Some services are offered at both campuses. Please refer to class schedule for specific locations and office hours.

CAMPUS SERVICES

BOOKSTORE
The Kentfield Campus Bookstore is located on the ground floor of the Learning Resources Center. The Indian Valley Campus Bookstore is located in Building 17, Room 104, and is open the first week of each semester. The bookstore sells all required texts and supplies that instructors order for their classes. In addition, the LTD bookstore also stocks gift items, imprinted shirts, and art supplies.

The College of Marin Bookstore offers several options for students buying textbooks, including a full-range of new textbooks, a large selection of used textbooks, a number of textbook rentals, and a variety of eTEXTBOOKS. Students can save 25 percent by purchasing quality used books, 50 percent by renting textbooks, and up to 60 percent on available eTEXTBOOKS. Students may purchase or rent textbooks online at http://marin.edu/bookstore/ or in the bookstore.

Refund Policy
1. Please read refund policy (including refund dates) in store for the most current information.
2. Refunds are given only for textbooks purchased for classes of the current semester.
3. A CASH REGISTER RECEIPT IS ABSOLUTELY REQUIRED FOR TEXTBOOK REFUNDS.
4. To be refunded, new texts must be in brand new condition. If damaged or a name is written in the text, only a percentage of the retail value will be refunded.
5. Refunds for supplies given only if defective at time of purchase.

Buy-back Policy
At the end of each semester, students may sell their texts back to the bookstore for up to 50 percent of the price for which the text was purchased provided the store needs the text. The buy-back days and hours will be posted.

Kentfield Campus
Learning Resources Center, first floor
415-485-9394

Indian Valley Campus
Building 17, Room 104
(open only during the first week of each semester)  415-457-8811 ext. 7394

COMPUTER CENTERS

SMN Center Computer Labs
The Science/Math/Nursing Center Computer Labs provide students with easy, open access to computers. Although there are regularly scheduled classes in the labs, there are plenty of opportunities during the week for individual work. In addition to software for science, math, and engineering classes, the computers are networked to the Internet and have typical word processing, spreadsheet, database, and presentation software.

The center consists of two labs with a total of 46 computers; both labs have an instructor station connected to a projector, and one lab includes 11 computers connected to diagnostic physiology equipment.

The labs are open during the week to all students at College of Marin, with extended hours at the end of the fall and spring semesters.

Kentfield Campus
SMN Center, Rooms 130 and 132
415-457-8811 ext. 7739
marin.edu/student_services/Labs

Business and Information Systems Labs
The Business and Information Systems Labs provide Windows-based personal computers on both campuses. The workstations have access to laser printing, scanning, and a variety of application software in support of courses offered. Students enrolled in Computer Information Systems, Business Office Systems, and Business programs have access to the lab facilities, which are open daily and most evenings.

The Indian Valley Campus (IVC) labs provide PCs and a small number of Macintosh personal computers, and are available to any student enrolled in any program at either campus, with particular emphasis on specific software utilized by the Court Reporting, Medical Assisting, and

Multimedia programs. The IVC Lab is open 8:00am–7:30pm Monday through Thursday, and 8:00am–5:00pm Friday.

Kentfield Campus
Learning Resources Center, Room 35 and Academic Center, Room 116
415-485-9603

Indian Valley Campus
Building 17, Room 100
415-883-2211 ext. 8231 or 8234

Multimedia Studies Audio/Video Lab Suites
In addition, there are two individual Lab Suites for independent and advanced student work. Each Lab Suite contains both a high-end Macintosh workstation, and an advanced Windows-based workstation. Access to these labs must be pre-arranged with a Multimedia Studies Instructor.

Indian Valley Campus
Building 27, Room 129, Audio Lab Suite
Building 27, Room 129, Video Lab Suite

FOOD SERVICE

Fresh and Natural offers a variety of food selections throughout the year on the Kentfield Campus. Daily selections include freshly made sandwiches, salads, soups, and hot entrees. Coffee and tea are available in the Career Study Center at the Indian Valley Campus, Building 17. Vending machines are available on both campuses.

Fresh and Natural
Kentfield Campus
Student Services Building, lower level
415-456-7661

Vending Machines
Indian Valley Campus
Building 27, Room 121

and Building 3, First Floor Lobby

LIBRARIES

College of Marin has libraries at the Kentfield and Indian Valley campuses. Our friendly staff can help you borrow a textbook, get a library card, or check out a book. The faculty librarians provide information literacy instruction both one-on-one and in a classroom setting; we are here to ensure your research assignments are a success.

Looking for a comfortable place to read, write, study, or just relax? The libraries provide computers, wireless access, printers, copiers, scanners, and plenty of study space for individuals and groups.

Getting a library card takes just a few minutes and allows you to check out some of our 100,000 items. Our many electronic
resources are available anywhere, anytime on the MyCOM Portal’s Library tab.

Students can request books, DVDs, and more from Dominican University or any public library in Marin and have them delivered to College of Marin. All members of the public may use their MARINet library card to check out items.

Need help online? Please e-mail us at askalibrarian@marin.edu or visit our website at marin.edu/lrc.

Kentfield Campus
Learning Resources Center (2nd level)
415-485-9656

Indian Valley Campus
Building 27, Room 124
415-457-8811 ext. 8505
marin.edu/lrc/contact.html

TRANSPORTATION AND PARKING

Transportation
Golden Gate Transit provides bus service from all areas of Marin County to the college. Bus schedules are available in the Student Services areas on both campuses.

Parking
Vehicles on campus are subject to parking and traffic regulations by the Board of Trustees, Marin Community College District. All cars must have a parking sticker, or display a daily parking permit which may be purchased from the parking ticket dispensers located in parking lots.

Motorcycle and handicap parking are available with no fee.

Parking permits are required at all times, including evenings (except Sundays and school holidays). Be sure to read the signs at the entrances to parking lots. The signs explain what type of permit is allowed in the lot (staff or student), and include any additional parking regulations. For student parking lot locations, see the campus maps.

Daily permits and term permits are valid at either campus. All California Vehicle Codes can be enforced in campus parking lots. Obey all signs and markings. All vehicles improperly parked will be cited, and may be towed.

Daily Parking Permits
A daily parking permit may be purchased from dispensers located in several student parking lots. In the event of a dispenser malfunction, a daily permit must be purchased from a different machine. Please report all malfunctions to the campus police at 415-485-9696. The cost for a daily permit is $4 (subject to change) and must be visible on the driver side of the vehicle dashboard.

Term Parking Permits
A term permit is more convenient and will save you money compared to a daily permit. A term permit is $50 or $25 for summer session (subject to change) and is available to enrolled students.

Financial Aid Students Parking
Students receiving Financial Aid are permitted to purchase parking permits at half price. Online orders are automatically adjusted to half price for eligible students.

Note: Lost or Stolen Permits will not be replaced.

WRITING CENTER

The Writing Center is open to all students for support and tutoring in writing projects and functions as the English Writing Lab for students enrolled in English Composition and Literature courses. The English Writing Lab supports students by offering one-on-one tutoring on their course assignments and projects.

The Writing Center provides students with tutoring to improve reading and writing skills and also provides access to computers and to the Internet for research and writing in all disciplines. Students have access to word processing, Web browsing, printing, scanning, and, most importantly, tutoring by COM instructors. Tutoring is offered either face-to-face or online via an online Writing Center Web site. All students working on reading and writing projects in any discipline are welcome. Students enrolled in English courses have priority.

Kentfield Campus
Learning Resources Center, Room 120
415-485-9609

STUDENT SUPPORT PROGRAMS AND SERVICES

ASSESSMENT AND TESTING

The Assessment and Testing Office provides placement testing in math, English, and English as a Second Language (ESL). Please see our Web page for schedules and other information.

Kentfield Campus
Student Services Building, Room 238
415-485-9469

Indian Valley Campus
Building 27, Room 125
Call for hours 415-485-9469
marin.edu/student_services/assessmentandtesting/placement.html

CALWORKS

College of Marin, in partnership with the County of Marin, provides education and support services to students who are participants in the CalWORKs program. To participate, students must be referred by the Marin County CalWORKs office. Services may include educational programs, internship opportunities, books, and parking vouchers. The CalWORKs program is intended to support student success and entry into the workforce. Academic and employment counseling is available on both campuses.

Kentfield Campus
Learning Resources Center, Room 160
415-485-9605

Indian Valley Campus
Building 27, Room 104
Call for appointment 415-485-9605
marin.edu/departments/calworks/index.htm

CASHIERING SERVICES

Contact or visit Cashiering Services for information regarding account balances, payments, payment plans, parking permits, student ID’s and refunds.

Kentfield Campus
Student Services Building, Room 235
415-457-8811, ext. 7806

Indian Valley Campus
Building 27, 1st Floor, East Hall
415-457-8811, ext. 8137
CHILD DEVELOPMENT PROGRAM
The Child Development Program provides early education for the infants, toddlers, and preschool age children of College of Marin students, with priority going to low income student families. Centers are located on both campuses and provide care during fall and spring semesters.

The preschool centers serve as demonstration classrooms that provide child observation, research and practicum opportunities, student teacher training, and Work Study jobs for College of Marin students who are taking courses in Early Childhood Education, Pediatric Nursing, Child Psychology/Human Development, Behavioral Science and related fields.

Kentfield Child Study Center
1144 Magnolia Avenue, Larkspur
415-485-9468

Indian Valley Children’s Center
Building 12; 415-457-8811, ext. 8170

Please see the Child Development Program website for more information and to download a Preliminary Application for the Preschool Centers: marin.edu/student_services/child_care.htm. For more information, please call the Child Development Program Office at (415) 883-2211, ext. 8221.

Infant Toddler Center
The Early Head Start Center on the Indian Valley Campus provides infant/toddler care to student families with children ages birth to three years. There is no cost to eligible families.

To apply, please call Marin Head Start at 415-883-3791 or visit marin.edu/student_services/child_care.htm to download an application. Please be sure to indicate on the application that you are applying for the IVC Early Head Start Center.

Indian Valley Children’s Center
Early Head Start Infant Toddler Center: Bldg. 12; 415-457-8811, ext. 8171

COUNSELING SERVICES
Counseling Services are available to all students; however, special programs such as EOPS and DSPS will serve only those officially identified by those programs.

Counselors work with students to help them set goals and design plans for achieving those goals. Students should come for counseling when they need help with any kind of problem that might effect their academic performance. Services and resources are located in the Counseling Services area at both campuses and include the following:

- Information on transfer, A.A. degree and certificate programs;
- Transfer workshops;
- Career planning and college success courses;
- Personal counseling; and
- Counseling for international students (F-1 Visa), veterans, athletes, and ESL students.

Because course selection is so important and four-year university requirements change so frequently, students should consult with a counselor each semester before registering for classes.

For appointments on either campus call 415-485-9432, or visit Kentfield Campus Counseling Office, Student Services Building, Room 212.

Indian Valley Campus Office
Building 27, Rooms 105 and 106
marin.edu/studentservices/counseling/

EOPS/CARE
Extended Opportunity Programs and Services (EOPS)/Cooperative Agencies Resources for Education (CARE) offers assistance to students who meet the EOPS state guidelines for eligibility. Support services may include counseling, tutoring, book grants, and peer advisement.

CARE is an additional support program for EOPS eligible students who are also CalWORKs parents. For students who qualify, CARE grants may be available for books, transportation, and childcare.

Kentfield Campus
Learning Resources Center, Room 160
415-485-9605

Indian Valley Campus
Building 27, Room 104
Call for appointment: 415-485-9605
marin.edu/student_services/eops.htm

HEALTH CENTER
The Health Center is available to all currently registered students. It provides first aid, health education, care and treatment for short-term medical concerns, OTC and some prescription medications, immunizations, TB testing, voluntary insurance plans, physical exams for College of Marin programs and college entrance, flu shots, physician appointments, and more. Personal counseling is available through the Counseling Department by calling (415) 485-9432 for an appointment.

Each properly registered student has coverage under the Marin Community College District’s student accident insurance policy for accidents occurring on either campus, at any site where College of Marin courses are offered, or at other College of Marin-sponsored and supervised activities. Students participating in athletic competition are insured under this accident insurance policy.

Note: The student accident insurance policy is supplementary to the student’s own personal medical insurance and does not guarantee full coverage.

Students should be aware that if they sustain an injury while in class or participating in a school-sponsored activity, they must report it immediately to their instructor or supervising authority. Students must also contact the Health Center within ten days of the injury in order to be properly covered for reimbursable expenses in accordance with policy coverage.

Kentfield Campus
Health Services Portable, Parking Lot 6
415-485-9458

Indian Valley Campus
Building 9, Room 121
415-485-9458
marin.edu/student_services/health-services/index.html

OUTREACH AND SCHOOL RELATIONS
The Office of Outreach and School Relations develops and nurtures relationships with public high schools in and outside of Marin County; establishes contacts with community based organizations serving prospective College of Marin students; networks with elementary and middle schools in Marin County to develop a pipeline of information and support for prospective students and their parents; sustains the Student Ambassador program as a primary recruitment tool for the college; develops and produces events that highlight college programs and opportunities for potential students, including families and schools; serves as a community public relations agent for the college; facilitates recruitment and retention programs for minority students; and provides educational presentations to the community on issues of higher education access, financial aid/scholarships, advocacy, immigration, cultural sensitivity, college life, careers, and more.
TRANSFER, CAREER AND JOB PLACEMENT CENTER
The Transfer and Career Center provides transfer, career exploration, and employment services and resources to students. The center houses an extensive library of online and print resources with information on universities and colleges, scholarships, majors, careers, labor markets, employment trends, résumés, cover letters, and more. Workshops are offered to help students in planning their transfer path, choosing a major and/or career, and preparing for employment.

Annual College and Job Fairs introduce students to the numerous transfer and career opportunities available. There is an online job board listing employment opportunities in the local area including full-time, part-time, temporary, and volunteer positions. Other activities and resources provided by the center include an internship program, university campus tours, representative visits, employer of the day events, and interactive online programs and tutorials. Drop-ins are welcome and appointments are available.

Kentfield Campus
Student Services Building Room A&B
415-485-9671 or 415-485-941
marin.edu/student_services/transfer/index.html

The online job service is located at: marin-csm.symplicity.com.

TUTORING AND LEARNING CENTER
The Tutoring and Learning Center (TLC) offers FREE drop-in peer tutoring for currently enrolled College of Marin students in a wide range of academic subjects. All tutoring sessions are small groups and schedules for individual subjects are posted at both campuses and online.

All tutors are faculty recommended and have completed a course in tutor training. Tutoring helps students improve understanding of course material, earn higher grades, improve study skills and study habits, and get to know fellow students in a dynamic learning environment.

Kentfield Campus
Learning Resources Center, Room 160
415-485-9620
marin.edu/student_services/TLC.html

VETERAN AND MILITARY STUDENT RESOURCE CENTER
The COM Veteran and Military Student Resource Center supports students who are veterans, active duty and reservist members of the military and their families. The Center assists student veterans as they transfer from military to student life by creating a space on campus where all veterans can go to develop a sense of unity, pride, and community. COM also has an active student Veterans Association that is open to all. Students can come to the Center during regular hours and visit, use the lounge space, study, and enjoy free coffee while waiting in between classes or just to hang out. The center is relocating to a bigger space in fall 2015 in Student Services 202. Stop by to meet our staff and visit with other veterans.

STUDENT ACCESSIBILITY SERVICES (SAS)
This program provides equal access to education for students with a wide range of permanent and temporary disabilities including learning, chronic health conditions, psychological disabilities, acquired brain injuries as well as mobility, vision and hearing impairments. To request and receive services, students must meet with an SAS counselor and provide verified documentation of disability. Services may include testing accommodations, note takers, assistive technology, interpreters as well as learning disability testing and academic counseling.

Contact the SAS office for information on the Adapted Physical Education Program and services at Indian Valley Campus.

Kentfield Campus
Learning Resources Center, Room 115
415-485-9406

Indian Valley Campus
Building 27, Room 104
Call 415-485-9406 for an appointment.
marin.edu/DSPS/index.html

INUENT PROGRAM
The College of Marin Umoja program is part of a statewide community of educators and learners committed to the academic success, personal growth, and self-actualization of African American and other students.

The Umoja program provides a variety of support services to support student retention, graduation, transfer to four-year institutions, and overall academic success. These include first-year classes which students take together as a learning cohort (English 92 in the fall with Counseling 110, and English 120AC in the spring with Counseling 116 and Ethnic Studies 112), academic counseling, student mentoring, financial support (including course materials and potential scholarships), special seminars, cultural workshops, and field trips. The program is open to all College of Marin students. If students have already taken the coursework, they are still eligible for other services and participation. For more information contact umojaprogram@marin.edu.

PUBLIC RELATIONS CENTER
Student Services Building Room A&B
415-485-9671 or 415-485-941
marin.edu/student_services/transfer/index.html

The online job service is located at: marin-csm.symplicity.com.

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Kentfield Campus
Learning Resources Center, Room 160
415-485-9620
marin.edu/student_services/TLC.html

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STUDENT LIFE

CLUBS
Under the sponsorship of the Associated Students (ASCOM and ESCOM), and with oversight and guidance by the Director of Student Activities and Advocacy, students may participate in special interests by joining or forming student clubs on campus. Student clubs are an important part of campus activities.

Eligibility to become an officer of a student club requires that the student be in good academic standing, meet the requirements outlined in the respective Associated Students’ constitution, by-laws, and any other requirements set by individual student clubs. Each student club is required to have a faculty advisor and to meet operating standards set by the District Business Office in the collection and distribution of club funds.

Kentfield Campus
Student Services Building, Room 241
415-485-9469

ECHO TIMES, STUDENT NEWSPAPER
The College of Marin student newspaper is the product of the journalism classes. It is published regularly throughout the academic year and offers opportunities to develop skills in writing and editing, as well as desktop publishing, advertising, graphics, photography, and newspaper production.

Kentfield Campus
Learning Resources Center, Room 32
415-485-9690

INTERCOLLEGIATE ATHLETICS
Eligibility for Intercollegiate Athletic Competition is governed by the State Commission on Athletics. A student must be continuously and actively enrolled in a minimum of 12 credit units at his or her community college during the season of sport play. Of the 12 credit units, at least nine will be in courses counting toward the associate degree, remediation, transfer, and/or certification as defined by the college catalog.

A student who has previously participated at another college or university should check with the director of athletics to clarify eligibility to further participate at College of Marin.

See College Health Center regarding athletic injuries.

PERFORMING ARTS
The Performing Arts Department (Music, Drama, and Dance) presents many fine concerts, plays, and dance performances every year for the college community and the public. COM students are encouraged to attend. Many events are free, but for those with an admission charge, students are offered discounted ticket rates. E-mail COMmusic@marin.edu to receive announcements of music department events, or contact the office at (415) 485-9460. For information about drama and dance events, call (415) 485-9555.

Even if you are not majoring in the performing arts, participating in an artistic production is a fun way to express yourself, and to meet new friends. If you have a talent in music, dance, or drama, are interested in small paid jobs in concert or stage management or audio/video recording, or would like to volunteer to usher for one of our productions, please call one of the above numbers for additional information.

STUDENT ACTIVITIES AND ADVOCACY
Beyond the classroom, the college encourages students to initiate and join in activities and programs that develop leadership ability, interpersonal skills and community involvement.

Through involvement with the Associated Students or college clubs and organizations, students may participate in a “hands-on” curriculum designed for personal and professional development. Students may learn how to run effective meetings, work successfully with others to achieve common goals or resolve differences, manage their time and commitments, assume or delegate responsibility, turn conflict into cooperation, and gain self-confidence. Learning how to build, develop and manage budgets, participating in special projects, and volunteering are often highlights of the college learning experience. This experience is fun and helps prepare students for better success in career planning and skill building.

Students who wish to take advantage of this unique aspect of the college should contact the Associated Students or Student Activities and Advocacy offices.

For further information about activities and organizations, students should consult the semester credit class schedule.

STANDARDS OF STUDENT CONDUCT
All members of the college community are subject to state and federal laws, as well as policies and procedures established by the Board of Trustees.

An important policy that all students should be aware of is the Student Conduct Policy: BP 5500, Standards of Student Conduct, can be found at http://www.marin.edu/WORD-PPT/BP5500StandardsofConduct_Revised6-18-13.pdf, and is briefly described below. Questions regarding BP 5500 should be referred to the Director of Student Activities and Advocacy. A hard copy is available at the Director of Student Activities & Advocacy Office, Student Services Building, Room 250.

STUDENT CONDUCT
Upon enrolling in the College, students assume an obligation to conduct themselves in a manner compatible with the educational purposes of the College.

The following conduct will not be tolerated and shall constitute good cause for discipline, including, but not limited to, removal, suspension or expulsion of a student.

• Assault, battery, or attempted assault or battery, or any threat of force or violence upon a student or District personnel.
• Possession, sale or otherwise furnishing any firearm, dirk, dagger, ice pick, knife, explosive or other dangerous object, including but not limited to any facsimile of the foregoing objects, unless, in the
case of possession of any object of this type, the student has obtained written permission to possess the item from the Chief of Police who has the concurrence of the Superintendent/President. Also see BP/AP 3530 titled Weapons on Campus.

- Unlawful possession, use, sale, offering to sell, or furnishing, or being under the influence of, any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind; or any poison defined in Business and Professions Code Section 4240, or unlawful possession of, or offering, arranging or negotiating the sale of any drug paraphernalia, as defined in Health and Safety Code Section 11045.

- Committing, or attempting, or being an accomplice to robbery or extortion.

- Causing or attempting to cause damage to district property or to private property on campus.

- Stealing or attempting to steal District property or private property on campus, or knowingly receiving stolen District property, or knowingly receiving stolen private property on campus.

- Willful or persistent smoking in any area where smoking has been prohibited by law or regulation of the District.

- Committing sexual harassment as defined by law or by District policies and procedures.

- Engaging in harassing or discriminatory behavior based on ethnic group identification, national origin, religion, age, sex or gender, race, color, medical condition, ancestry, sexual orientation, marital status, physical or mental disability, genetic information, or on the basis of one or more of these perceived characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics.

- Engaging in intimidating conduct or bullying against another student or District personnel through words or actions including direct physical contact, verbal assaults such as teasing or name-calling, social isolation or manipulation, or cyberbullying.

- Willful misconduct which results or has the potential to result in injury or death to a student or to District personnel or which results in cutting, defacing, or other damage to any real or personal property owned by the District or on campus. The District may require students who cause damage to replace property or pay the cost of damages.

- Continued disruptive behavior, continued willful disobedience, habitual profanity or vulgarity, or the open and persistent defiance of the authority of, or persistent interruption or abuse of District personnel.

- Dishonesty; forgery; alteration or misuse of District documents, records or identification; or knowingly furnishing false information to the District.

- Unauthorized possession, duplication, or use of keys to any District premises or unauthorized entry upon or use of District facilities.

- Engaging in expression which is libelous or slanderous; or which so incites others as to create a clear and present danger of the commission of unlawful acts on District premises or at District-sponsored or supervised functions, or the violation of lawful District administrative procedures, or the substantial disruption of the orderly operation of the District.

- Persistent, serious misconduct where other means of correction have failed to bring about proper conduct.

- Unauthorized preparation, giving, selling, transferring, distributing, or publishing for any commercial purpose, of any contemporaneous recording of an academic presentation in a classroom or equivalent site of instruction, including but not limited to handwritten or typeset class notes, except as permitted by any District Policy or Administrative Procedure.

- The use by a student of any electronic listening or recording device in any classroom without the prior consent of the instructor.

- Violation of BP/AP 3720 titled Information Technology Use or any conduct that constitutes a computer-related crime pursuant to Penal Code Section 502.

- The offering of any inducement or item of value to influence the awarding of any grade or to alter any official District record.

- Solicitation or acceptance of money or other item of value as an inducement, encouragement, or reward for intercollegiate participation in violation of Education Code Section 67361 or false declarations regarding eligibility for participation in intercollegiate athletics under Education Code Section 67362.

- Accessing and/or disclosing confidential District information, including student records, without authorization.

- Failure to obey federal, state, and local laws in connection with District attendance or activity.

- Tampering with the election of any student organization recognized by the District.

- Hazing, which is defined as a “method of initiation or pre-initiation into a pupil organization or body, whether or not the organization or body is officially recognized by the College, which is likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to a former, current, or prospective pupil.”

- Abuse of the Student Conduct System, including but not limited to:
  1. Failure to obey the summons of the Student Conduct Hearing Committee or District official.
  2. Falsification, distortion, or misrepresentation of information.
  3. Disruption or interference with the orderly conduct of a judicial proceeding or Student Conduct Hearing Committee.
  4. Attempting to discourage an individual’s proper participation in, or use of, the District judicial system.
  5. Attempting to influence the impartiality of a member of a judicial body prior to, and/or during the course of, the judicial proceeding or Student Conduct Hearing Committee.
  6. Failure to comply with the sanctions imposed under the Standards of Conduct and/or Education Code.

SMOKING IN DISTRICT FACILITIES

The Board of Trustees of College of Marin recognizes that smoking presents a health and safety hazard that can have serious consequences. Furthermore, a strong link between environmental tobacco smoke or "secondhand smoke" and health risks has also been demonstrated. Therefore, the Board and the California Education Code prohibits smoking by staff, students, and visitors at all times on District property, except in designated smoking areas. Violat-
tion of this policy could lead to disciplinary action under usual disciplinary procedures.

DRUG-FREE AND ALCOHOL-FREE CAMPUS
It is the policy of the District to maintain a drug-free and an alcohol-free awareness program. The program has and will continue to include the distribution of information on the dangers of drug and alcohol abuse, and referral resources for counseling and rehabilitation dealing with drug abuse problems.

The unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited on any of the College of Marin campuses. The term “controlled substance” is defined in the Health and Safety Code 11007.

Students who violate these prohibitions will be subject to disciplinary action up to suspension from college, in addition to criminal prosecution.

STUDENT CONDUCT REGARDING ACADEMIC HONESTY
The following conduct is considered academic dishonesty, will not be tolerated, and shall constitute good cause for discipline, including, but not limited to, removal, suspension or expulsion of a student. Cheating, plagiarism (including plagiarism in a student publication), or knowingly engaging in other forms of academic dishonesty; including, but not limited to:

• Copying, in part or whole, from someone else’s quiz, examination, or work. For purpose of this item, “examination” includes quizzes, tests, and other graded or evaluated exercise.
• Submitting work presented previously in another course, if contrary to the rules of either course.
• Altering or interfering with grading.
• Using or consulting any sources or materials, including electronic devices, not authorized by the professor during an examination.
• Committing other acts which defraud or misrepresent one’s own academic work.
• Incorporating sentences, paragraphs, or parts of another person’s writing, without giving appropriate credit, and representing the product as one’s own work.
• Representing another’s artistic/scholarly works (such as musical compositions, computer programs, photographs, paintings, drawings, or sculptures) as one’s own.
• Submitting an academic assignment purchased from a research/term paper service, or written by another individual; or work obtained electronically (e.g. via the internet) and representing it as own work.
• Purposefully allowing another student to copy from your paper during an examination.
• Giving your homework, term paper, or other academic work to another student to plagiarize.
• Having another person fraudulently submit any work in your name.
• Lying to an instructor or District official to improve your grade.
• Allowing other persons to misrepresent themselves as the student for any purpose, including interacting with any District employees, submission of work, attendance, or taking examinations.
• Misrepresenting circumstances in an effort to improve a grade.
• Altering graded work after it has been returned and then submitting the work for re-grading without the instructor’s permission.
• Removing tests or examinations from the classroom or other area without the approval of the instructor.
• Stealing or being an accomplice to stealing tests or examinations.
• Forging signatures on drop/add slips or altering other District documents.

STUDENT DISCIPLINE PROCEDURES
The District’s procedures for addressing alleged violations of the Standards of Student Conduct are set forth in AP 5520. The purpose of AP 5520 is to provide a prompt and equitable means to address violations of the Standards of Conduct (BP 5500 titled Standards of Conduct) and to ensure that students are afforded due process and free expression as protected by state and federal constitutions, laws, and regulations.

Please see AP 5520 for information regarding “Student Discipline and Due Process.”

AP 5520 Student Discipline and Due Process
marin.edu/WORD-PPT/AP5520StudentDisciplineandDueProcess_Revised4-16-13.pdf

A hard copy is available at the Director of Student Activities & Advocacy Office, Student Services Building, Room 250.

PROHIBITION AGAINST DISCRIMINATION AND HARASSMENT
College of Marin prohibits all forms of discrimination or harassment based on one or more of the following actual or perceived characteristics: age, ancestry, color, religious creed, family & medical care leave, disability (mental and physical) including HIV and AIDS, marital status, medical condition (including cancer and genetic characteristics), genetic information, military and veteran status, national origin (including language use restrictions), race, sex (which includes pregnancy, childbirth, breastfeeding, and medical conditions related to pregnancy, childbirth, or breastfeeding), gender, gender identity, gender expression, and sexual orientation.

Prohibited sexual harassment includes any sexual assault or physical abuse, including, but not limited to, rape, domestic violence, dating violence, sexual assault, or stalking. The College prohibits discrimination and harassment occurring in connection with all the academic, educational, extracurricular, athletic, and other programs of the District, whether those programs take place in College facilities or at another location, or at an off-campus site or facility maintained by the College or on grounds or facilities maintained by a College student organization. College of Marin Board Policy 3430 prohibits verbal, physical, visual, and sexual harassment of any applicant, employee, or student by any District employee on the basis of any category or combination of discriminatory categories prohibited by state or federal law. Non-employees while on the District property or in connection with any District program or activity are also expected to follow these guidelines.

The Marin Community College District is committed to compliance with the requirements of Title IX of the 1972 Education Amendments, the Equal Employment Opportunity Act of 1972 (Title VII of the Civil Rights Act of 1964 as amended), the Civil Rights Act of 1991, and Section 504 of the Rehabilitation Act of 1974, the Americans with Disabilities Act, the California
Fair Employment and Housing Act of 1980, the California Fair Employment and Housing Commission rules and regulations, and the Vietnam Veteran's Readjustment Act of 1974. The Title IX/EEO/ADA Compliance Officer for the College District is the Executive Director for Human Resources & Labor Relations (please see contact information below).

SEXUAL ASSAULT AND OTHER ASSAULTS ON CAMPUS
Any sexual assault or physical abuse, including, but not limited to, rape, domestic violence, dating violence, sexual assault, or stalking as defined by California law, whether committed by an employee, student, or member of the public, occurring on District property in connection with all the academic, educational, extracurricular, athletic, and other programs of the District, whether those programs take place in the District facilities or at another location, or on an off-campus site or facility maintained by the District or on grounds or facilities maintained by a student organization, is a violation of Board policies and administrative procedures and is subject to all applicable punishment, including criminal procedures and employee or student discipline procedures. (See AP 3540)

Information about the District’s policies and procedures pertaining to sexual and other assaults, and other forms of discrimination or harassment, is available at: http://www.marin.edu/rights/index.html.

Additional information on assistance for victims of sexual assaults is available at: marin.edu/police/sexual-assault.html. If you are the victim of, or become aware of, a sexual assault on College property or in connection with any College program or activity, please contact the District’s Executive Director of Human Resources at 415-485-9504 or the District’s Police Department at 415-485-9696.

DISCRIMINATION OR HARASSMENT COMPLAINTS
If you have experienced discrimination or harassment, including any incident of sexual violence, based on one or more of the above-referenced characteristics, or are aware of any discrimination or harassment based on one or more of these characteristics, contact:

Kristina Combs, Executive Director of Human Resources & Labor Relations
Village Square 8, Kentfield Campus
415-485-9504

Executive Director Combs’ responsibilities include serving as the College’s:

- **Title IX Officer**: to address harassment or assault based on gender and to ensure equal access to all College programs and services regardless of gender; and

- **ADA Coordinator**: (Americans with Disabilities Act) to ensure equal access to College facilities, programs and services for people with disabilities, including students, employees, and others who may visit District facilities.

Students who believe that the prohibition against discrimination or harassment has been violated have the right to file a complaint with: (1) the District; (2) the State Chancellor’s office; and/or the United States Department of Education Office of Civil Rights (“OCR”).

Complete information on the District’s Discrimination and Harassment Complaint Procedures is set forth in Administrative Procedure 3435, a copy of which can be found at marin.edu/WORD-PPT/AP-3435DiscriminationHarassmentInvestigations_Revised1-15-13.pdf.

This and further Administrative Procedures and Board Policies, including those listed below, can be found on the college website, on the “Policies and Procedures” page, under the “About the College” tab.

**AP 3410 Nondiscrimination**
marin.edu/WORD-PPT/AP3410NondiscriminationRevised1.15.2013.pdf

**AP 3430 Prohibition of Harassment**
marin.edu/WORD-PPT/AP3430ProhibitionofHarassmentRevised1-15-2013.pdf

**AP 3435 Discrimination and Harassment Investigations**

**AP 3540 Sexual and Other Assaulons Campus**
marin.edu/WORD-PPT/AP3540SexualandOtherAssaultonCampusRevised3-13-12.pdf

Hard copies are available at the Director of Student Activities & Advocacy Office, Student Services Building, Room 250.

CAMPUS SECURITY REPORT
College of Marin’s annual Campus Security Report is available online at marin.edu/police/security-report.html. This report is required by federal law and contains policy statements and crime statistics for the school. The policy statements address the school’s policies, procedures, and programs concerning safety and security; for example, policies for responding to emergency situations and sexual offenses. Three years’ worth of statistics are included for certain types of crimes that were reported to have occurred on campus, in or on off-campus buildings or property owned or controlled by the school, and on public property within or immediately adjacent to the campus. You may also request a paper copy from the Police Department, Kentfield Campus, VS1. The District publishes and distributes the Annual Security Report to all students and employees each year by October 1.

STUDENT GRIEVANCES AND RIGHTS
The purpose of AP 5530 is to provide a prompt and equitable means of resolving student grievances when no other administrative procedure, Marin Community College District departmental procedure, collective bargaining agreement, or statutory procedure applies. See Section III, below, for a list of other procedures applicable to concerns related to harassment, discrimination, unsafe assignments, grade changes, academic probation, dismissal and readmission, student discipline, student records, residency, and police department citations.

Any students or applicants who have questions about which procedure applies to their particular concerns are encouraged to go to the Office of the Vice President of Student Learning and Student Services for assistance.

**AP 5530 Student Grievances**
marin.edu/WORD-PPT/AP5530Student-Grievances_Approved3-19-13.pdf

A hard copy is available at the Director of Student Activities & Advocacy Office, Student Services Building, Room 250.
### ADDITIONAL PHONE AND OFFICE NUMBERS

#### KENTFIELD CAMPUS (KTD)

To call a Kentfield office while on campus dial 7 plus the last three digits of the direct number. When calling from outside the campus dial the switchboard at 415-457-8811 or the direct number as listed below.

<table>
<thead>
<tr>
<th>Service</th>
<th>Extension</th>
<th>Address</th>
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<tbody>
<tr>
<td>Affirmative Action/Compliance Officer</td>
<td>VS</td>
<td>Bldg 27, R121</td>
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<tr>
<td>Alpha GAMMA Sigma</td>
<td>485-9213</td>
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<tr>
<td>Alumni Association</td>
<td>485-9686</td>
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<tr>
<td>Assessment and Testing</td>
<td>485-9469</td>
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<tr>
<td>Associated Students (ASCOM)</td>
<td>485-9390</td>
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<tr>
<td>Bookstore</td>
<td>LC Downstairs</td>
<td>415-485-9394</td>
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<tr>
<td>CalWORKS</td>
<td>485-9605</td>
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<tr>
<td>Cashiering Services</td>
<td>485-9645</td>
<td></td>
</tr>
<tr>
<td>Child Development Program (IVC)</td>
<td>485-883-2211</td>
<td>ext. 8222</td>
</tr>
<tr>
<td>Child Study Center</td>
<td>485-9468</td>
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<tr>
<td>Counseling Appointments</td>
<td>485-9432</td>
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</tr>
<tr>
<td>Child Development Program</td>
<td>485-9211 ext. 7132</td>
<td>Bldg 12</td>
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<tr>
<td>Echo Times Newspaper</td>
<td>485-9690</td>
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<tr>
<td>Emeritus College</td>
<td>485-9211 ext. 8322</td>
<td>Bldg 12</td>
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<tr>
<td>Emeritus Students (ESCOM)</td>
<td>485-9652</td>
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<tr>
<td>English as a Second Language (ESL)</td>
<td>485-9462</td>
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<tr>
<td>Enrollment Services</td>
<td>485-9642</td>
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<tr>
<td>EOPS/CARE</td>
<td>485-9605</td>
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<tr>
<td>GED/BASIC SKILLS</td>
<td>485-9445</td>
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<tr>
<td>Health Center</td>
<td>485-9458</td>
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<td>Health Sciences Office</td>
<td>485-9319</td>
<td></td>
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<tr>
<td>Lost and Found/Campus Police</td>
<td>485-9455</td>
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<tr>
<td>Media Center/Language Lab</td>
<td>485-9645</td>
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<tr>
<td>Outreach and School Relations</td>
<td>485-9663</td>
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<tr>
<td>Parking Permit Purchase</td>
<td>485-9881, ext. 7806</td>
<td>Bldg 27, R125</td>
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<td>Police, Campus</td>
<td>485-9455</td>
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<td>Student Accessibility Services</td>
<td>485-9406</td>
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<td>Student Activities and Advocacy</td>
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<td>Student Ambassadors</td>
<td>485-9645</td>
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<td>Swimming Pool</td>
<td>485-9587</td>
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<td>Transfer/Career Center/Job Placement</td>
<td>485-9671</td>
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<tr>
<td>Tutoring and Learning Center (TLC)</td>
<td>485-9620</td>
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<tr>
<td>Veterans Office (Enrollment Services)</td>
<td>485-8871 ext. 8822</td>
<td>Bldg 27</td>
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#### INDIAN VALLEY CAMPUS (IVC)

Calls to IVC from outside the IVC or Kentfield Campus, dial 415-457-8811, plus the extension.

<table>
<thead>
<tr>
<th>Service</th>
<th>Extension</th>
<th>Address</th>
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</thead>
<tbody>
<tr>
<td>Assessment and Testing</td>
<td>485-9469</td>
<td>Bldg 27, R125</td>
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<tr>
<td>Associated Students (Emeritus)</td>
<td>485-9221 ext. 8322</td>
<td>Bldg 10</td>
</tr>
<tr>
<td>Career Education Office</td>
<td>485-9221 ext. 8200</td>
<td>Bldg 8, R133</td>
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<tr>
<td>Cashiering Services</td>
<td>485-9221 ext. 8137</td>
<td>Bldg 27, 1st Floor, East Hall</td>
</tr>
<tr>
<td>Child Development Program Offices</td>
<td>485-9221 ext. 8221, 8222</td>
<td>Bldg 8, R136</td>
</tr>
<tr>
<td>Children’s Center (Preschool)</td>
<td>485-9221 ext. 8170</td>
<td>Bldg 12</td>
</tr>
<tr>
<td>Counseling Appointments</td>
<td>485-9432</td>
<td>KTD</td>
</tr>
<tr>
<td>Early Head Start Infant Toddler Center</td>
<td>485-9221 ext. 8171</td>
<td>Bldg 12</td>
</tr>
<tr>
<td>Echo Times Newspaper</td>
<td>485-9690</td>
<td>KTD</td>
</tr>
<tr>
<td>Emeritus Students (ESCOM)</td>
<td>485-9221 ext. 8322</td>
<td>Bldg 10</td>
</tr>
<tr>
<td>Enrollment Services</td>
<td>485-9221 ext. 8822</td>
<td>Bldg 27, 1st Floor, East Hall</td>
</tr>
<tr>
<td>EOPS/CARE</td>
<td>485-9605</td>
<td>KTD</td>
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<td>Fiscal Services</td>
<td>485-9221 ext. 8506</td>
<td>Bldg 9, R100</td>
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<td>Food Vending Machines</td>
<td>485-9221 ext. 8506</td>
<td>Bldg 9, R100</td>
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<tr>
<td>Health Center</td>
<td>485-9221 ext. 8506</td>
<td>Bldg 9, R100</td>
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<tr>
<td>Learning Center – Math</td>
<td>485-9221 ext. 8510</td>
<td>Bldg 17, R100</td>
</tr>
<tr>
<td>Library</td>
<td>485-9221 ext. 8505</td>
<td>Bldg 22, R104</td>
</tr>
<tr>
<td>Lost and Found/Campus Police</td>
<td>485-9221 ext. 8505</td>
<td>Bldg 22, R104</td>
</tr>
<tr>
<td>Outreach and School Relations</td>
<td>485-9221 ext. 8505</td>
<td>Bldg 22, R104</td>
</tr>
</tbody>
</table>