisites are:
 - Courses for which specific prerequisites have been justified by content review, the appropriate level of scrutiny and any other validation procedures required by law (Title V, 55201 a-f);
 - Sequential courses in a degree-applicable program;
 - Courses requiring a prerequisite to transfer to a four-year college;
 - Courses requiring preparation to protect health and safety; and
 - Technical or vocational courses or programs that require special preparation.
2. **Corequisite:** A corequisite is a condition of enrollment consisting of a course that a student is required to take simultaneously in order to enroll in another course. Courses that may require corequisites include:
 - Courses that are part of a closely related lecture-laboratory pairing requiring concurrent enrollment.
3. **Advisory:** An advisory is a condition of enrollment that a student is advised, but not required, to meet before or in conjunction with enrollment in a course or educational program.

4. **Limitations to Enrollment:** Other limitations on enrollment may include:

- Courses that require public performance or competition;
- Blocks of courses for which enrollment is limited in order to create a cohort of students.

The college requires students to complete prerequisites with a grade of "C" or higher prior to registering in the course requiring the prerequisite. Likewise, students are to register in all required corequisites as pre-enrollment preparation.

Please note: Some prerequisites may be satisfied by equivalent course work from an accredited institution other than College of Marin. Please contact a counselor at (415) 485-9432 for more information.

Students have the right to challenge prerequisites and corequisites on certain, specified grounds:

1. The prerequisite or corequisite has not been established in accordance with the district's process for establishing prerequisites and corequisites.
2. The prerequisite or corequisite is in violation of Title 5 regulations.
3. The prerequisite or corequisite is either unlawfully discriminatory or is being applied in an unlawfully discriminatory manner.
4. The student has the knowledge or ability to succeed in the course or program despite not meeting the prerequisite or corequisite.
5. The student will be subject to undue delay in attaining the goal of his or her educational plan because the prerequisite or corequisite course has not been made reasonably available.

Students interested in challenging a prerequisite or corequisite course are advised to contact the Challenge Office at (415) 485-9431 as soon as possible for more information about the challenge procedure and the particular requirements of the course being challenged.

PREREQUISITE/COREQUISITE CHALLENGES MUST BE INITIATED NO LATER THAN FIVE WORKING DAYS PRIOR TO THE FIRST DAY OF CLASSES EACH SEMESTER.

REGISTRATION INFORMATION

Registration Priority

The order of priority for registration is as follows:

1. All continuing EOPS, DSPS, CalWORKs, and veteran students.
- 1B. All continuing students who have completed three or more semesters in the district.
2. All continuing students who have completed two semesters in the district and recent high school graduates.
3. All continuing students who have completed one semester in the district.
4. All other new and returning students in the order in which applications are accepted.
5. All new and returning Marin County concurrently enrolled high school students and home school students age 15 and older may register on the second day of new student registration.
6. Students whose Petitions to Repeat have been approved must wait until the week before the semester/session begins.
7. All new and returning Marin County home school students under age 15, elementary and middle school students, and "Open College" students must wait until the first week of the semester/session to register.

Where to Register

Students may register online at <http://mycom.marin.edu>, at the Offices of Admissions and Records at the Kentfield or Indian Valley Campuses regardless of where their classes are held, or by fax at (415) 460-0776. Detailed information is published in each issue of the schedule of credit and noncredit classes.

Late Registration

Students may enroll late with the instructor's approval through the Friday of the second week of instruction or the census date for a short-term class. With instructor's approval on a late Enrollment Card/Petition, students may enroll after the Friday of the second week of instruction for an additional two weeks providing the student was in attendance by the Friday of the second week of instruction or two additional days after the census date for short term classes.

Student Success Workshop

In order to help students reach their educational goal, College of Marin has established an online orientation and an on-campus Student Success Workshop. The purpose of the orientation and workshop is to help prepare students to be successful at College of Marin. Students can use the online orientation or attend the on-campus workshop.

After completion of the online orientation or the on-campus Student Success Workshop, students will take placement tests and follow-up with a counseling appointment. Students can then register for classes.

Who Needs to Attend the Student Success Workshop?

All new, returning, or transfer students are required to participate before they can register for classes unless they fall into one of the following categories:

1. Students who have completed 15 or more semester units or 22 or more quarter units at any college.
2. Students who already have an Associate in Arts (AA) or Associate in Science (AS) degree or higher.
3. Students who are planning to enroll in courses that require no reading, writing, or math. (A list of these classes is available from the offices of Counseling or the offices of Admissions and Records on both campuses.)
4. Students who present sufficient evidence demonstrating that their prior learning is equivalent to number 1 or 2 above.

Students not required to participate are welcome to attend.

Fees (Type and Amount)

College of Marin is part of the California Community Colleges system of the State of California. Fees are established by the State Legislature and must be paid at the time of registration.

Registration Fees

Enrollment Fee	\$26 per unit
Health Fee	\$15, \$12 summer
International Student Application Fee (nonrefundable)	\$50
Materials Fee (payable when applicable at time of registration)	Varies
Nonresident Tuition Fee (U.S. Citizen)	\$190 per unit
Nonresident Tuition Fee (Non-U.S. Citizen)	\$197 per unit
Student Representation Fee (optional)	\$3
Fees for Other Services	
Career Assessment Administration Fee	\$40
Credit By Examination	\$26 per unit
Document/Verification Fee	\$6
GED Test Administration	\$85
GED Retest Fee (per test)	\$10
Library Replacement Fee	\$2
Open College	Check with instructor
Parking Fee Per Semester	\$50/semester, \$3 per day
Refund Processing Fee	\$10
Returned Check/Declined VISA/MasterCard Fee	\$15
Rush Transcript Fee (next workday)	\$15
Service Fee (for processing refunds and deferred fees for dropped classes)	\$10
Transcript Fee (first 2 copies ever ordered are free)	\$6

In addition to the above, students must purchase their own books and supplies. Interest at the rate of 7 percent may be charged on all delinquent deferred fees beginning the second week of classes.

Note: Fees are subject to change without notice.

Enrollment Fee Payment Policy

Students are entitled to enroll and participate in class(es) throughout the semester, providing that they do not have any outstanding balance on their record. Students must pay all fees in full prior to registering for the subsequent semester. In addition, grades, transcripts, diplomas, and certificates will not be released until the student has paid all outstanding debts to the college.

Payment Policy: Nonresident Tuition, International Student Tuition, Community Education Enrollment Fees and Open College Enrollment Fees

All the above tuition and fees and all other applicable fees are due and payable at the time of registration.

Payment Methods

Payments may be made with a MC/VISA credit card or MC/VISA debit card online at <http://mycom.marin.rfu> or by check, cash or cashiers check. Payments over \$500 must be paid by cash, cashiers check or MC/VISA credit or debit card.

Refunds

Enrollment Fees, Health Fees, Materials Fees, Nonresident Student Tuition, and International Student Tuition may be refundable for full-semester courses and short-term courses. The refund policy also applies to summer session intervals. Please see the "Schedule of Important Dates" in this catalog for specific deadline dates. A listing of short-term refund deadlines is published in each schedule of classes. Provided that no materials have been used, refund of materials fee will be granted through Friday of the second week of classes or, for short-term classes, before completion of 10% of the class.

The ultimate responsibility for dropping classes in order to receive a refund rests solely upon the student. It is the student's responsibility to:

1. check if an instructor has initiated a drop by the established deadline dates and
2. apply for a refund as stated in the next paragraph.

Refund Procedures

Refunds are not automatic. To obtain a refund for courses dropped on or before the published deadline dates, the student must submit a completed refund request form with the Office of Admissions and Records no later than the last day of final examinations. Refund procedures also apply to summer sessions.

Refund Service Fee

A \$10 per semester refund service fee and any outstanding balance due the college will be deducted from all refunds. No refund service fee is charged if the class is cancelled by the college.

Military Withdrawal

Upon verification that a student was a member of an active or reserve military service unit who received orders compelling a withdrawal from courses, withdrawal with no "W" grade will be allowed. Upon petition by the affected student, a refund of the entire enrollment/health fee will be authorized.

Enrollment Fee Waivers

Board of Governors

The California Community Colleges Board of Governors provides a waiver of enrollment and health fees for students who meet the State of California residency requirement and one or more of the following criteria:

1. Student or student's family receives AFDC, SSI, or General Assistance benefits.
2. 2006 income was below the following limits (includes taxable and nontaxable income)
 - Family size = 1/income under \$ 14,700.
 - Family size = 2/income under \$ 19,800.
 - Add \$ 5,100 for each additional dependent.
3. Student files Financial Aid Application and is determined eligible by the Financial Aid Office. Contact the Financial Aid Office at (415) 485-9409 for additional information.

Note: The above information is subject to change in the event of new state regulations.

Financial Aid

College of Marin offers student financial aid assistance to all students who qualify on the basis of financial need. Eligible students receive funds in the form of grants, scholarships, loans, and/or workstudy programs.

Eligibility

To be eligible for federal financial aid programs, a student must:

1. Be a U.S. citizen, permanent resident, or eligible noncitizen.
2. Be in compliance with U.S. Selective Service registration regulations.
3. Have a high school diploma, G.E.D. certificate, or state equivalency credential, pass the required Ability to Benefit test, or have completed six units of college-level coursework.
4. Be enrolled in a program leading to a degree, certificate, or transfer to a four-year college or university.
5. Maintain satisfactory academic progress according to the policies of the Office of Admissions and Records and the Financial Aid Office.

Determination of Need

Generally, financial need is determined by calculating the difference between a student's resources and expected expenses. For students who do not meet the criteria to be considered independent, parents' income and assets are included in the calculation of resources. Students with exceptional circumstances should consult with the Financial Aid Office.

Need Equals Expenses Minus Resources

EXPENSES include tuition, books, fees, and standard allowances for transportation, rent, food, and some other living expenses. (Standard student budget amounts are available from the Financial Aid Office.)

RESOURCES are defined as expected contributions from income and assets as calculated by the federal need analysis formula.

Application Procedure

The application form is the Free Application for Federal Student Aid (FAFSA) and is available online at www.fafsa.ed.gov. Follow the directions carefully. The Financial Aid Office often requires additional documents to verify or explain the information submitted on the FAFSA form. When a student's file is complete, it is reviewed for eligibility for financial aid programs and an award letter is sent to the student.

Application forms are available in January for the following fall and spring semesters and must be submitted by March 1 for the following programs for priority consideration.

1. College of Marin Foundation, scholarship application.
2. Cal Grant A, B, and C.
3. Priority filing deadline for students transferring to four-year colleges and universities.
4. Marin Education Foundation Grants deadline.

Available Programs

Federal Grants

1. Pell Grants: Pell Grant eligibility is based on the Student Aid Report (SAR) the student receives after filing the FAFSA form. Grants range from \$609 - \$5,350 per year and are prorated according to the number of credits in which the student is enrolled. (Amounts are subject to changes in federal legislation.)
2. Supplemental Education Opportunity Grant (SEOG): SEOG grants are awarded to Pell Grant recipients with the least amount of financial resources. Grants are generally \$300 per semester.

State Grants

1. Extended Opportunity Programs & Services (EOPS) Grants: The EOPS Office offers book grants to qualified students. Students must be full-time and qualify for a BOGW-A or a BOGW-B fee waiver. Information on other criteria can be obtained from the EOPS Office.
2. Board of Governors' Waiver (BOGW): The State of California provides waivers of tuition for students who are recipients of SSI, General Relief or TANF, or meet certain income criteria or qualify on the basis of financial need. (See Enrollment Fee Waivers.)
3. Cal Grants: The State of California provides grants ranging from \$300 - \$700 per semester for students who qualify. Cal Grant B provides funds to exceptionally needy students. Cal Grant C provides funds to students in certificate vocational programs. Cal Grant A is designed for students who intend to transfer and will cover a portion of tuition and fees once the student transfers to a four-year college or university.

Community Grants

Marin Education Fund Grants (MEF): The Buck Trust established the Marin Education Fund to provide funds for the education of Marin County residents. Grants ranging from \$400 - \$3,000 are awarded to students who meet the Foundation's county residency requirements and financial need criteria. The MEF application form must be filed by March 1 to be considered for the following fall and spring semesters.

Employment

1. **College Work-Study Program:** Federally funded part-time jobs are available on campus and off campus for students who have financial need and are awarded a work-study job. Available jobs are posted at the Financial Aid Office. Salaries range according to the requirements of the position.
2. **Student Employment:** The College Job Placement Office maintains up-to-date listings of jobs within the community. Many jobs are career-related and provide students with excellent work experience. Salaries are determined by the employer.

Student Loans

1. **Emergency Loans:** The College of Marin Foundation and the Associated Students of the College of Marin provide Emergency Loan funds. This program provides 30-day loans of up to \$100.
2. **Federal Stafford Subsidized Loans** (formerly Guaranteed Student Loans) provide deferred-payment, low-interest loans for qualified students. Principal and interest are deferred until six months after the student is no longer enrolled at least half time. Students must apply for financial aid and qualify on the basis of financial need. Federal Unsubsidized Stafford Loans provide low-interest loans for students who do not meet financial need criteria for Federal Stafford Loans. Principal is deferred during enrollment as at least a half-time student. Interest begins accruing when loan is borrowed. Students interested in federal student loans must make a loan counseling appointment with the Financial Aid Office.

Veterans or Dependents of Disabled/Deceased Veterans Educational Benefits

Educational Benefits

The VA toll-free number is 1(800) 827-1000. Education and Benefit Services: <http://www.gibill.VA.gov>

College of Marin is approved as an educational facility for veterans and their dependents. Eligible veterans and their dependents are certified by the Designated School Official after the student has completed and returned the "Veteran Application Packet" (available from the Office of Admissions and Records) and have met with the designated college veteran's counselor.

Dependent of Veterans College Fee Waiver Program (66025.3)

The State of California offers a "College Fee Waiver Program" to children and dependents of service-connected disabled or service-related deceased veterans. This program is administered by the California Department of Veterans Affairs (listed in the Government section of the telephone book under County Government Offices).

Scholarships

In May, students with outstanding academic records and financial need are awarded scholarships from the College of Marin Foundation and from an increasing number of community groups. Applications are available in January with a deadline of March 1 and are awarded each year in May.

A free computerized scholarship search program is available online at www.FastWeb.com.

The Financial Aid Office maintains information about other scholarship opportunities and helps students make proper and timely applications for such funds. Students should inform their counselors of possible financial need and review bulletin boards for notices of scholarship announcements.

Phone: (415) 485-9409

Student Representation Fee

Money collected for the Student Representation Fee shall be expended to provide support for students or representatives who may be stating their positions and viewpoints before city, county and district governments and before offices and agencies of the state and federal governments. Students have the right to refuse to pay the fee for religious, political, moral, or financial reasons. A written statement to this effect must be presented to Admissions and Records staff at the time of registration.

Tax Credit

In accordance with federal tax credit legislation, College of Marin will mail a verification 1098T form at the end of January to each student registered at least half time on census day and who has paid their registration fees.

Please check with your tax preparer to determine if you are eligible to take advantage of this credit.

If you are entitled to this deduction, it is important that the college have your current address. If you have moved, you need to complete a green change form with the Office of Admissions and Records.

The Social Security numbers of students who have chosen an assigned identification number will not be printed on the 1098T. If you wish to change from an assigned identification number to your Social Security number, you may also do this by completing the green change form with the Office of Admissions and Records.

Military Fee Exemption

Dependents of deceased/disabled veterans (with an eligibility letter) will only be charged materials fees.

Procedure for the First Class Meeting

1. Attend classes beginning the first week of the semester (unless otherwise stated in the schedule). Nonattendance does not constitute an automatic drop. If you cannot attend the first class meeting, you may ask if your place can be held in the class by contacting the instructor prior to the first class meeting. Please note that instructors are generally not on campus between sessions.
2. Students who do not wish to continue in a class must drop online at <http://mycom.marin.edu> or file a Drop Card, in person, with the Office of Admissions and Records to avoid a penalty grade. Please note refund deadline.
3. Students who did not preregister for classes may attend the class of their choice to see if space is available. Instructors may admit these students issuing an "ADD AUTHORIZATION CODE" which may be used to enroll online or in-person

Adding and Dropping Classes

Students may add a class online, by touchtone, by fax, or by completing an Enrollment Card and filing it in person with the Office of Admissions and Records before classes begin. Students need to have the Enrollment Card signed by the instructor after the class starts. For late-starting classes students may add online or by touch-tone beginning the first day of classes until the business day before the class begins.

Students may request to drop a class until the drop deadline online or by completing a Drop Card and filing it in person with the Office of Admissions and Records.

Nonattendance does not constitute an automatic drop. If you cannot attend the first class meeting, you may ask if your place can be held in the class by contacting the instructor prior to the first class meeting.

For classes dropped through 30 percent of the term, no course information or grade will appear on the student's record. Course information and a "W" grade will be placed on the permanent record for classes dropped between 30 percent of the term through the day which marks completion of 75 percent of the term. Courses may not be dropped after this 75 percent of the term deadline.

Instructors may drop students who have not been attending classes regularly by submitting a Drop Card or by assigning an Instructor Withdrawal at midterm. It is, however, the student's responsibility drop or withdraw within the published deadline dates.

Cancellation of Programs/Classes

Programs of study and/or individual classes are subject to cancellation based on funding considerations or enrollment levels.

Unit Load

Students may not enroll generally in more than 18 units for fall or spring or seven units (two classes) for summer. Students who wish more units must submit a Petition to Carry Extra Units by the deadline. Students on probation, dismissal or not high school graduates may have lower unit restrictions.

Open College

Open College is a program for students who wish to enroll in a course for enrichment purposes only. Open College students do not receive grades, transcripts, or proof of attendance for an Open College course. Students must obtain approval from the instructor on an Open College Enrollment form on the first day of instruction for that course. Open College courses are subject to varying fees and do not count toward financial aid eligibility. NOTE: Once a student enrolls in an Open College level, the student is prohibited from changing to the Credit level.

(Please Note: Beginning spring 2010, the Open College program will be discontinued.)

Equal Opportunity

In compliance with Title IX of the 1972 Education Amendments, the Equal Employment Opportunity Act of 1972 (Title VII of the Civil Rights Act of 1964 as amended), the Civil Rights Act of 1991, and Section 504 of the Rehabilitation Act of 1974, and the Americans with Disabilities Act, it is the policy of the Marin Community College District not to discriminate against any person on the basis of race, color, religion, age, sex, ancestry, sexual orientation, national origin, marital status, medical condition (cancer), physical or mental disabilities, or status as a Vietnam-era veteran in all of its educational and employment programs and activities, its policies, practices, and procedures. Students have the right to file an internal complaint or a complaint with the Office of Civil Rights.

College of Marin, under the Equity in Athletics Disclosure Act of 1994, provides information concerning the operation of its intercollegiate athletics program. A completed report is available in the Admissions and Records Office, the Library, and the Athletic Department for public review.

College of Marin policy 5.004 prohibits verbal, physical, visual, and sexual harassment of any applicant, employee, or student by any District employee on the basis of race, color, religion, age, sex, ancestry, sexual orientation, national origin, marital status, medical condition (cancer), physical or mental disabilities, or status as a Vietnam-era veteran. Conduct of non-employees while on District property is also expected to follow these guidelines.

It is further the policy of this college to take affirmative action in all its programs and in all aspects of employment to ensure equal opportunity and the achievement of proportional representation of qualified members of historically underrepresented groups. The lack of English language skills will not be a barrier to admission and participation in vocational educational programs.

EEO/ADA Compliance Officer/Title IX Coordinator:

Linda Beam
Administrative Center, Rm 107, Kentfield Campus
(415) 485-9400

Section 504 (Disability) Coordinator:

Linda Beam
Administrative Center, Rm 107, Kentfield Campus
(415) 485-9400

Gender, Equity Coordinator:

David Cook
 SS Center, Rm 263, Kentfield Campus
 415.485.9409

It is the policy of College of Marin that unless specifically exempted by statute, every course, course section or class, the attendance of which is to be reported for state aid, shall be fully open to enrollment and participation by any person who has been admitted to the college and who meets such prerequisites as may be established pursuant to Chapter II, Division 2, Part VI, Title V of the California Code.

Classes with Time Conflicts

Students may not register for courses taught at conflicting times.

Changes May Occur Without Notice

Rules, policies, regulations, procedures, fees, courses, schedules, and student services described in this publication are subject to change at any time without prior notice. The college reserves the right to alter fees, statements and procedures contained herein. Fees and procedures are subject to change at any time by the State Legislature and the college Board of Trustees. It is the student's responsibility to meet and remain informed of college requirements. When changes occur, they will be printed in the next regular publication of the catalog or class schedule.

ACADEMIC INFORMATION**Attendance**

Regular attendance is necessary for satisfactory progress in college. Failure to attend regularly may result in a failing grade. Students who are late in attending the first class meeting may lose their place to another student on the waiting list. For any absence, the student must make up all work missed. Such work must be completed to the satisfaction of the instructor. It is the student's responsibility to check on all assignments. Students may be dropped from classes as a result of excessive absences.

Nonattendance does not constitute a drop. Students must submit a drop card for any class they do not wish to continue.

Units of Credit

The conventional measurement of college work is called a unit. It represents one lecture hour per week for one semester (together with two hours of preparation outside class) or three hours of laboratory work per week for one semester.

Full-time students are enrolled in at least 12 units in the spring and fall and four units in the summer.

Courses Used for High School Credit

College-level course work that students have elected to use for high school credit will also be counted, when applicable, toward the degree or certificate requirements and will be given as college credit.

Concurrently enrolled students are restricted from physical education classes and remedial classes numbered below 100.

Grading Symbols, Definitions and Grade Points

Symbol	Definition
A	Excellent
B	Good
C	Satisfactory
D	Passing, less than Satisfactory
F	Failing
P	Pass (at least satisfactory — C grade; units awarded, but not used to calculate GPA)
NP	No Pass (less than satisfactory or failing; used to determine progress probation and dismissal, but not to calculate GPA)
I	Incomplete (used to determine progress probation and dismissal, but not to calculate GPA)
IP	In Progress (not used to determine progress probation or dismissal, or to calculate GPA)
RD	Report Delayed (not used to determine progress probation or dismissal, or to calculate GPA)
W	Withdrawal (used to determine progress probation and dismissal but not to calculate GPA)
FW	Failing for nonattendance withdrawal (used to determine academic probation and dismissal)

Grade points

Each letter grade has the following point assignment for each unit,

A	=	4.0
A-	=	3.7
B+	=	3.3
B	=	3.0
B-	=	2.7
C+	=	2.3
C	=	2.0
C-	=	1.7
D+	=	1.3
D	=	1.0
D-	=	0.7
F+	=	0.3
F	=	0.0
FW	=	0.0

Grade Point Average (GPA)

Divide the total grade points earned by the number of units attempted.

Do not include I, IP, W, MW, P, or NP. Non-progress Grades (NPG) Grades of I, NC, and W.

Consecutive Semesters

Semesters shall be considered consecutive based on a student's enrollment pattern.

Probation

A warning that a student's grades do not meet acceptable standards.

Dismissal

A student is not allowed to continue at the College unless the student receives special permission from the Dean of Enrollment services or the College Petitions Committee.

Midterm Grade

Midterm grades are available for students online at <http://mycom.marin.edu> (check calendar).

Final Grade

Enrollment, evaluation, and credit for courses shall be entered on a student's official academic record in accordance with college policy and state law. Final grades are only available to students online at <http://mycom.marin.edu> (check calendar).

Pass (P)/No Pass (NP)

Students who select the Pass/No Pass grading option in those courses which permit a student to be evaluated either on a Pass/No Pass or Letter Grade basis, must select that option on or before 30 percent of the length of the term for regular and short term course. Check the Calendar of Important Dates. Students may select the Pass/No Pass grading option online at <http://mycom.marin.edu>, or by submitting a Pass/No Pass Grading Option form to the Offices of Admissions and Records. **NOTE: A student may change his/her selection within this 30 percent time period. Once this time period has expired a student may not change his/her selection. IMPORTANT: The Pass/No Pass grading option is the sole responsibility of the student.**

Incomplete Grades

An Incomplete grade may be assigned to a student who cannot complete a small portion of the required academic work because of a justifiable emergency or unforeseeable reason at the end of the semester. The decision to give an Incomplete rests solely with the instructor. A student who receives an Incomplete grade must make arrangements with the instructor and must make up the work by the last day of final examinations in the following semester. In extenuating circumstances, and with the instructor's approval, the student may petition for an extension of not more than one additional semester.

The instructor for the class shall submit a form to the Office of Admissions and Records, with a copy to be mailed to the student, stating the conditions for completing the work and the final grade to be assigned if the work is not completed. The instructor shall submit a change of grade form when the work is completed. If the "I" is not removed by the end of the subsequent semester, and no extension has been granted, it shall be changed to the grade originally assigned by the instructor.

In Progress Grades

The "IP" symbol is used when a class is open-entry or extends beyond the normal end of an academic term. "IP" indicates that work is "in progress." The "IP" symbol shall remain on the

student's permanent record. The following semester, the appropriate grade and unit credit shall be assigned by the instructor when the course is completed. An "IP" shall be recorded only once for any given class. It shall not be used in calculating grade point average or determining progress probation. The instructor shall submit an "IP" form that includes a final grade to be posted if the student fails to re-enroll. A student who receives an "IP" must re-enroll for the course the subsequent semester and complete the required work to achieve a grade. If the student does not re-enroll in the next regular semester, the student shall receive the grade submitted on the "IP" form. Students will be charged an enrollment fee when they re-enroll.

Report Delayed Grade

The "RD" symbol may be assigned only by the Office of Admissions and Records and is used when there is a delay by the faculty member in reporting the grade of a student. "RD" shall be a temporary notation to be replaced by a permanent symbol as soon as possible. It shall not be used in calculating grade point average or determining progress probation/dismissal.

Withdrawal

Students may withdraw from classes through the day that marks the completion of 75 percent of the course. Students who do not withdraw by this date will be assigned a grade, other than "W," by the instructor. It is the student's responsibility to withdraw officially from a class. Students should not assume that they will be automatically withdrawn by an instructor.

Students who withdraw before completion of 30 percent of the course shall have no notation made on their permanent records.

Students who withdraw between 30 percent of the course and 75 percent of the course shall have a "W" recorded on their permanent records.

In extenuating circumstances such as illness, accident, or other events outside of the student's control, the student may petition the Dean of Enrollment Services for a "W" grade after completion of 75 percent of the course. After consultation with the appropriate faculty member, the Dean may authorize withdrawal with a "W" grade. Should the Dean deny the petition, the determination of the student's grade by the instructor shall be final. Once a faculty member has submitted a grade, a "W" cannot be assigned. Section 55760 of Title V of the California Code of Regulations states that an instructor's grade is final in the absence of mistake, bad faith or incompetency.

Successfully Completed

Successful completion of a course is defined as receiving a grade of Pass (P), "C" or better.

Nonrepeatable Courses (Substandard Grades)

A student who receives a substandard grade of "D," "F," "FW," "NP," or "NC" on the first attempt of a non-repeatable course taken at College of Marin may repeat that course two more times in an effort to successfully complete the course with a passing grade. Upon successful completion of a repeated course, the most recent grade earned will be computed in the cumulative grade point average or non-progress grades (NPG) percentage.

After receiving three substandard grades in the course, a student may petition to repeat a course for the fourth enrollment provided there is verifiable documentation that extenuating circumstances occurred which justify an additional repetition. Upon completion of a repeated course, the most recent grade earned will be computed in the cumulative grade point average or NPG percentage.

- If approved, the student must wait one week after the start of new and returning student registration to register for the course.
- Courses granted Academic Renewal will not be included for course repetition limits. Equivalent coursework completed at other accredited colleges and universities may be accepted when approved by the appropriate department chair and the student has successfully completed 12 units at College of Marin.

Annotating the permanent academic record shall be done in a manner that all work remains legible, ensuring a true and complete academic history.

Nonrepeatable Courses (Withdrawal or “W” Symbol)

Students who have received the “W” symbol after withdrawing from a course may re-enroll in the course without petition. After receiving three “W” symbols in a given course, a student may petition once to re-enroll in the course providing verifiable documentation that extenuating circumstances occurred. If approved, the student must wait one week after the start of new and returning student registration to register for the course.

After the last day of the fourteenth week (or 75 percent of the term, whichever is less) upon petition of the student or his/her representative and after consultation with the appropriate faculty, the Vice President of Student Learning or designee may approve an additional withdrawal based on extenuating circumstances outlined in the petition.

Nonrepeatable Courses (Grades of “C” or Better)

The following are circumstances under which students may repeat courses in which a “C” or better grade was earned: (Such course repetition requires a finding that circumstances exist which justify such repetition.)

1. Students may petition to repeat a course in which a “C” or better was earned after two or more years have elapsed since successfully completing the course provided there are compelling circumstances which warrant such a repetition. Grades awarded for courses repeated under these provisions shall not be counted in calculating a student’s grade point average.
 - If approved, the student must wait one week after the start of new and returning student registration to register for the course.
2. **Mandated Training:** Students are allowed to repeat a course without petition when repetition is necessary to enable that student to meet a legally mandated training requirement as a condition of volunteer or paid employment. Students can repeat such courses any number of times, even if they re-

ceived a grade of “C” or better, however, the grade received by the student each time will be included in calculations of the student’s grade point average or NPG percentage.

Admissions and Records will maintain a list of courses that meet a legally mandated training requirement.

Annotating the permanent academic record shall be done in a manner that all work remains legible, ensuring a true and complete academic history.

Repeatable Courses

1. **Activity Courses:** Students may repeat courses that have been designated as activity courses to enhance their skills and proficiencies. Activity courses are defined as career-technical courses where the content differs each time the course is offered but the primary educational activity remains the same. Examples of activity courses include physical education and courses in music, fine arts, theater, and dance. Other than in cases of substandard academic work, courses may not be repeated for more than three semesters including summers and inter-sessions. Consult the catalog to determine which courses are designated as repeatable. Prior approval is not required.
2. **Courses for Students with Disabilities:** Students with disabilities can repeat a special class for students with disabilities any number of times when an individualized determination verifies that such repetition is required as a disability-related accommodation.

Annotating the permanent academic record shall be done in a manner that all work remains legible, ensuring a true and complete academic history.

Basic Skills Classes

Students may enroll in a maximum of 30 units of Basic Skills classes (pre-collegiate English and Mathematics) – courses numbered 100 or lower. Students with documented functional limitations associated with learning related disabilities, which have shown significant measurable progress toward appropriate skill development in Basic Skills classes, may receive special approval for additional enrollments but will be limited to a specific period of time or number of units. Students are encouraged to contact the Disabled Students Program for more information.

NOTE: There is no 30 unit limit for ESL courses.

Academic Renewal

Academic Renewal provides students with an opportunity to reverse the negative impact of past academic failures at College of Marin without course repetition. Academic renewal may only be requested once at any California Community College in accordance with state regulation. Academic renewal is not automatic. Academic renewal actions are irreversible.

All course work granted academic renewal status shall not be computed in the student’s grade point average or non-progress grade percentage and this shall be noted on the student’s permanent record.

All course work shall remain legible to assure a true and complete academic history. The Office of Admissions and Records shall maintain a record of action taken under academic renewal.

NOTE: Academic Renewal does not guarantee that other colleges/universities outside will approve such action. The determination will be made by the respective transfer institution.

Students may file a Petition for Academic Renewal with the Office of Admissions and Records under the following conditions:

1. Students must have achieved a 3.00 grade point average (GPA) in 12 letter-graded units or a 2.00 GPA in 24 letter graded units; work from other colleges/universities with recognized accreditation may be considered.
2. A maximum of 24 units of substandard course work may be eliminated from consideration in the cumulative grade point average. Substandard grades are any grades lower than "C," Credit ("CR") or Pass ("P").
3. At least one year must have elapsed from the time the substandard course work to be removed was completed.
4. A student's most recent semesters utilized to demonstrate that the substandard work is not a reflection of the student's ability must not include "D," "F," "I" or "NC" and "NP" grades. (Semesters with lined-out "D," "F," "NC" and "NP" grades do not count towards Academic Renewal.) Courses used to demonstrate improved academic ability cannot be all physical activity courses.

Grade Changes

Changes of grade will only be made due to an error, or in accordance with Title V regulations. When an error has been made, the erroneous grade will be obliterated. No grade change will be made more than four years after the original grade was issued.

Credit by Examination

Credit by Examination is optional for the faculty member and for the department. Students must contact each department or individual faculty member for specific requirements and departmental policies.

There is a 12-unit limit per department on the total number of units earned by examination, subject to the conditions outlined below.

1. A student must submit a Petition for Credit by Examination, with the instructor's approval, to the Office of Admissions and Records.
2. Re-examination for credit in a given course will not be allowed.
3. The student may be graded on a Pass/No Pass or letter-graded basis. The grade earned shall be binding and become a permanent part of the student's academic record and will appear with a "Credit by Examination" annotation indicating the grade has been earned through Credit by Examination.
4. If the student fails the Credit by Examination course, the student may reenroll in the course by Census Date, with the consent of the instructor. The failed grade will appear on the transcript.
5. The course being challenged must be offered in the semester in which the examination is being taken.

6. The student will be eligible for Credit by Examination after successfully completing 12 units at College of Marin ("C" grade or better).
7. Courses completed through Credit by Examination shall not be used toward the 12-unit residency requirement for the Associate Degree or Certificate.
8. Credit by Examination counts as an enrollment for repeatability purposes.
9. Courses successfully completed through Credit by Examination can be used for course lineout and in determining academic renewal eligibility.

The student's grade shall be reported by the instructor on the final scanner report at the end of the term. Students may not apply these courses toward part- or full-time status to receive financial aid, veterans' benefits, or other student verifications.

Forged/Altered College of Marin Transcripts

"Furnishing false information, forgery, falsification, alteration or misuse of college documents, records, or identification" is a violation of college policy. When it comes to the attention of college personnel that a forged or altered College of Marin transcript has been submitted to a third party, a hold will be immediately placed on that academic record, if an actual record exists. An attempt will be made to contact, by phone or mail, the individual whose name appears on the forged or altered transcript requiring that individual to meet with the Dean of Enrollment Services/designee within 10 days. If the Dean of Enrollment Services/designee determines, after investigation, that the individual whose name appears on the forged or altered transcript is responsible for preparing/submitting same, the individual will be barred from attending any future credit classes at College of Marin. An appeal of the decision to permanently bar the student from attending any future credit classes may be made in writing to the Academic Standards Committee within ten days of the decision of the Dean of Enrollment Services/designee. In the event there is no approval of the appeal and the Academic Standards Committee upholds the determination of the Dean of Enrollment Services/designee, the Academic Standards Committee will then recommend a permanent bar from attending credit classes at the College of Marin to the Board of Trustees. The individual will be notified at the last known address, if available, of the decision to bar attendance.

Further, an annotation will be placed on the student's actual academic record, if any, stating, "Not to be Released to Student." In addition, when the individual has actually taken classes at College of Marin, future release of a transcript will be at the sole discretion of the Dean of Enrollment Services/designee. No transcripts will be released directly to the student.

The college reserves the right to take all appropriate legal action.

Forged Signatures

Students who are determined to have filed an official form with a forged faculty member's signature will be subject to disciplin-

ary action including but not limited to at least one full regular semester of nonattendance. The college reserves the right to also take appropriate legal action.

Standards for Probation

A student shall be placed on academic probation if he or she has attempted a minimum of 12 semester units of work and has a grade point average of less than "C" (2.0).

A student shall be placed on progress probation if he or she has enrolled in at least 12 semester units and the percentage of all units in which the student has enrolled, for which entries of "W", "I", "NC" and "NP" were recorded reaches or exceeds 50 percent.

A student who is placed on probation may submit an appeal to the Dean of Enrollment Services.

A student who is placed on academic probation shall be removed from probation when the student's accumulative grade point average is 2.0 or better. A student on progress probation shall be removed from probation when the percentage of units in the categories of "W", "I", "NC," or "NP" drops below 50 percent.

Standards for Dismissal

A student who is on academic probation shall be subject to dismissal if the student has earned a cumulative grade point average of less than 1.75 in all units attempted in each of three consecutive semesters.

A student who is on progress probation shall be subject to dismissal if the cumulative percentage of units in which the student has been enrolled for which entries of "W", "I", "NC" or "NP" are recorded in at least three consecutive semesters reaches or exceeds 50 percent.

A student who is subject to dismissal may submit a written appeal to the Dean of Enrollment Services. Dismissal may be postponed and the student continued on probation if the student completes a petition that provides evidence of extenuating circumstances and/or that shows significant improvement in academic achievement.

Readmission after Dismissal

In order to be considered for readmission, dismissed students must:

- a) File a Petition to Return not later than the second week of the semester. (Forms available in the Office of Admissions and Records). Students who fail to petition by this time or fail to show for their appointments will be denied and dropped from their classes.
- b) Students seeking readmission must meet with a counselor and complete or update a Student Educational Plan (SEP) and submit the SEP with their Petition to Return to the Dean of Enrollment Services.
- c) Readmitted students may not be enrolled in more than 12 units. (Students may be limited to fewer units and other restrictions may also be imposed.)
- d) Students who are readmitted must maintain at least a "C" grade at midterm or they will be dropped from the class. Within five days of notification, students who are dropped

but wish to stay enrolled may provide the Dean of Enrollment Services with a letter from the instructor verifying that the student is likely to succeed in the class.

Examinations

Final examinations are held at fixed times. Instructors are not to give examinations in advance of the regular schedule. Any student who is needlessly absent from any examination held at any time during a semester thereby forfeits any right to make up the work by re-examination. If a student is unable to be present at an examination at the scheduled time due to illness or some other unavoidable reason, then the student may be permitted to take the examination at a later date by arrangement with the instructor. The examination must be made up by the last day of final examinations the following semester.

Honor List

Students will be placed on a semester honor list when their semester GPA is 3.0 or higher. These students may not be on probation or have any "I", "NC," or "F" grades, and must be enrolled in 12 units of letter-graded classes at the college.

Military Credit

Students who have completed at least one year of active military service may submit a copy of their DD214 showing an honorable discharge and receive five units of PE. These units will appear in the memoranda section of the grade record. Students must have completed 12 units at College of Marin to be eligible.

Advanced Placement (APT)

Please note that the APT scores for purposes of transfer, specifically the IGETC, differ from those used toward College of Marin degree programs.

English: Students will be eligible for English 150 if they earn an APT score of 3 or an SAT score of 600 or more (on the old test) or 680 or more (on the new test). Students with an APT score of 4 are eligible for English 151 or English 155. After successfully completing 12 units at College of Marin, students with an APT score of 4 or 5 may petition for English 150 credit.

Chemistry: Students with an APT score of 3 or more will be eligible for Chemistry 115 and Chemistry 131. Students with an APT score of 4 or more will be eligible for Chemistry 132, 132E, and 199. Students with an APT score of 5 or more will be eligible for Chemistry 215 and 231. After successfully completing 12 units at College of Marin, students with an APT score of 3 may file a student petition for 5 units of Chemistry 114. Students with an APT score of 4 may file a student petition for 5 units of Chemistry 131. Students with an APT score of 5 may file a student petition for 10 units of Chemistry 131/132.

History: Students with APT scores of 3 or higher may file a petition for credit for History 117 and 118 (6 units) after successfully completing 12 units at College of Marin.

Math: Students with an APT score of 3 on the AB test will be placed in either Math 123 or Math 124. Students with an APT score of 4 on the AB test will be placed in Math 124; students

with an APT score of 5 on the AB test will be placed in either Math 124 or Math 223. After successfully completing 12 or more units at College of Marin, students with an APT score of 4 on the AB test may file a student petition to receive 5 units of Math 123. Students with an APT score of 2 on the BC test will be placed in Math 124; students with an APT score of 3, 4 or 5 on the BC test will be placed in either Math 223 and/or 116. After successfully completing 12 or more units at College of Marin, students with an APT score of 3, 4 or 5 on the BC test may file a student petition to receive 5 units of Math 123. Students with a score of 5 on the BC test may also file a petition to receive 5 units of Math 124.

Test	Score	Placement	Course Credit (Units)
AB	3	123 or 124	None
AB	4	124	123 (5 units)
AB	5	124 or 223	123 (5 units)
BC	2	124	123 (5 units)
BC	3	223 and/or 116	123 (5 units)
BC	4	223 and/or 116	123 (5 units)
BC	3, 4 or 5	223 and/or 116	123 (5 units) and 124 (5 units)

Except as outlined above, units attained from Advanced Placement examinations may be used for general education and elective credit only and not for Major course requirements. See a counselor for limitations and recency policies.

CLEP

After successfully completing 12 units at College of Marin, a student may file a student petition for 6 units of credit with a minimum score of 500 in each of the CLEP examinations in the areas of Social Science, History and Natural Science. The maximum number of CLEP units that can be awarded is 12. Units credited appear in the memorandum section of the transcripts and are counted towards the 60 units graduation requirement. Transfer credits vary. See a counselor for additional information.

The English Department does not award CLEP units in English or Humanities to students; however, students will be eligible for English 150 if they score as follows:

- 540 or more on the CLEP General Examination in English Composition, essay version.
- 55 or more on the CLEP Subject Examination in Freshman College Composition, essay version.

Except as outlined above, units attained from CLEP examinations may be used for Social Science and Natural Science general education and elective credit only and not for Major course requirements.

Administration of Justice

After successful completion of 12 units at College of Marin, students who have completed P.O.S.T. Basic Academy may petition for 6-12 units of Basic Academy Credit (200 hours = 6 units, 400 hours = 8 units, 560 hours = 10 units and 800 hours = 12 units).

Students may transfer credits for other police academy work only if the academy is fully accredited (as listed in the ACCRAO

Guide) or if another fully accredited college or university has granted credit for the work. Courses must closely parallel those in the Major requirements to be substituted.

Automotive Technology

After successful completion of 12 units at College of Marin, students may request a waiver of Auto 110 by providing verification, on a Student Petition, of completion of one year of Auto Shop with a "B" or better grade in a course meeting ATTS standards in the Marin County High School Regional Occupations Program (R.O.P.). Upon completion of two years of Auto Shop with a "B" or better grade in a course meeting ATTS standards, a student can receive a waiver of Auto 111 by providing verification on a student petition (includes San Rafael High School, Terra Linda High School, Tamalpais High School, San Marin High School, and Novato High School).

Early Childhood Education

After successful completion of 12 units at College of Marin, students with a grade of "B" or higher in Marin County Office of Education, Regional Occupations Program (R.O.P.) Early Childhood Occupation Program, may either petition for credit or a waiver of ECE 100. Units credited appear in the memorandum section of the transcripts and are counted towards the 60 units' graduation requirement. Transfer credits vary. See a counselor for additional information.

Business and Information Systems

The following criteria must be met in order for a student to receive advanced placement (a waiver of BOS 114, 115, 116, 118, 120, 140 or MMST 111) in the Business and Information Systems Department or the student may petition for Credit by Examination. The student shall complete articulated high school courses in the Computer Information Systems Program at San Rafael, Novato, or Tamalpais District high schools with a grade of "B" or better. Credit by Examination requires that the student must first successfully complete 12 units at College of Marin.

Marin County High School Articulation

After successful completion of 12 units at College of Marin, students may petition to receive Credit by Examination if they have successfully completed the following classes with a "B" or better grade.

San Marin High School: AUTO 110, 3 units; AUTO 111, 3 units; BOS 114, 1.5 units; BOS 120, 1 unit; CIS 118, 1.5 units; MMST 111, 3 units; ECE 114, 3 units; ECE 115, 3 units

San Rafael High School: AUTO 110, 3 units; AUTO 111, 3 units; BOS 114, 1.5 units; BOS 120, 1 unit; CIS 118, 1.5 units; BUS 114, 1.5 units; CIS 113, 1.5 units

Sir Francis Drake High School: BOS 114, 1.5 units; BOS 120, 1 unit; CIS 118, 1.5 units; MMST 123, 3 units

Novato High School: BOS 114, 1.5 units; BOS 120, 1 unit; CIS 118, 1.5 units; MMST 111, 3 units

Redwood High School: BOS 114, 1.5 units; BOS 120, 1 unit; MMST 123, 3 units

Regional Occupational Program: BOS 114, 1.5 units; BOS 115, 1.5 units; BOS 120, 1 unit; BOS 230, 1 unit; BUS 114, 1.5 units; CIS 113, 1.5 units; CIS 118, 1.5 units

Tamalpais High School: AUTO 110, 3 units; AUTO 111, 3 units; BOS 114, 1.5 units; BOS 120, 1 unit; MMST 111, 3 units; MMST 123, 3 units

Terra Linda High School: AUTO 110, 3 units; AUTO 111, 3 units; BOS 114, 1.5 units; BOS 120, 1 unit; CIS 118, 1.5 units

Tomales High School: MACH 130, 2 units

Directed Study

Directed Study is learning undertaken by a student enrolled in a course without the immediate presence of the assigned instructor. A passing grade will be assigned upon satisfactory completion of prescribed objectives. An Application for Directed Study Form must be completed and signed by the student and a full-time faculty member credentialed in the requested discipline. Students must submit completed signed forms prior to the census date. The completed form must contain the following:

1. Goals and methodology of the course.
2. The number of units and hours of study required.
3. The arrangement for consultation with the faculty member.
4. Method of evaluation.
5. The college facilities required.

Students are limited to four enrollments of Directed Study (maximum of 12 units).

Transcripts

A student desiring to transfer to another school should complete a Transcript Request Form with the Office of Admissions and Records. Students may request two free transcripts of their records. After the first two, there will be a fee of \$6 per copy. Transcripts to other colleges may now be ordered by Fax (415) 884-0429. Please allow 20 working days for processing. Priority service (next working day) is available for \$15 per copy. College of Marin does not issue unofficial transcripts.

Student Petitions

Appeals and grievances in the following areas should be submitted on a Student Petition at the Office of Admissions and Records counter: Academic/Progress Dismissal, Admission, Attendance, Graduation, Fee Payment, Refund, Residence Determination, and Student Records. All petitions are reviewed by the Dean of Enrollment Services.

ACADEMIC RECORDS

State and federal legislation permits students to have access to their academic and educational records.

Types of Records and Locations

The Office of Admissions and Records will maintain documents completed by the student, such as applications, petitions, and Advanced Placement and CLEP scores, for the period of time required by law. These records, as well as a permanent record of all academic work completed at the college, are maintained by the

Dean of Enrollment Services in the Office of Admissions and Records. Students may obtain two free transcripts of their College of Marin permanent academic record by submitting a Transcript Request Form. A \$6 charge will be made for each subsequent copy.

Copies of transcripts from other colleges are kept in the Counseling Office. Copies must be requested from the issuing institution and cannot be released from College of Marin.

Student Rights Related to Academic Records

Students shall be afforded all rights and are subject to all requirements set forth in SB 182 (Chapter 816, Statutes of 1975 as amended September 28, 1976 by SB 1493), a copy of which may be obtained in the Office of Admissions and Records. If a violation occurs, students have the right to file a complaint with the Family Compliance Office, United States Department of Education, 600 Independence Avenue S.W., Washington D.C. 20202-4605 concerning an alleged failure by the institution to comply with the provisions of Section 438 of the General Education Provisions Act (20 U.S.C.A. 1232G).

Review, Inspection, and Challenge of Records

Any currently enrolled or former student has the right of access to all of the student's College of Marin academic records. Students wishing to inspect their records may obtain forms from staff in the Office of Admissions and Records; access shall be granted no later than 45 days following receipt of the written request to the Dean of Enrollment Services at College of Marin, 835 College Ave., Kentfield, CA 94904. The Dean of Enrollment Services will make arrangements for access and notify the student of the time and place where records may be inspected. Qualified personnel will assist the students in interpreting their records, if necessary. If the records are not maintained by the Dean of Enrollment Services, the student will be advised of the correct office to which the student's request should be addressed.

The Dean of Enrollment Services will provide forms for any student who wishes to challenge the content of the student's records, excluding grades, if the student believes the information to be (1) inaccurate, (2) misleading, (3) an unverifiable personal conclusion or inference outside of the observer's area of competence, or (4) not based on the personal observation of a named person with the time and place of the observation noted. The student should clearly identify the part of the record the student wants changed and specify why it is inaccurate or misleading. If the student is not satisfied with the results of the challenge procedure, a written request for a formal hearing may be filed with the College President, or designee.

Within 30 days of receipt of such a request, the College President, or designee, shall meet with the student and employee who recorded the information in question, if any, and if such employee is presently employed by the college. The President, or designee, shall then sustain or deny the allegations in writing. If the President, or designee, denies any or all of the allegations and refuses to order the correction or removal of the information, the student will be notified that the student may, within 30 days of the refusal, appeal the decision in writing to the College of Marin Board of Trustees. Within 30 days of receipt of such an appeal, the

College of Marin Board of Trustees shall, in closed session with the student and the employee (if presently employed by the college), determine whether to sustain or deny the allegations. If the Board of Trustees sustains the allegations, it shall order the President, or designee, to immediately correct or remove and destroy the information. Additional information regarding the hearing procedure will be provided to the student when notified of the right for hearing.

Directory Information

Directory information includes: the student's name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, most recent previous public or private school attended, and any other information authorized in writing by the student to be released. Students who wish to ensure that no information is released must notify the Dean of Enrollment Services in writing.

Access to Student Records

Access will be permitted to student records pursuant to the written request of the student or in accordance with a legal subpoena or a judicial order. Others entitled to access without notification of the student include:

1. Officials and employees of College of Marin may inspect records if they have a legitimate educational interest. A school official is a person employed by the college in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the college has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting other school officials in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibility. All requests for such access must be approved by the Dean of Enrollment Services.
2. Authorized representatives of the Controller General of the United States, the Department of Health, Education and Welfare, or the United States Office of Civil Rights; the administrative head of an education agency; and state education officials or their respective designees may have access to information necessary to audit or evaluate a state or federally supported education program, or pursuant to a federal or state law. When personally identifiable information is collected, it shall be protected in a manner that will not permit the personal identification of students or their parents by other than those authorized officials. Such personally identifiable data shall be destroyed when no longer needed for such audit, evaluation, and enforcement of federal legal requirements.
3. In response to an ex parte order College of Marin will release to the Attorney General (or his/her designee) the educational records requested that are relevant to an authorized investigation or prosecution of an offense as listed in Section 23326 (g) (5) (B) of Title 18 United States Code or an act of domestic or international terrorism as defined in Section 2331 of that title.
4. Other state and local officials or authorities may inspect records in accordance with requirements of state law adopted prior to November 19, 1974.

College of Marin may release information without student consent to the following:

1. Officials of other public or private schools or school systems with legitimate educational interests, including local county or state correctional facilities where educational programs are conducted and/or where the student seeks or intends to enroll or is directed to enroll, subject to the rights of students as provided in Section 54610 of Title V regulations on Student Records (Chapter 6, Division 5).
2. Agencies or organizations at which a student has applied for or received financial aid, provided that personally identifiable information is released only as necessary to determine the student's eligibility for aid, to decide on any conditions to be imposed, or to enforce those terms or conditions.
3. Accrediting organizations carrying out their functions.
4. Organizations conducting studies for educational agencies or institutions for the purpose of developing, validating or administering predictive tests and/or student aid programs, and improving instruction, provided that such studies are conducted in a manner that will not permit the personal identification of students or their parents by anyone except representatives of the organization and that any personally identifiable information be destroyed when no longer needed for the study.
5. Appropriate persons in connection with an emergency, if such information is deemed necessary to protect the health or safety of the student or other person, or subject to such regulations as may be issued by the Secretary of Health, Education and Welfare. No one given access to student records in such an emergency may share information obtained with anyone (except other persons involved and having a legitimate interest in the information) without written consent of the student.
6. Victims of sexual assault at College of Marin shall be provided with information regarding disciplinary action against the assailant within three days of the results of any disciplinary action and of any appeal. The victim shall keep the results confidential.
7. The Internal Revenue Service in accordance with provisions of federal law.

Record of Access

A log is maintained in the Office of Admissions and Records, as specified in Section 76222, California Education Code, for each student's record which lists authorized persons, agencies or organizations requesting or receiving information from a student's record without a judicial order, or a legal subpoena, or the student's consent.

Petition for Substitution of Prerequisite Courses for College of Marin Registered Nursing Program

If prerequisite courses were taken at other colleges, College of Marin must first determine for itself whether those courses are suitable substitutes for the College of Marin prerequisite courses. This process requires the student to petition the College to accept courses taken elsewhere as satisfying College of Marin prerequisites. Additional time is needed for the college to make these assessments. Therefore, students hoping to substitute courses taken at other colleges for College of Marin prerequisite courses must plan for additional time to allow the College to assess their applications.

Petitions for Substitution must be submitted before applying to the Nursing Program. It is the student's responsibility to request official transcripts and course descriptions for the year the course was completed and attach catalog course descriptions to the Petition. Official transcripts must be mailed directly from the issuing college to College of Marin, Counseling Department, Kentfield, CA 94904 between September 1 and October 31 for admission the following fall. Those who submit the Petition for Substitution after October 31 are not guaranteed a decision in time for the RN application date. The Petition for Substitution will then be submitted and reviewed by Admissions and Records (Academic Standards Committee). The original approved/denied copy will be kept in the student file in the Counseling Office and a copy of the petition will be sent to the student.

Students who successfully petition for substitution must attach a copy of the approval of their petition to their Application for the Nursing Program.

Registered Nursing

Thirty units of credit may be granted to students who have attended unaccredited diploma schools and graduated. The students must have a current California nursing license. These students must have completed 12 units in residence and secure the approval of the Director of Health Sciences.

Transcripts

In order to apply units completed at another institution toward a College of Marin degree, transcripts must be mailed from the issuing institution and arrive in a sealed envelope. Official transcripts have an embossed or water seal. Transcripts should be sent via U.S. Mail to: Counseling Department, College of Marin, Kentfield, CA 94904. Transcripts from other colleges received by the College of Marin will not be copied or released to the student.

Students may only transfer degree applicable units from fully accredited colleges or universities as listed in the AACRAO Transfer Credit Practices of Selected Educational Institutions. Up-

per division units may not be used toward an Associate degree. Students may, however, petition for a waiver of requirements with relevant upper division work. The student must still have 60 lower division units.

Course Substitution

Substitution for any required course must be approved through student petition to the Academic Standards Committee. An official transcript and catalog description must accompany the petition. For noncomparable courses, Department Chairs will be consulted to determine course acceptability. Students should be encouraged to request substitution in their first semester of attendance.

Foreign Colleges Transcripts

Transcripts from foreign colleges and universities will be accepted only when evaluated by UC, CSU, or an evaluating service recognized by College of Marin. The service recommended by the college is International Education Research Foundation, Inc., P. O. Box 66940, Los Angeles, CA 90066, telephone (310) 390-6276. Credit will be granted when the academic level of the course work is deemed to be comparable to that of classes taught in fully accredited U.S. colleges and universities.

Military Units

Military units may not be used toward a degree or certificate unless the courses are fully accredited by the University of Maryland or another fully accredited college or university (as listed in the ACCRAO Guide).

COLLEGE OF
MARIN

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College of Marin is fully accredited by the Accrediting Commission for Community and Junior Colleges of the Western Association of Schools and Colleges.

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