ADMISSIONS, REGISTRATION, AND ACADEMIC INFORMATION
ADMISSIONS INFORMATION

ADMISSIONS POLICY (CREDIT CLASSES)
College of Marin has an open admissions policy, and serves students of all ages. 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.

Visit our website at www.marin.edu/admissions/ or call the Office of Enrollment Services at 415.457.8811 ext. 8822 for more information.

ADMISSION AS A CONCURRENTLY ENROLLED HIGH, MIDDLE OR ELEMENTARY SCHOOL STUDENT
College of Marin welcomes students under the age of 18 years who have not yet earned a high school diploma or equivalent and are currently attending high, middle or elementary school.

For more information pertaining to admissions and enrollment policies for high school students or younger, please visit our website at http://www.marin.edu/admissions/.

INTERNATIONAL STUDENT ADMISSIONS
International students seeking admission 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): 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.)
   c. Provide an acceptable score on the IELTS (English for International Opportunity). A score of 6.0 is required. www.ielts.org

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 a $259 per unit international student tuition fee, an enrollment fee of $46 per unit, a $50 international student admissions application fee, a health fee of $19 for fall and spring semesters or $12 for the summer session, a $1 student representation fee, an $8 student activities fee, a $10 technology fee, a $35 student transportation fee, applicable materials fees, and a one-time $70 orientation 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.

INTERNATIONAL STUDENT MEDICAL INSURANCE
Medical insurance is required and payable with class registration. The cost of annual medical insurance will be approximately $2,132. A refund, less a service fee, of the medical insurance will be issued for students who withdraw from the college through the second week of the semester as long as no benefits were used.

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 1098T tax credit form and their official academic transcript.

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 his/her 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 Enrollment Services 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 Enrollment Services 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 and AB2000
As a nonresident, you may be eligible to pay the $46 per unit California resident enrollment fee.

What are AB540 and AB2000? They are state laws that exempt 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 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).

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

b. Attained credits earned in California from a California high school equivalent to three or more years of full-time high school course work and attended a combination of elementary, middle, and/or high schools in California for a total of three or more years.

3. 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 complete the a California Nonresident Tuition Exemption form. and submit it to the Office of Enrollment Services. Please contact the Office of Enrollment Services if you need help filling out the form.

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.

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.

Equivalent Coursework
Some prerequisites may be satisfied by equivalent course work from an accredited institution other than College of Marin.

Prerequisite Recency Requirement
To ensure student success, some prerequisites for certain courses in Chemistry and Physics must have been completed within 5 years of enrolling in the target course. Students may opt to test out of this requirement. Please see the Chemistry and Physics headings in Section 6 for more information.
Prerequisite Challenge
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 student seeks to enroll and has not been allowed to enroll due to a limitation on enrollment established for a course that involves intercollegiate competition or public performance or one or more of the courses for which enrollment has been limited to a cohort of students. The student shall be allowed to enroll in such a course if otherwise he/she would be delayed by a semester or more in attaining the degree or certificate specified in his/her educational plan.
4. The student seeks to enroll in a course that has a prerequisite established to protect health and safety, and the student demonstrates that he/she does not pose a threat to himself/herself or others.
5. The prerequisite or corequisite is either unlawfully discriminatory or is being applied in an unlawfully discriminatory manner.
6. The student has the knowledge and ability to succeed in the course or program despite not meeting the prerequisite or corequisite.
7. 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.

Challenge Process
Any student who does not meet a prerequisite or corequisite or who is not permitted to enroll due to a limitation on enrollment but who provides satisfactory evidence may seek entry into the course as follows:

Priority Process
Prior to Start of Term Registration
Students must file their challenge five days before registration starts for the term in which the student seeks enrollment. When a student files a challenge to the prerequisite or corequisite, the District shall reserve a seat for the student and resolve the challenge within five working days. All official documents must be attached to the petition before the “five working days before registration” period begins. If the challenge is upheld or the District fails to resolve the challenge within the five working day period, the student shall be allowed to enroll in the course.

After Term Registration Begins
Prerequisite/corequisite challenges received after registration begins for the term in which the student seeks enrollment will be processed in the order received. Students will not be allowed to enroll until the challenge has been approved.

If no space is available in the course when a challenge is filed, the challenge shall be resolved prior to the beginning of registration for the next term and, if the challenge is approved, the student shall be permitted to enroll if space is available when the student registers for that subsequent term.

Students interested in challenging a prerequisite or corequisite course are advised to go to marin.edu/admissions/Prerequisites.htm for more information about the challenge process.

Course Substitution
Substitution for any required course must be approved through a Petition to Substitute/Wait Graduation Requirements. 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 arrive in the original sealed envelope from the issuing institution and have an embossed or water seal. Official transcripts should be sent via U.S. Mail or hand carried to: Office of Enrollment Services, College of Marin, 835 College Ave, 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 original approved/denied copy will be kept in the student file 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
ENROLLMENT PRIORITY
In September 2012 the California Community Colleges Board of Governors approved a regulation to establish system-wide enrollment priorities designed to ensure classes are available for students seeking job training, degree attainment or transfer to a four-year university and to reward students who make progress toward their educational goals.

Starting with the Fall 2014 semester, new students who completed college orientation, assessment, and developed education plans, as well as continuing students in good academic standing, have priority over students who do not meet these criteria. To be in good academic standing, a student cannot be on academic or progress probation for two consecutive terms. In addition, students who accumulate 100+ units (excluding most basic skills English and math and English as a Second Language classes) lose priority enrollment. Students who feel they may be at risk of losing priority status are strongly encouraged to see a counselor to discuss their educational plans. College of Marin’s revised enrollment priorities can be found in Administrative Procedure 5055, located online at www.marin.edu.

The order of priority for registration is as follows:
Enrollment Services

Enrollment Card in person to the Office of edu, or by completing and submitting an
Students may add classes through the census
ADDING AND CLASSES WITH TIME CONFLICTS
Students may not register for courses taught
Students may register online through the
WHERE TO REGISTER
Students may register online through the MyCOM portal, at the Offices of Enrollment Services at either campus 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.

CLASSES WITH TIME CONFLICTS
Students may not register for courses taught at conflicting times.

ADDING AND DROPPING CLASSES
Students may add classes through the census date online through the MyCOM portal. edu, or by completing and submitting an Enrollment Card in person to the Office of Enrollment Services.

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 in person.

Students may drop/withdraw online or by completing a Drop Card and filing it with the Office of Enrollment Services. Students may add or withdraw from open-entry/open-exit classes at any point in the term using the process described in the class schedule and the website.

See Important Dates in the Schedule of Classes 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.

Students are responsible for all outstanding fees for classes that were not dropped by the refund deadline, even if they did not attend.

Instructors may drop/withdraw inactive students who never came to class or are no longer participating in a course by assigning an Instructor Withdrawal at midterm. However, since instructors are not required to do this, it is the student’s responsibility to drop/withdraw within the published deadline dates. Please see “Withdrawals” under the Academic Information heading in this section.

WAITLISTS
College of Marin uses an Automated Waitlist Function.

When a class is full, students may place themselves on a waitlist. If a space opens up in the class prior to the first day that the class meets, students are automatically enrolled in the class and a confirmation e-mail is sent to their MyCOM email account.

Payment must be received within 5 days of automatic enrollment from the waitlist or students will be dropped from all classes.

Waitlist Procedures:
• Students must meet course prerequisites prior to placement on a waitlist.
• It is important that students log on to the MyCOM portal on a daily basis to check their inbox messages to see if a Waitlist Notification email was sent or forward their MyCOM emails to their personal email.

Students may not place themselves on a waitlist for more than one section of the same course.

Students on a waitlist for a course must drop before enrolling in another section of the same course.

Students may not place themselves on a waitlist for a course whose meeting time conflicts with any other course in which they are enrolled.

LATE ENROLLMENT PROCEDURES
After the student was in attendance by census and there were extenuating circumstances that prevented the student from registering by the last day to add, students may petition to add classes by submitting a Petition to Add a Class Late, provided there is verifiable documentation that extenuating circumstances occurred. Extenuating circumstances are verified cases of accidents, illnesses or other circumstances beyond the control of the student that prevented enrollment by the established deadline dates. All supporting documents must be attached to the petition at the time of submission to the Office of Enrollment Services.

1. Full-Term Classes: Students may petition to add classes late one week after the registration period concludes provided the student was fully participating in the class by census date.

2. Short-Term Classes: Students may petition to add classes late one week after the registration period concludes provided the course is still in session and the student was fully participating in the class by census date.

3. Students will be informed of the decision by Office of Enrollment Services within ten days of submitting the petition. Students should continue to attend until they hear the results of their petition. If the petition is approved, the student must notify the instructor that they are officially enrolled in the class. If the petition is denied, both student and instructor will be informed that the petition for late enrollment was denied and the student can no longer attend the class.

4. Deadline dates for submitting the Petition to Add a Class Late are published in the most current Catalog, Schedule of Classes and on the website. Petitions to add a class late will not be accepted after these 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 in more than 18 units for fall or spring or 7 units (two classes) for summer. Students who would like 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 college provides access to its services, classes, and programs without regard to national origin, religion, age, gender, gender identity, gender expression, race or ethnicity, color, medical condition, genetic information, ancestry, sexual orientation, marital status, physical or mental disability, pregnancy, or perception that one is perceived to have one or more of the foregoing characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics.

The college conducts all courses, including noncredit classes, without regard to the gender of the student enrolled in the classes. “Gender” includes a person’s gender identity and gender expression. “Gender expression” means a person’s gender-related appearance and behavior whether or not stereotypically associated with the person’s assigned sex at birth. The college does not prohibit any student from enrolling in any class or course on the basis of gender.

Academic staff, including but not limited to counselors, instructors, and administrators, do not offer program guidance to students which differs on the basis of gender. Insofar as practicable, the District shall offer opportunities for participation in athletics equally to male and female students.

Any student who has been admitted to the college who meets the prerequisites for a course or program is entitled to enroll and participate.

It is further the policy of this District to ensure equal opportunity in all aspects of employment. For more information, go to www.marin.edu/rights.

Health Fee
The health fee supports the Student Health Center and entitles students to a variety of health services. See Section 3, under “Student Support Programs/Services” for more information. All students shall be charged the health fee equally, including full and part-time students according to State law and as approved by the Board of Trustees. The health fee is not medical insurance.

An exemption from payment of the health fee may be granted for students who qualify in the following categories:

- Students who depend exclusively upon prayer for healing in accordance with the teachings of bona fide religious sect, denomination, or organization. (Documentation required.)
- Students who are attending college under an approved apprenticeship training program.

A Student Petition with documentation must be submitted each term in which an exemption is requested.

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.

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 Cashiering Services Office within two weeks of the start of instruction for the term. The form may be downloaded at marin.edu/fiscal/forms.html.

Student Parking Semester Permits
Student semester parking permits may be purchased online through the MyCOM Portal or in-person at the Cashiering Services Office at either campus. For more information regarding Student Parking and Permits, please see Section 3, under “Campus Services.”

Student Representation Fee Waiver
Students have the right to decline to pay the Student Representation Fee by completing a “Student Representation Fee Waiver” form and submitting it to the Cashiering Services Office within two weeks of the start of instruction for the term. The form may be downloaded at marin.edu/fiscal/forms.html.

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

<table>
<thead>
<tr>
<th>Fee Type</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Audit Fee</td>
<td>$15 per unit</td>
</tr>
<tr>
<td>Enrollment Fee</td>
<td>$46 per unit</td>
</tr>
<tr>
<td>Health Fee</td>
<td>$19, $16 summer</td>
</tr>
<tr>
<td>International Student Application Fee (nonrefundable)</td>
<td>$50</td>
</tr>
<tr>
<td>International Student Orientation Fee (one time only)</td>
<td>$70</td>
</tr>
<tr>
<td>Materials Fee (payable when applicable at time of registration)</td>
<td>Varies</td>
</tr>
<tr>
<td>Nonresident Tuition Fee (U.S. Citizen)</td>
<td>$205 per unit</td>
</tr>
<tr>
<td>Nonresident Tuition Fee (Non-U.S. Citizen)</td>
<td>$208 per unit</td>
</tr>
<tr>
<td>Student Representation Fee (optional)</td>
<td>$1</td>
</tr>
<tr>
<td>Student Activities Fee (optional)</td>
<td>$8</td>
</tr>
<tr>
<td>Student Transportation Fee:</td>
<td></td>
</tr>
<tr>
<td>Credit Program</td>
<td>$3 per unit $35 max</td>
</tr>
<tr>
<td>Noncredit program</td>
<td>$3 per term</td>
</tr>
<tr>
<td>Technology Fee (optional)</td>
<td>$10</td>
</tr>
</tbody>
</table>

FEES FOR OTHER SERVICES

<table>
<thead>
<tr>
<th>Fee Type</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Credit By Examination</td>
<td>$46 per unit</td>
</tr>
<tr>
<td>Document/Verification Fee</td>
<td>$6</td>
</tr>
<tr>
<td>Library Replacement Fee</td>
<td>$2</td>
</tr>
<tr>
<td>Parking Permit</td>
<td>$41/term decal, $4 daily $25/summer session decal</td>
</tr>
<tr>
<td>Refund Processing Fee</td>
<td>$10</td>
</tr>
<tr>
<td>Returned Check/Declined VISA/MasterCard Fee</td>
<td>$15</td>
</tr>
<tr>
<td>Rush Transcript Fee (next workday)</td>
<td>$15</td>
</tr>
<tr>
<td>Transcript Fee (first 2 ever ordered are free)</td>
<td>$6</td>
</tr>
</tbody>
</table>

Note: Fees are subject to change without notice.

Health Fee
The health fee supports the Student Health Center and entitles students to a variety of health services. See Section 3, under “Student Support Programs/Services” for more information. All students shall be charged the health fee equally, including full and part-time students according to State law and as approved by the Board of Trustees. The health fee is not medical insurance.

An exemption from payment of the health fee may be granted for students who qualify in the following categories:

- Students who depend exclusively upon prayer for healing in accordance with the teachings of bona fide religious sect, denomination, or organization. (Documentation required.)
- Students who are attending college under an approved apprenticeship training program.

A Student Petition with documentation must be submitted each term in which an exemption is requested.

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.

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 Cashiering Services Office within two weeks of the start of instruction for the term. The form may be downloaded at marin.edu/fiscal/forms.html.
Student Transportation Fee
The Student Transportation Fee is a newly implemented student-sponsored mandatory fee, providing all students with a Student Transit Bus Pass good for unlimited Marin Transit public transportation during the semester indicated. To see bus schedules go to www.marintransit.org.

Technology Fee
The Technology Fee supports the establishment, maintenance and upgrades of student computer labs and continued software access, and is used exclusively for those purposes. The labs are not supported by any state or federal funds.

Technology 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 Cashiering Services Office within two weeks of the start of instruction for the term. The form may be downloaded at marin.edu/fiscal/forms.html.

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 HOLDS have been cleared.

Payment Methods
Payments may be made with a MC/VISA credit card or MC/VISA debit card online at http://mycom.marin.edu or in person at the Cashiering Services Office. In person payments can be made via cash, check, Visa or Mastercard.

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 Important Dates listing in the schedule of classes or the Academic Calendar 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 Cashiering Services Office no later than the last day of final examinations. Refund procedures also apply to summer sessions. Forms may be downloaded at marin.edu/fiscal/forms.html.

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

1. 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.
2. The student has dropped all courses on or before the last day to qualify for an enrollment/tuition fee refund for full-semester classes.
3. 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 Cashiering Services Office.
2. Submit the Parking Permit decal along with the Parking Permit Refund Request form.
3. Request must be submitted within 2 weeks of the start of the term for full-term courses.

Student Health Fee Refund
The student health fee is nonrefundable unless the college canceled 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 canceled by the college.

Military Withdrawal Refund
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 an MW symbol will be allowed and a full refund of fees will be granted.

FEE WAIVERS/TAX CREDITS

Board of Governors
An interactive version of the form is now available online at marin.edu/Financialaid/forms.htm. Students required to pay out-of-state fees are not eligible. The California Community Colleges Board of Governors provides a waiver of enrollment fees for students who are residents of the State of California or meet the California Exemption criteria (AB540) and meet one or more of the following criteria:

1. Student or student’s family receives TANF, SSI, or General Assistance benefits.
2. Income for 2014 was below the following limits (includes taxable and nontaxable income):
   a. Family size = 1/income under $17,505.
   b. Family size = 2/income under $23,595.
   c. Add $6,090 for each additional dependent.
3. Student files Financial Aid Application and is determined eligible by the Enrollment Services Office. Contact financial.aid@marin.edu 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: 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 School Certifying Official
To be eligible for federal financial aid, 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.
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 Enrollment Services.

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.
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 Enrollment Services.

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 Office of Enrollment Services.

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 Office of Enrollment Services 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 OFFICE OF ENROLLMENT SERVICES.

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 are approximately $600 - $6,000 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
3. 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.

4. 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.)

5. Cal Grants: The State of California provides grants ranging from $137 - $1648 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. The 10,000 Degrees application form must be filed by March 1 to be considered for the following fall and spring semesters.

Financial Aid for AB540/AB2000 Undocumented Immigrant Students
Visit www.californiaact.org for more information about eligibility or pick up “The
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 Enrollment Services 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 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 the loan is borrowed. Students interested in federal student loans must attend a loan workshop.

SCHOLARSHIPS
Each year students with outstanding academic records and financial need are awarded scholarships from College of Marin and from an increasing number of community groups.

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

The Office of Enrollment Services 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.

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, however, nonattendance does not constitute an automatic drop. Students are responsible for processing their own drops/withdrawals.

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 basic skills classes.

GRADE/QUALITY POINTS
Each letter grade has the following point assignment for each unit:

<table>
<thead>
<tr>
<th>GRADE</th>
<th>QUALITY POINTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.0</td>
</tr>
<tr>
<td>A-</td>
<td>3.7</td>
</tr>
<tr>
<td>B+</td>
<td>3.3</td>
</tr>
<tr>
<td>B</td>
<td>3.0</td>
</tr>
<tr>
<td>B-</td>
<td>2.7</td>
</tr>
<tr>
<td>C+</td>
<td>2.3</td>
</tr>
<tr>
<td>C</td>
<td>2.0</td>
</tr>
<tr>
<td>D+</td>
<td>1.3</td>
</tr>
<tr>
<td>D</td>
<td>1.0</td>
</tr>
<tr>
<td>D-</td>
<td>0.7</td>
</tr>
<tr>
<td>F+</td>
<td>0.3</td>
</tr>
<tr>
<td>F</td>
<td>0.0</td>
</tr>
<tr>
<td>FW</td>
<td>0.0</td>
</tr>
</tbody>
</table>

Grades Required for Major
Effective Fall 2012, courses applied toward a student’s major area of emphasis must be completed with a final grade of C or better, or a Pass (P) if the course is taken on a Pass/No Pass basis. This requirement applies to all students applying for graduation regardless of their catalog rights.

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 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 mycom.marin.edu (check calendar).

Pass (P)/No Pass (NP)
Students who select the Pass/No Pass grading option in 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 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 Enrollment Services. 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 Enrollment Services, 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 Enrollment Services 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.

Withdrawals
Withdrawals are authorized through the last day of the fourteenth week of instruction or 75% of the term, whichever is less. Students may withdraw from class using the online process described in the current class schedule or they may submit a Drop Form to the Office of Enrollment Services. It is the student's responsibility to withdraw from class by the official deadline dates published in the most recent Catalog, Schedule of Classes, and the website. Students who withdraw or drop classes during the first four weeks or 30% of the term, whichever is less, will receive no notation on their academic record. Students who withdraw after 30% of the term and before 75% of the term, whichever is less will receive a "W."

A student who remains in a course beyond the time allowed by district policy must receive a symbol or grade for that course on his or her academic record, as authorized in Title 5 section 55023, other than a "W."

The "W" shall not be used in calculating grade point averages, but shall be used in determining probation and dismissal pursuant to article 3 of this subchapter.

Pursuant to Title 5 Section 58004, instructors shall clear their rolls of inactive students not later than the end of the last business day before the census day for all students. Students who are dropped by instructors after 30% of the term will receive a "W."

"Inactive students" include:
- "No-shows" are defined as students who did not attend courses at any time.
- Students who have (a) initiated action to cancel enrollment in all courses or (b) have been dropped by authorized college personnel in accordance with Board policies.
- Students who are no longer participating in a course.

Instructors may clear their rolls of any student who does not attend the first class meeting, including mandatory orientation sessions for distance education courses. Students not attending the first class meeting must notify the instructor in writing to request that their place be held in the class. Students who do not notify their instructors that they are not attending the first class meeting may lose their place in the class. Students who do not provide proof of meeting course prerequisites at the first class meeting may also be removed from the roll. For online courses, a student may comply with these requirements electronically by accessing the course website or emailing the instructor during the first official week of the semester.

Military Withdrawal
Military withdrawal occurs when a student, who is a member of active or reserve United States military services, receives orders compelling a withdrawal from courses. A symbol
of “MW” will be assigned and military withdrawals shall not be counted for the permitted number of course withdrawals nor in progress probation or dismissal calculations. In no case would a military withdrawal result in a student being assigned an “FW” grade.

Withdrawals after 75% of the term or 14th week
Students may petition to withdraw from classes due to documented extenuating circumstances after the last day of the 14th week or 75% of the term (whichever is less) and, after consultation with appropriate faculty, shall be recorded as a “W.” Extenuating circumstances are verified cases of accidents, illnesses or other circumstances beyond the control of the student. All supporting documents must be attached to the petition at the time of submission to the Office of Enrollment Services.

A "W" symbol shall not be assigned, or if assigned shall be removed, from a student’s academic record when a

• Determination is made pursuant to Title 5 Sections 59300 et seq. that the student withdrew from the course due to discriminatory treatment or due to retaliation for alleging discriminatory treatment.

• Student withdrew from one or more classes, where such withdrawal was necessary due to fire, flood or other extraordinary conditions and the withdrawal is authorized by the district pursuant to Title 5 section 58509.

Successfully Completed
Successful completion of a course is defined as receiving a grade of Pass (P), Credit (CR), C or higher letter grade.

NON-REPEATABLE COURSES
(SUBSTANDARD OR THE “W” SYMBOL)
Students are allowed a maximum of three enrollments in a non-repeatable course in which the final grade has resulted in either a substandard grade below a “C,” “NP,” “NC,” or the “W” symbol as outlined below:

1. A student who receives a substandard grade or the “W” symbol on the first attempt of a non-repeatable course taken at College of Marin may enroll in that course one more time without a petition in an effort to successfully complete the course with a passing grade.

2. After receiving any combination of two substandard grades or the “W” symbol in the course, a student may submit a petition to the Office of Enrollment Services to enroll in the course for a third enrollment providing there is verifiable documentation that extenuating circumstances occurred. Extenuating circumstances are verified cases of accidents, illnesses or other circumstances beyond the control of the student.

3. For the petition to be reviewed, the student is required to meet with a counselor to complete the petition.

4. All supporting verifiable documents must be attached to the petition at the time of submission to the Office of Enrollment Services.

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

When a student repeats a class to alleviate substandard academic work, only the first two substandard grades and units shall be disregarded in the computation of the cumulative grade point average (GPA).

Courses granted Academic Renewal will not be included for course repetition limits.

Students may also petition to repeat under the following circumstances:

1. Legally Mandated Training: Students may repeat a course any number of times where it is required for a student to meet a legally mandated training requirement as a condition of continued paid or volunteer employment, regardless of whether the student recorded substandard work.

2. Significant Change in Industry or Licensure Standards: Students may petition to repeat a course needed for employment or licensing because of a significant change in the industry or licensure standards. Students may take these courses any number of times.

3. Extenuating Circumstances and Extraordinary Conditions (Title 5 Sections 55045 and 58509): Extenuating circumstances are verified cases of accidents, illness, or other circumstances beyond the control of the student.

4. Extraordinary conditions are those which would justify the District providing the student a refund.

5. Cooperative Work Experience (general work experience and occupational work experience): See Repeatable Courses

6. Students with Disabilities: See Repeatable Courses

7. Due to Significant Lapse of Time: See Course Repetition – Significant Lapse of Time

With an approved petition, the student must wait one week after the start of returning student registration to register for the course. Grades and Non-Progress (NPG) percentages awarded for courses repeated under these provisions are included when calculating a student’s grade point average.

Nothing can conflict with Education Code Section 76224 pertaining to the finality of grades assigned by instructors, or with Title 5 or District procedures relating to retention and destruction of records.

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

COURSE REPETITION - SIGNIFICANT LAPSE OF TIME
Students may be permitted or required to repeat courses in which a “C” or higher letter grade, “CR,” or “P” was earned where there was a significant lapse of time of not less than 36 months since the grade was earned and either:

1. A recency prerequisite for a course or program has been established which the student cannot satisfy without repeating the course; or

2. An institution of higher education to which a student seeks to transfer has established a recency requirement that the student cannot satisfy without repeating the course. When course repetition is necessary for transfer to an institution of higher education, the student may be allowed to repeat the course where less than three years have elapsed.

Under these provisions:

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

• Students requesting to repeat for number 1 above must submit verifiable documentation with the petition.

• Students requesting to repeat for number 2 above are only allowed one repeat for each course and all verifiable documentation from the transfer institution must be attached to the
petition at the time of submission to the Office of Enrollment Services.

- When a course is repeated due to a significant lapse of time, the previous grade and units will be disregarded and the current grade will be used when computing a student’s cumulative grade point average (GPA).
- Students receiving a substandard grade (grades below “C,” “FW,” “NC,” and “NP,” or the “W” symbol) in the repeated course may not petition to alleviate the substandard grade under Course Repetition-Non Repeatable Courses (AP 4225).

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

REPEATABLE COURSES

Under the following special circumstances, students may repeat courses in which a grade of “C” or higher or “CR” or “P” was earned.

- Courses for which repetition is necessary to meet the major requirements of CSU or UC for completion of a bachelor’s degree.
- Intercollegiate athletics, as defined in Title 5 Section 55000; and
- Intercollegiate academic or vocational competition, as defined in Title 5 Section 55000, where enrollment in the course and courses that are related in content, as defined in Title 5 Section 55000, is limited to no more than four times for semester courses. This enrollment limitation applies even if the student receives a substandard grade or “W” during one or more of the enrollments in such a course or petitions for repetition due to special circumstances as provided in Title 5 Section 55045.

Legally Mandated Courses

Students are allowed to repeat a course with a 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 receive a grade of “C” or higher or “CR” or “P”; however, the grade received by the student each time will be included in the calculations of the student’s grade point average or NPG percentage. Prior to enrollment, the student must submit a Petition to Repeat a Legally Mandated Course along with verifiable documentation to Enrollment Services.

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

Activity Courses

Students may enroll in activity courses in physical education, kinesiology, visual arts and performing arts. Such courses may not be repeated for more than four semesters. This limit applies even if the student receives a substandard grade “W” during one or more enrollment or if a student petitions for repetition due to extenuating circumstances.

Courses for Students with Disabilities

Students with disabilities may 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 for one of the reasons specified in Title 5 Section 56029.

Cooperative Work Experience Courses

For the satisfactory completion of all types of Cooperative Work Experience Education, students may earn up to a total of 16 semester credit hours, subject to the following limitations:

1. General Work Experience Education:
   A maximum of six semester credit hours may be earned during one enrollment period in general work experience education.

2. Occupational Work Experience Education:
   A maximum of eight credit hours may be earned during one enrollment period in occupational work experience education.

   If a college offers only one course in occupational work experience in a given field and that course is not offered as a variable unit open-entry/open-exit course, the district policy on course repetition adopted pursuant to section 55040 may permit a student to repeat that course any number of times so long as the student does not exceed the limits on the number of units of cooperative work experience education set forth in subdivision (a). Consistent with section 58161, attendance of a student repeating cooperative work experience course pursuant to this subdivision may be claimed for state apportionment.

   Each time a repeatable course is repeated, the grades and units earned will be computed in the student’s cumulative grade point average (GPA).

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

COURSE AUDIT

In conformity with California Education Code 76370, and College of Marin Board Policy, in order to attend classes on a continuous or regular basis, individuals must either enroll as a regular student or register as an auditor. The procedures and conditions for auditing a class are as follows:

1. Courses in which auditing is allowed will be posted each semester in the Office of Enrollment Services and the online Schedule of Classes. The list of auditable courses is maintained by the Office of Instructional Management.

2. Appropriate unit fees, based on Education Code (plus any additional course costs) must be paid.

3. Students currently enrolled in 10 or more units may audit up to 3 units free of charge.

4. Auditor status will be allowed only if a student has exhausted repeat possibilities as a regular student in selected classes.

5. Auditors must be eligible for admission to college as regularly enrolled students.

6. Auditors must meet the course prerequisite.

7. Auditors will be allowed to register only after the first census date for the course in order to give priority to students registering for credit. Auditors will not be permitted to attend the course until enrollment is secured after first census. Auditors must submit an Audit Card signed by the instructor to the Offices of Enrollment Services to secure enrollment.

8. Auditors may NOT change their status to regular student in the class (or reverse).

9. Once the auditor fee is paid, it will not be refunded.

10. Students registered as auditors only will not be entitled to the regular student health services (other than emergencies).

11. No grades can be earned or transcripts maintained.
12. The instructor and student auditor will agree upon the auditor’s level of participation in the class.

**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 Enrollment Services stating the reason for the change. No grade change will be made more than two years after the final grade was issued.

Please consult with the Dean of Enrollment 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 College of Marin.
- 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-program grade percentage and this shall be noted on the student’s permanent record.

Academic renewal does not guarantee that other institutions outside the District will approve such action. This determination will be made by the respective transfer institution.

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 who have been awarded an Associate Degree may not apply for academic renewal under the following conditions:

Students with grades of “F,” “FW,” “NP,” and “NC”. Coursework completed after the Associate Degree is awarded may be considered for academic renewal.

Students who have been awarded a Certificate of Achievement may apply for academic renewal providing the courses requested for academic renewal were not applied towards the Certificate of Achievement.

Students may request academic renewal for substandard academic performance under the following conditions:

1. At least two semesters (excluding summer session) must have elapsed since the last substandard grades were recorded.
2. The student has subsequently completed:
   a) 24 units at a satisfactory level (minimum 2.00 grade point average/GPA) with no more than 6 units of physical activity courses used to demonstrate improved academic ability or
   b) 12 letter-graded units (minimum 3.00 grade point average/GPA) with no more than 3 units of physical activity courses used to demonstrate improved academic ability.
3. 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 a “C,” “CR” (Credit), or “P” (Pass).
4. Students’ most recent semesters utilized to demonstrate that the substandard work is not a reflection of the student’s ability must not include grades below “C,” “I,” “IP,” “FW,” “NC,” or “NP.” grades. (Semesters with excluded grades below “C,” “FW,” “NC,” and “NP” grades do not count toward academic renewal.)
5. Work from other colleges with recognized accreditation may be considered.
6. Academic renewal does not allow a student to repeat courses they have already repeated the maximum number of times.
7. All students are urged to consult a counselor with questions regarding academic renewal procedures before submitting the Request for Academic Renewal to the Office of Enrollment Services.

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

**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, NP, F or FW 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 Enrollment Services.

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 three (3) units.

**Procedures for Approval of Independent Study:**

- Students must have completed 12 degree applicable credit units at College of Marin.
- Students must be in good academic and progress standing, and have earned a cumulative GPA of 2.0 at College of Marin.
- The Independent Study Contract must be completed by the student, approved by the instructor, and signed by the department chairperson.
- The Independent Study Contract must be submitted to the Admissions and Records Office by the add deadline last day to add full-term classes.

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 through the Petition Request channel of the MyCOM Student portal: 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-progression 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 Enrollment Services 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 Enrollment Services 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 student’s academic and/or progress dismissal action.

Within ten (10) working days from the date the petition was submitted to Enrollment Services 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. 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.
- 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 (APT) scores
Please note that the APT 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 Enrollment Services
3. Have an official copy of their College Board test scores forwarded to the Enrollment Services Office.

Credit will be awarded as shown in the chart below.

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

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 7/24/12
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 (ROP). 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
High school students may petition to receive Credit by Examination, if they have successfully completed the following classes with a grade of “B” or better, for a College of Marin approved equivalent class taught at their high school.

- San Marin High School: AUTO 110, 3 units; AUTO 111, 3 units; ECE 114, 3 units; ECE 115, 3 units
- Novato High School: MMST 111, 3 units; MMST 142, 3 units; MMST 150, 3 units; MMST 160, 3 units
- Tamalpais High School: AUTO 110, 3 units; AUTO 111, 3 units
- Terra Linda High School: AUTO 110, 3 units; AUTO 111, 3 units
- Tomales High School: AUTO 110, 3 units; MACH 130, 2 units; MACH 131, 2 units

MILITARY CREDIT
Students who have completed at least one year of active military service may submit a Student Petition and copy of their DD214 showing an honorable discharge to the Office of Admissions to receive five units of PE. These units will appear in the memorandum section of the official transcript. 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 Enrollment Services.
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. Students eligible for Credit by Examination must have already completed 12 units at College of Marin, and be in good academic standing at College of Marin.
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. The College’s policies and procedures pertaining to student records are contained in BP 5040, AP 5040, and AP 5045, copies of which are available at http://www.marin.edu/com/ODP/BoardPolicies.htm.

TRANSCRIPTS
Official Transcripts
Official transcripts can be ordered online through the MyCOM portal or at www.marin.edu. Students may request two free regular service transcripts (3 business days). After the first two, the fee is $6 per regular service copy. Rush service (next business day) is available for $15 per copy.

Unofficial Transcripts
Students with active MyCOM portal accounts may print their own unofficial transcripts or submit a request for Unofficial Transcript form to the Office of Enrollment Services.

Transcripts From Other Colleges
In order to apply units completed at another institution toward a College of Marin degree, official transcripts must arrive in the original sealed envelope from the issuing institution and have an embossed or water seal. Official transcripts should be sent via U.S. Mail or hand carried to: Counseling Department, College of Marin, 835 College Ave, 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, (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/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 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 Enrollment Services 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. Students may request two free transcripts of their College of Marin permanent academic record. See Official Transcripts heading on this page for details.

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 Privacy Rights Related to Academic Records
The privacy of student records and exceptions under which the college may authorize access to student records are set forth in AP 5040 (http://www.marin.edu/WORD-PPT/AP5040StudentRecordsandDirectoryInformation_Revised1-15-13.pdf). Additional information regarding student rights in regard to student records is available from the U.S. Department of Education, Family Policy Compliance office at: http://www2.ed.gov/policy/gen/uid/fpco/index.html. A student may file a written complaint with the Family Policy Compliance Office regarding an alleged violation under the Federal Educational Rights and Privacy Act (“FERPA”). The complaint must be timely submitted to the office within 180 days of the date that the complainant knew or reasonably knew of the violation) and state clearly and succinctly specific allegations of fact giving reasonable cause to believe that the school has violated FERPA.

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 Enrollment Services; 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 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. Currently enrolled students may request that directory information be permanently kept confidential by filing a Request to Withhold Directory Information with the Office of Enrollment Services.

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 anyone except representatives of the organization and that any personally identifiable information be destroyed when no longer needed for such audit, evaluation, and enforcement of federal legal requirements.

3. In response to an exparte 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.

6. All alleged victims of sexual assault on District property shall be kept informed, through the Title IX Coordinator (Executive Director of Human Resources) or the District Police of the status of any student or employee disciplinary proceedings or appeal; alleged victims of sexual assault are required to maintain any such information in confidence, unless the alleged assailant has waived rights to confidentiality. (See AP 3435 and AP 3540.)

7. The Internal Revenue Service in accordance with provisions of federal law.

Record of Access
A log is maintained in the Office of Enrollment Services, 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.