

ADMISSIONS, REGISTRATION, AND 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 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.

Note: 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 Web site at <http://www.marin.edu>.

ADMISSION AS A CONCURRENTLY ENROLLED HIGH, MIDDLE OR ELEMENTARY 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, middle or elementary school credit will also be counted, where applicable, toward the Associate Degree or Certificate requirements.

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.
 - a. 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 the written test, 173 on the computer test, or 61 on the Internet-based test.
 - b. 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 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 \$198 per unit international student tuition fee, an enrollment fee of \$26 per unit, a \$50 international student admissions application fee, a health fee of \$15 for fall and spring semesters or \$12 for the summer session, and a \$3 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 the end of July. All documents submitted after the end of July will not be accepted.

STUDENT IDENTIFICATION NUMBER

Students will be assigned a College of Marin Identification Number. Students are requested to disclose 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.

Nonresident Tuition Waiver under AB540

As a nonresident, you may be eligible to pay the \$26 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 non-resident 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:
 - a. 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 5, 55201 a-f);
 - b. Sequential courses in a degree-applicable program;
 - c. Courses requiring a prerequisite to transfer to a four-year college;
 - d. Courses requiring preparation to protect health and safety; and
 - e. Technical or vocational courses or programs that require special preparation.

IMPORTANT: College of Marin will not grant credit for a prerequisite course that was taken and passed after the next course in a sequence of course was taken and passed. (e.g., A student enrolls in Spanish 101 and passes it with a satisfactory grade after being enrolled in Spanish 102 and passing it. Credit for Spanish 101 will not be granted.)

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:
 - a. 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:

- a. Courses that require public performance or competition;
- b. 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.

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.

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.

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.

REGISTRATION INFORMATION

REGISTRATION PRIORITY

The order of priority for registration is as follows:

1. All continuing EOPS, DSPS, and CalWORKs students; veteran students; and student athletes.

2. All continuing students who have completed three or more semesters with the college.
3. All continuing students who have completed two semesters with the college and recent high school graduates.
4. All continuing students who have completed one semester with the college.
5. New and returning students.
6. Concurrently enrolled high, middle and elementary school students.

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.

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.

CLASSES WITH TIME CONFLICTS

Students may not register for courses taught at conflicting times.

ADDING AND DROPPING CLASSES

Students may add a class online at <http://mycom.marin.edu>, by fax, or by completing an Enrollment Card and filing it in person with the Office of Admissions and Records before classes begin.

Students who did not pre-register for classes may attend the class of their choice to see if space is available. Instructors may admit students by issuing an Add Authorization Code which will be used to enroll online or inperson.

Students may drop/withdraw online or by completing a Drop Card and filing it with the Office of Admissions and Records.

See Schedule of Important Dates on pages page 8 andpage 9 for drop/withdrawal deadline dates.

Nonattendance does not constitute an automatic drop. If you are unable to attend the first class meeting, you may request that your place be held by contacting the instructor prior to the first class meeting.

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

PETITION TO ADD A CLASS LATE

Students may petition to add a class late for two weeks after the last day to add full-term classes. Please see Schedule of Important Dates on pagespage 8 andpage 9.

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 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.

EQUAL OPPORTUNITY

The Marin Community College District is committed by policy not to discriminate on the basis of, or the perception of any one or more of the foregoing characteristics: race, religious creed, color, national origin, ancestry, physical disability, mental disability, mental condition, marital status, sex, age, sexual orientation, or veteran status in any of its educational and employment programs and activities, its practices and procedures. Students who believe that this policy has been violated have the right to file an internal complaint or a complaint with the Office of Civil Rights.

The Marin Community College District makes every attempt to stay in compliance with the requirements of 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, the Americans with Disabilities Act, the California Fair Employment and Housing Act of 1980, the California Fair Employment and Housing Commission rules and regulations, and the Vietnam Veteran's Readjustment Act of 1974.

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 Board Policy 3430 prohibits verbal, physical, visual, and sexual harassment of any applicant, employee, or student by any District employee on the basis of any category or combination of discriminatory categories prohibited by state or federal law. Non employees while on the District property are also expected to follow these guidelines.

It is further the policy of this District to ensure equal opportunity in all of its programs and in all aspects of employment. The lack of English skills will not be a barrier to admission to and participation in vocational education programs.

CONTACTS

Equal Opportunity Employment/A.D.A. Compliance Officer-Linda Beam
 Executive Dean, Human Resources (or Designee)
 Administrative Center, Kentfield Campus
 (415) 485-9504

Title IX/Section 504 (Disability) Coordinator-Director of Student Affairs-Arnulfo Cedillo
 SS Center, Rm. 251, Kentfield Campus
 (415) 485-9375

Gender, Equity Coordinator-David Cook
 Director of Financial Aid
 SS Center, Rm. 263, Kentfield Campus
 (415) 485-9504

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 5 of the California Code.

FEES

FEE TYPES AND AMOUNTS

College of Marin is part of the California Community Colleges system of the State of California. Fees are established by the State Legislature.

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)	\$194 per unit
Nonresident Tuition Fee (Non-U.S. Citizen)	\$198 per unit
Student Representation Fee (optional)	\$1
Student Activities Fee (optional)	\$8

FEES FOR OTHER SERVICES

Career Assessment Administration Fee	\$40
Credit By Examination	\$26 per unit
Document/Verification Fee	\$6
Library Replacement Fee	\$2
Parking Fee Per Semester	\$50/semester, \$3 per day \$25 /summer
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

Note: Fees are subject to change without notice.

Student Representation Fee

Money collected for the Student Representation Fee shall be expended to provide sup-

port 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.

Student Representation Fee Waiver

Students have the right to decline to pay the Student Representation Fee for religious, political, moral, or financial reasons by completing a "Student Representation Fee Waiver" form and submitting it to the Office of Admissions and Records within two weeks of the start of instruction for the term. The form may be downloaded at <http://www.marin.edu/admissions/>.

Student Activities Fee

Money collected for the Student Activities Fee will be used to sponsor educational and social events for the campus community and support campus activities and intercollegiate athletics. This fee will be assessed upon Board approval, Spring 2011.

Student Activities Fee Waiver

Students have the right to decline to pay the Student Activities Fee by completing a "Student Activities Fee Waiver" form and submitting it to the Office of Admissions and Records within two weeks of the start of instruction for the term. The form may be downloaded at <http://www.marin.edu/admissions/>.

Payment Policy

Full Payment of Enrollment Fees, nonresident tuition, international tuition, health fees and all other applicable fees are due at the time of registration. Students wishing not to pay all their fees at the time of registration must choose to participate in College of Marin's payment plan.

Students who have HOLDS on their records from previous terms will be restricted from registering, adding, dropping/withdrawing from classes, accessing transcripts, diplomas, certificates and other services. All these privileges will be restored once all fees are paid in full.

Payment Methods

Payments may be made with a MC/VISA credit card or MC/VISA debit card online at <http://mycom.marin.edu> or by check, cash or cashier's check.

REFUNDS

Enrollment Fees, Nonresident and International Student Tuition Refunds

Enrollment fees, nonresident and international student tuition may be refundable for full-semester courses and short-term courses. The refund policy also applies to summer terms. Please see the Schedule of Important Dates on pages 8 and 9 in this catalog for specific deadline dates. A listing of short-term refund deadlines is published in each schedule of classes.

Materials Fees

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 and summer session, before completion of 10 percent of the length of the course.

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 to the Office of Admissions and Records no later than the last day of final examinations. Refund procedures also apply to summer sessions. Forms may be downloaded at <http://marin.edu/admissions/>.

Parking Permit Refunds

The College of Marin upon the request of the student will grant a parking permit refund under the following conditions:

- The College of Marin has canceled a course for which the student was enrolled and the student has no other enrollment for the term in credit, noncredit, community education or emeritus college courses.
- The student has dropped all courses on or before the last day to qualify for an enrollment/tuition fee refund for full-semester classes.
- The student has dropped all courses by 10 percent of the number of days the classes meets for short-term classes, noncredit, community education or emeritus college classes.

Parking Permit Refund Requests

Students Requesting a parking permit refund must comply with the following procedures:

1. Complete and submit a Parking Permit Refund Request form to the Office of Admissions and Records.

2. Submit the Parking Permit sticker along with the Parking Permit Refund Request form.

Student Health Fee Refund

The student health fee is nonrefundable unless the college took action to cancel a class and there is no other credit enrollment on the student's record for the term.

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.

FEE WAIVERS/TAX CREDITS

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. 2009 income was below the following limits (includes taxable and nontaxable income)
 - a. Family size = 1/income under \$16,245.
 - b. Family size = 2/income under \$21,855.
 - c. Add \$5,610 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.

Veterans or Dependents of Disabled/ Deceased Veterans 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).

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.

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. 10,000 Degrees Grants (formerly Marin Education Fund) 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 \$400 - \$5,550 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 range from \$400-\$2,000 per year.

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 \$530 - \$1550 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

10,000 Degrees Grants (formerly Marin Education Fund): The Buck Trust established the Marin Education Fund to provide funds for the education of Marin County residents. Grants ranging from \$400 - \$4,000 are awarded to students who meet county residency requirements and financial need criteria. The 10,000 Degrees 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.

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

Military Fee Exemption

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

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, MIDDLE AND ELEMENTARY SCHOOL CREDIT

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

Concurrently enrolled high, middle and elementary school 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)
MW	Military Withdrawal

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
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. In calculating GPA, do not include I, IP, W, P, NP, or non-progress Grades (NPG) of I, NC, or 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 elect 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 full-term and short term courses. Check the Calendar of Important Dates. Students may select the Pass/No Pass grading option online at <http://mycom.marin.edu> up to the first day of instruction for the term. After the first day of instruction for the term students must submit a Pass/No Pass Grading Option form to the Office of Admissions and Records. 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. To receive a pass grade, course work must be C level or above. Some colleges and universities will not grant transfer credit for courses with Pass/No Pass grades.

Note: The Pass/No Pass grading option is the sole responsibility of the student. Check the Calendar of Important Dates for the deadline for full-term classes and the Schedule of Classes for the deadline dates for short-term classes.

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 5 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.

NON-REPEATABLE 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 one more time without a petition in an effort to successfully complete the course with a passing grade.

- Upon successful completion of a repeated course, the student may petition the College Petitions Committee to have the substandard grade excluded in computing the cumulative grade point average or non-progress grades (NPG) percentage. (Refer to Course Lineout Policy for procedure.)
- After receiving two substandard grades in a course, a student may petition the College Petitions Committee to repeat a course for the third enrollment. For the petition to be approved, the student is required to meet with a counselor to complete the petition.
 - With an approved petition, the student must wait one week after the start of new and returning student registration to register for the course.
 - Upon successful completion of the repeated course, the student may petition the College Petitions Committee to have the two previous substandard grades excluded in computing the cumulative grade point average or non-progress grades (NPG) percentage. (Refer to Course Lineout Policy for procedure.)

Courses granted Academic Renewal will not be included for course repetition limits. (See BP/AP 4240 titled Academic Renewal for specific requirements)

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

NON-REPEATABLE COURSES (WITHDRAWAL W SYMBOL)

Students who have received the W symbol after withdrawing from a course may re-enroll in the course without petition. After receiving two W symbols in a given course, a student may petition the College Petitions Committee to repeat the course for a third enrollment course providing verifiable documentation that extenuating circumstances occurred. Extenuating circumstances are verified cases of accidents, illnesses or other circumstances beyond the control of the student. The student is required to meet with a counselor to complete the petition and all supporting documents must be attached to the petition at the time of submission.

- With an approved petition, the student must wait one week after the start of new and returning student registration to register for the course.

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

NON-REPEATABLE COURSES (ABSENT SUBSTANDARD WORK)

Under the following circumstances, students may repeat courses in which a C or better grade was earned.

1. **A Significant Lapse of Time:** Students may petition the College Petitions Committee to repeat a course based on one of the following circumstances:
 - a. Two or more years have elapsed since successfully completing the course.
 - b. Another institution of higher education to which the student seeks to transfer has established recency requirements which the student will not be able to satisfy without repeating the course.
 - c. A recency prerequisite for a course or program has been established which the student will not be able to satisfy without repeating the course.

Under these provisions with an approved petition:

- d. Students must wait one week after the start of new and returning student registration to register for the course.
 - e. Student petitioning to repeat for either (a) or (c) above are only allowed to repeat the course one time.
 - f. Grades awarded shall not be counted in a student's grade point average.
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 received 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 and where it is found that the course content differs each time it is offered to enhance the skills and proficiency of the student. 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. Absent substandard academic work, courses may not be repeated for more than three semesters including summers and inter-sessions to a maximum of four enrollments. Activity courses as listed above may not be repeated under the significant lapse of time provisions. 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.

GRADE CHANGES

The instructor of a course shall determine the grade to be awarded to each student. The determination of the student's grade by the instructor is final in the absence of mistake, fraud, bad faith or incompetency. "Mistake" may include, but is not limited to, errors made by an instructor in calculating a student's grade and clerical errors. "Fraud" may include but is not limited to, intentional inaccurate recording of a change of a grade by any person who gains access to grade records without authorization. Instructors may choose to change a student's grade by submitting a Change of Grade form to the Office of Admissions and Records stating the reason for the change. No grade change will be made more than two years after the original grade was issued.

Please consult with the Dean of Student Development and Special Services for specific administrative procedures relating to final grade disputes.

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.

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

Specific courses and/or categories of course that are exempt from academic renewal will be described the current College Catalog.

Academic Renewal procedures may not conflict with the District's obligation to retain and destroy records or with the instructor's ability to determine a student's final grade.

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. These units must be earned subsequent to any grade of D, F, NC or NP. Work from other colleges 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, CR or 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.)
5. Courses used to demonstrate improved academic ability cannot be all physical activity courses.

EXAMINATIONS

Final examinations are held at fixed times. Instructors are not to give examinations in advance of the regular schedule. Any student who is 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.

INDEPENDENT STUDY

Independent Study courses are designed for independent motivated students to pursue intellectual inquiry outside of regularly scheduled course offerings. These are to be supervised by instructors, generally involving substantial, student-instructor interaction. Each course shall be initiated on an individual basis via an agreement between the student and an instructor.

These courses are not designed to substitute for other courses offered by the academic departments.

Enrollment shall be through courses numbered 249A (1 semester unit), 249B (2 semester units), and 249C (3 semester units). One unit of credit requires a minimum of 48 hours of lecture, study or laboratory work

Academic Standards

Academic standards applicable to courses of independent study shall be the same as those applied to other credit courses as appropriate at the District.

Procedures for Evaluation

Procedures for evaluation of student progress shall be in accordance with regulations established by the District. A grade report by an instructor on appropriate records bearing the student's name for purposes of state apportionment shall certify the adequate and proper progress toward accomplishment of the course objectives is being maintained by the student.

Availability of Instructor

Independent study students shall have access to the instructor equivalent to access given to students enrolled in course conducted by other instructional methods, including office hours.

Instructors are responsible for assisting the student in developing the proposal, granting instructor approval of the proposal, assisting the student in the independent study as necessary, evaluating the results of the study, and submitting the final grade to the Office of Admissions and Records.

Independent study courses may be repeated more than once for credit provided the same topic is not repeated. An independent study course cannot be used to satisfy core requirements unless specified by the department to a maximum of (3) units.

Procedures for Approval of Independent Study

- Students must have completed 12 degree applicable credit units.
- Students must be in good academic an progress standing and have earned a cumulative GPA of 2.0.
- The Independent Study Contract must be completed by the student and approved by the instructor and signed by the department chairperson.
- The Independent Study Contracts must be submitted to the Admissions and Records Office by the add deadline.

Students are limited to one independent study course per semester, six (6) units of independent study per discipline, to a maximum of twelve (12) units overall unless specified by a department to obtain a local certificate.

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.

PROBATION

PLACEMENT ON PROBATION

Progress Probation

After enrolling in at least 12 semester units at College of Marin, if the percentage of a

student's recorded entries of W, I, NC, and NP reaches or exceeds 50 percent of all units in which a student has enrolled in at College of Marin, he/she shall be placed on progress probation at the end of the semester or session.

At the end of the third semester in which the student is on progress probation, a notice that the student is subject to dismissal will be sent to the student.

Academic Probation

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

REMOVAL FROM PROBATION

Progress Probation

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

Academic Probation

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

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

Notification of Probation

Students will be notified of their probationary status prior to the start of the next semester or session.

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

Enrollment Limits

Students on *probation* may not register in more than 13 units total for that entire fall or spring semester. For the summer session, students may enroll in one class regardless of the unit value or multiple classes not to exceed 4 units.

For students who have exceeded the unit limit and have not met the conditions to appeal, as described in the Appeal Procedure below, the student must drop the necessary class(es) to comply with the notification. If the student does not drop by the beginning

of the semester or session, the College will reduce the course load to meet the maximum units allowed by random selection.

Appeal Procedures

A student placed on probation may file a petition with the Office of Admissions and Records only if the student:

1. Believes an error has been made
2. Provides evidence of graduation or transferring at the end of that semester.
3. Provides evidence that additional units are needed to meet a legally mandated training requirement.

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

DISMISSAL

Standards for Academic Dismissal

A student who is on academic probation shall be subject to academic dismissal if the student has less than a cumulative grade point average of less than 1.75 in all units attempted in three consecutive semesters (not including summer).

Standards for Progress Dismissal

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

Dismissal Letter

The letter notifying a student he/she is subject to academic and/or progress dismissal will cover, at a minimum, reference to this procedure, explanation of what academic and progress dismissal means, procedure for reinstatement, and procedure to appeal the academic and progress dismissal notice.

Procedures for Filing the Petition to Return After Dismissal

A student must file a Petition to Return After Dismissal with the Office of Admissions and Records within two weeks of the start of the fall and spring semester and within one week of the start of a summer session. As a condition to return, the student must meet with a counselor to complete a Student Educational Plan and all supporting documents must accompany the Petition to Return After Dismissal.

Standards for Evaluating the Petition to Return After Dismissal

In considering whether or not students may return after dismissal, the following criteria should be considered.

- Documented extenuating circumstances.
- Marked improvement following the semesters on which dismissal was based.
- Semesters on which dismissal action was based were atypical of past academic performance.
- Formal or informal educational experience since completion of semesters on which dismissal was based.
- Improved GPA as a result of grade changes, fulfillment of incomplete courses, or academic renewal.
- GPA calculation error.
- Evidence that the posting of final grades was in error which contributed to the academic and/or progress dismissal action.

Within ten (10) working days from the date the petition was submitted to Admissions and Records for review, the student will be notified in writing of the decision.

- If the Petition to Return After Dismissal is approved, the student will be notified of the terms and conditions of the petition and allowed to continue on academic and/or progress probation for an additional semester. At the end of that semester, the student's academic record will be evaluated to determine whether the student may be removed from academic and/or progress probation, should be dismissed, or should continue on academic and/or progress probation.
- If the Petition to Return After Dismissal is denied, the student will receive notification of the decision and procedures to appeal the decision.

Appeal of Dismissal

The student has the right to appeal an academic and/or progress dismissal action, if the student can provide evidence that warrants a review of the dismissal action. The student may appeal this decision by making an appointment with the College Petitions Committee within five (5) working days of the postmark date of the notice of the denied petition.

- If the student fails to make the appointment within the specified time, the student waives all future rights to appeal the dismissal action for that term.
- If the student makes an appointment, the student will continue on academic and/or progress dismissal until the student meets with the College Petitions Committee. A decision to either uphold the

original dismissal decision or approve the appeal will be made at the conclusion of the meeting. The decision of the College Petitions Committee is final.

Standards for Evaluating Appeals

Dismissal appeals may be granted under the following circumstances:

- If the dismissal determination is based on the academic record for one semester in which the record does not reflect the student's usual level of performance due to accident, illness, or other circumstances beyond the control of the student. Verification must be submitted with the appeal.
- The student enrolls in a corrective program designed to assist him/her in improving academic skills, such as obtaining academic counseling, and/or limiting course load.
- Where there is evidence of significant improvement in academic achievement.

ADVANCED PLACEMENT/ACADEMIC CREDIT

Advanced Placement (AP) scores

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

See chart on next page.

(AP) ADVANCED PLACEMENT CHART FOR COLLEGE OF MARIN CREDIT

College of Marin grants credit towards the Associate Degree with scores of 3, 4, or 5 on the Advanced Placement Examinations offered by the College Board. To receive credit, students must:

1. Have successfully completed 12 units of residency at College of Marin
2. Submit a Student Petition to Admissions and Records
3. Have an official copy of their College Board test scores forwarded to the Admissions and Records Office.

Credit will be awarded as shown in the chart below.

AP SUBJECT EXAMINATION	AP SCORE	COM GE AREA	UNITS	COURSE EQUIVALENT
Art History	3,4,5	Humanities	3	ART 101 or ART 102 or ART 103
Chemistry	3	Natural Sciences	5	CHEM 114
	4	Natural Sciences	5	CHEM 131
	5	Natural Sciences	10	CHEM 131 and CHEM 132
Computer Science A/B	3,4,5	Communication & Analytical Thinking	3	N/A
Economics				
Macroeconomics	3,4,5	Social and Behavioral Sciences	3	N/A
Microeconomics	3,4,5	Social and Behavioral Sciences	3	N/A
English Language and Composition	3,4,5	Composition, Written	3	ENGL 150
SAT (old test)	600	N/A	N/A	Eligible for English 150
SAT (new test)	680	N/A	N/A	Eligible for English 150
Environmental Sciences	3,4,5	Natural Sciences	3	N/A
Government and Politics				
Comparative	3,4,5	Social and Behavioral Sciences	3	N/A
Government and Politics – U.S.	3,4,5	(See Chart Note #1 below)	3	POLS 101
Foreign Languages				
Chinese	3,4,5	Humanities	3	N/A
German	3,4,5	Humanities	3	N/A
Latin Literature or Latin: Virgil	3,4,5	Humanities	3	N/A
Language and Culture				
French, Italian, Japanese	3	Humanities	5	FREN 102, ITAL 102, JPNS 102
French, Italian, Japanese	4	Humanities	5	FREN 203, ITAL 203, JPNS 203
French, Italian, Japanese	5	Humanities	5	FREN 204, ITAL 204, JPNS 204
Language or Literature				
Spanish	3	Humanities	5	SPAN 102
Spanish	4	Humanities	5	SPAN 203
Spanish	5	Humanities	5	SPAN 204
History				
European History	3,4,5	Social and Behavioral Sciences	3	N/A
United States History	3,4,5	(See Chart Note #2 below)	6	HIST 117 and 118
World History	3,4,5	Social and Behavioral Sciences	3	N/A
Human Geography	3,4,5	Social and Behavioral Sciences	3	N/A
Mathematics				
Calculus AB	3	Communication and Analytical Thinking	3	Eligible for MATH 123
Calculus AB	4,5	Communication and Analytical Thinking	5	MATH 123
Calculus BC	3,4	Communication and Analytical Thinking	5	MATH 123
Calculus BC	5	Communication and Analytical Thinking	10	MATH 123 and 124
Music Theory	3,4,5	Humanities	3	N/A
Physics				
Physics B	3,4,5	Natural Sciences	3	N/A
Physics C: Electricity and Magnetism	3,4,5	Natural Sciences	3	N/A
Physics C: Mechanics	3,4,5	Natural Sciences	3	N/A
Psychology	3,4,5	Social and Behavioral Sciences	3	PSY 110
Statistics	3,4,5	Communication and Analytical Thinking	4	MATH 115 or STAT 115

Please see a counselor about using AP exam scores and credits towards meeting graduation and/or transfer requirements. Chart Notes: 1) May be used to satisfy Area B (Social/Behavioral Sciences) or Area F (American Institutions), but not both. 2) May be used to satisfy both Area B (Social/Behavioral Sciences) and Area F (American Institutions). UPDATED: ASC/Counseling Department 3/11/2010

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:

1. 540 or more on the CLEP General Examination in English Composition, essay version.
2. 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.

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.

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

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.

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).

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.

ACADEMIC RECORDS

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

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.

Transcripts From Other Colleges

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. Upper 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.

Foreign College 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.

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/submitted 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 stu-

dent 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 disciplinary 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.

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 Superintendent/President, or designee.

Within 30 days of receipt of such a request, the College Superintendent/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 Superintendent/President, or designee, shall then sustain or deny the allegations in writ-

ing. 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 to 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 profes-

sional 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 5 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. 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.
6. 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.