

Admissions, Registration, Academic Information

Admissions Information

The College Serves Students of All Ages

Anyone 18 years of age or older, with or without a high school diploma, is eligible to enroll at College of Marin.

For information concerning enrollment of students under age 18, call the Office of Admissions and Records or the Counseling Department.

Application for Admission

All new and returning students, who have not attended the last two semesters, need to complete an application for admission available from the Office of Admissions and Records.

Residence Requirements for Admission

In general, to be considered a resident for tuition purposes, a student must have lived continuously in California for one year immediately preceding the residence determination date. The student must also provide evidence (as defined by the California Education Code) proving the student's intention to make California the student's permanent home. Documented intent must start at least one year before the residency determination date. The residency determination date is the day before the semester begins. Non U.S. citizens on certain visas are not permitted to enroll in classes.

International Student (F-1 Visa) Admissions

International students seeking admission must provide the following:

1. Evidence of completing the equivalent of a high school education.
2. Transcripts of all U.S. colleges/universities attended.
3. A score of 500 or higher on the Test of English as a Foreign Language (TOEFL). Students living in the San Francisco Bay Area may take the College of Marin Institutional TOEFL.

4. Documentation verifying adequate financial support for housing, food, tuition, and medical care.
5. Completed International Student Application.
6. Health Insurance Coverage. (Must pay \$574 per year at the time of registration.)

International students are subject to nonresident tuition of \$171 per unit plus an \$11 per unit enrollment fee, a \$50 application fee, an \$11 health fee and a \$1 student representation fee. Fees must be paid at the time of registration. All documents must be received by the stipulated deadlines. It is anticipated that the enrollment fee will increase.

Prerequisites, Corequisites, and Advisories

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

Definitions

1. **Prerequisite:** A prerequisite is a condition of enrollment that a student is required to meet in order to demonstrate current readiness for enrollment in a particular course or program. Examples of courses that may require prerequisites are:
 - Courses for which specific prerequisites have been justified by content review, the appropriate level of scrutiny and any other validation procedures required by law (Title 5, 55201 a-f);
 - Sequential courses in a degree-applicable program;
 - Courses requiring a prerequisite to transfer to a four-year college;

- Courses requiring preparation to protect health and safety;
 - Technical or vocational courses or programs that require special preparation.
2. **Corequisite:** A corequisite is a condition of enrollment consisting of a course that a student is required to take simultaneously in order to enroll in another course. Courses that may require corequisites include:
- Courses that are part of a closely related lecture-laboratory pairing requiring concurrent enrollment.
3. **Advisory:** An advisory is a condition of enrollment that a student is advised, but not required, to meet before or in conjunction with enrollment in a course or educational program.
4. **Limitations to Enrollment:** Other limitations on enrollment may include:
- Courses that require public performance or competition;
 - Blocks of courses for which enrollment is limited in order to create a cohort of students.

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

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

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

1. The prerequisite or corequisite has not been established in accordance with the district's process for establishing prerequisites and corequisites.
2. The prerequisite or corequisite is in violation of Title 5 regulations.

3. The prerequisite or corequisite is either unlawfully discriminatory or is being applied in an unlawfully discriminatory manner.
4. The student has the knowledge or ability to succeed in the course or program despite not meeting the prerequisite or corequisite.
5. The student will be subject to undue delay in attaining the goal of his or her educational plan because the prerequisite or corequisite course has not been made reasonably available.

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

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

Registration Information

Registration Priority

The order of priority for registration is as follows:

1. All continuing students who have completed three or more semesters in the district.
2. All continuing students who have completed two semesters in the district, Marin County high school students who were graduated within the past year, and EOP&S students.
3. Other California county high school students who graduated within the past year.
4. All continuing students who have completed one semester in the district, and professional educators.
5. All other new and returning students in the order in which applications are accepted.
6. Students who have attempted 100 or more units and approved students who have already successfully passed a nonrepeatable class.

Where to Register

Students may apply and register for classes at the Office of Admissions and Records at the campus most convenient, regardless of where their classes are held.

College of Marin offers registration by touchtone telephone, e-mail and fax. *Detailed information is published in each issue of the Schedule of Credit Classes.*

Late Registration

Students may enroll late with the instructor's approval through the Friday of the second week of instruction or the census date for summer session and short-term classes.

Student Success Workshop

In order to help you reach your educational goal, we have established the Student Success Workshop. The purpose of the workshop is to help prepare you to be successful at the College of Marin.

The workshop has three components: orientation to college programs and services; administration of placement tests in Math and English; and an individualized counseling appointment scheduled at a convenient time soon after the workshop to develop an educational goal and a student education plan. The workshop will last five hours.

After completion of the Student Success Workshop and follow-up counseling appointment, students can register for classes, either in person or by using touch-tone registration as described in the class schedule.

Who Needs to Attend the Student Success Workshop?

We feel the information provided in the Student Success Workshop is important enough that all new, returning, or transfer students are required to participate before they can register for classes unless they fall into one of the following categories:

1. Students who have completed 15 or more semester units or 22 or more quarter units at College of Marin or another college.
2. Students who already have an Associate in Arts (AA) degree or higher.

3. Students planning to enroll in courses that require no reading, writing, or math. (A list of these classes is available from offices of Counseling or Admissions and Records on both campuses.)
4. Students who present sufficient evidence demonstrating that their prior learning is equivalent to number 1 or 2 above, or equivalent to the Student Success Workshop as described above.

Students who believe they are exempt from any component of the Student Success Workshop and wish to request a waiver should contact the Director of Matriculation, at (415) 485-9431. Students not required to participate are welcome and encouraged to attend. All academic counseling is based on substantial research and professional training, but is advisory in nature.

Fees (Type and Amount)

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

Registration Fees

Enrollment Fee	\$18 per unit
Health Fee	\$12, \$6 summer
International Student	
Application Fee (nonrefundable)	\$50
Materials Fee (payable when applicable at time of registration)	varies
Nonresident Tuition Fee (U.S. Citizen)	\$159 per unit
Nonresident Tuition Fee (Non-U.S. Citizen)	\$171 per unit
Student Representation Fee (optional)	\$1

Fees for Other Services

Career Assessment Administration Fee	\$40
Credit By Examination	\$11 per unit
Document/Verification Fee	\$5
GED Test Administration	\$75
Library Replacement Fee	\$2
Parking Fee Per Semester	\$35, \$17.50 Summer
Refund Processing Fee	\$10
Replacement Program Slip	\$1
Returned Check/Declined	
VISA/Mastercard Fee	\$15
Rush Transcript Fee (next workday)	\$15
Service Fee (for processing refunds and deferred fees for dropped classes)	\$10
Transcript Fee (first 2 copies ever ordered are free)	\$5

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

All fees are nonrefundable and subject to change without notice except as indicated below.

Payments may be made by check or Mastercard/VISA credit card. Payments over \$500 must be paid by cashier's check, or Mastercard/VISA credit card.

Outstanding Debt

Grades, transcripts, diplomas and certificates will not be released until the student has paid all outstanding debts to the College.

Refunds

Refunds of Enrollment and Health Fees will be granted for full-semester classes dropped through Friday of the second week of the semester. Refund Requests for short-term classes will be granted if the class is dropped before completion of 10 percent of the class. A listing of short-term refund deadlines is printed in each schedule. Provided that no materials have been used, refund of Materials Fees will be granted through Friday of the second week of classes or, for short-term classes, before completion of 10 percent of the class. Refund Request Forms must be filed in the Office of Admissions and Records not later than Friday of the second week of classes or, for Summer Session and short term classes, before completion of 10 percent of the class. There are no "hardship" considerations in the law.

Pursuant to state law, students will be responsible for all fees unless the student files a Drop Card and Refund Request Form by the deadline.

Please note: Students who drop and add a class will be charged for the add beginning the third week of the term, or after the refund deadline.

A \$10 per semester Service Fee and any outstanding balance due the College will be deducted from all refunds. No Service Fee is charged if the class is canceled by the College. For closed or canceled classes, Refund Request Forms must be received in the Office of Admissions and Records not later than Friday of the second week of classes or one week after the course has been canceled. Please allow approximately eight weeks for refund processing.

Nonresident tuition refunds are granted as follows:

- 100% refund through the second week
- 70% refund through the third week
- 50% refund through the fourth week
- 30% refund through the fifth week
- 20% refund through the sixth week

The College cannot give refunds after the sixth week of instruction. Summer refunds of nonresident tuition will be 100 percent through the first week and 50 percent through the second week. No refunds will be granted after the semester is over. Refunds for short-term classes will be prorated accordingly.

Enrollment Fee Waivers Board of Governors

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

1. Student or student's family receives AFDC, SSI or General Assistance benefits.
2. 2002 income was below the following limits (includes taxable and nontaxable income):
Family size = 1/income under \$13,290.
Family size = 2/income under \$17,910.
Add \$4,620 for each additional dependent.
3. Student files Financial Aid Application and is determined eligible by the Financial Aid Office. Contact the Financial Aid Office at (415) 485-9409 for additional information.

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

Financial Aid

College of Marin offers student financial aid assistance to all students who qualify on the basis of financial need. Eligible students receive funds in the form of grants, scholarships, loans and/or work-study 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, GED certificate, or state equivalency credential, or pass the required Ability to Benefit test.
4. Be enrolled in a program leading to a degree, certificate or transfer to a four-year college or university.
5. Maintain satisfactory academic progress according to the policies of the Office of Admissions and Records and the Financial Aid Office.

Determination of Need

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

Need Equals Expenses Minus Resources

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

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

Application Procedure

The application form is the Free Application for Federal Student Aid (FAFSA) and is available from the Financial Aid Office and high school guidance offices. Follow the directions carefully. The Financial Aid Office often requires additional documents to verify or explain the information submitted on the FAFSA form. When a student's file

is complete, it is reviewed for eligibility for financial aid programs and an award letter is sent to the student.

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

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

Available Programs

Federal Grants

1. Pell Grants: Pell Grant eligibility is based on the Student Aid Report (SAR) the student receives after filing the FAFSA form. Grants range from \$200 - \$2025 per semester and are prorated according to the number of credits in which the student is enrolled. (Amounts are subject to changes in federal legislation.)
2. Supplemental Education Opportunity Grant (SEOG): SEOG grants are awarded to Pell Grant recipients with the least amount of financial resources. Grants are generally \$300 per semester.

State Grants

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

Grant C provides funds to students in certificate vocational programs. Cal Grant A is designed for students who intend to transfer and will cover a portion of tuition and fees once the student transfers to a four-year college or university.

Community Grants

Marin Education Fund Grants (MEF): The Buck Trust established the Marin Education Fund to provide funds for the education of Marin County residents. Grants ranging from \$400 - \$3000 are awarded to students who meet the Foundation's county residency requirements and financial need criteria. The MEF application form must be filed by March 1 to be considered for the following fall and spring semesters.

Employment

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

Student Loans

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

Students interested in federal student loans must make a loan counseling appointment with the Financial Aid Office.

Veterans or Dependents of Disabled/Deceased Veterans

Kentfield Campus and Indian Valley Campus are approved as educational facilities for veterans and their dependents. Veterans, or dependents of deceased or disabled veterans, who plan to attend should contact the Office of Admissions and Records, after filing an application for admission. Admissions and Records certifies students eligible for Veteran Assistance Benefits. The VA toll-free number is 1 (800) 827-1000.

Dependent of Veterans College Fee Waiver Program (32320)

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

Scholarships

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

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

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

Phone: (415) 485-9409

Student Representation Fee

Money collected for the Student Representation Fee shall be expended to provide support for students or representatives who may be stating their positions and viewpoints before city, county and district governments and before offices and agencies of the state and federal governments. Students have the

right to refuse to pay the fee for religious, political, moral or financial reasons. A written statement to this effect must be presented to Admissions and Records staff at the time of registration.

Tax Credit

In accordance with federal tax credit legislation, College of Marin will mail a verification 1098T form at the end of January to each student registered at least half time on census day and who has paid their registration fees. For years 1999 and 2000 no dollar amount will be printed on the form.

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

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

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

Military Fee Exemption

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

Procedure for the First Class Meeting

To complete enrollment:

1. Attend classes beginning the first week of the semester (unless otherwise stated in the schedule). Nonattendance does not constitute an automatic drop; refer to Adding and Dropping. If you cannot attend the first class meeting, you may ask if your place can be held in the class by contacting the instructor prior to the first class meeting.
2. Students who do not wish to continue in a class must file a Drop Card, in person, with the Office of Admissions and Records to avoid a penalty grade. Please note refund deadline.
3. Students who did not preregister for classes may attend the class of their choice to see if space is available. Instructors may admit these

students by issuing a signed Enrollment Card, which must be filed with the Office of Admissions and Records during the first two weeks of a regular semester.

Adding and Dropping Classes

Students may add a class by completing an Enrollment Card and filing it in person with the Office of Admissions and Records. Students need to have the Enrollment Card signed by the instructor after the class begins. Students may also add full semester classes before the semester starts by calling touch-tone registration at (415) 883-3220. For late-starting classes students may add by touch-tone beginning the third week of the semester until the business day before the class begins. Students may drop a class until the drop deadline by completing a Drop Card and filing it in person with the Office of Admissions and Records.

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

Please note that messages are retained in our phone system for thirty days and instructors are generally not on campus between sessions.

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

Instructors may drop students who have not been attending classes regularly by submitting a Drop Card or by assigning an Instructor Withdrawal at midterm. Students dropped after the first drop deadline will receive a "W" grade at end of term. It is, however, the student's responsibility to complete a Drop Card with the Office of Admissions and Records for any class the student does not wish to continue.

Unit Load

Students may not enroll in more than 18 units for fall or spring and 7 units or 2 classes for summer. Students who wish more units must submit a Petition to Carry Extra Units not later than Friday of the second week of the semester. College Credit Program (CCP) students may enroll in a maximum of 12 units in fall and spring and 5.5 in the summer.

Classes with Time Conflicts

Students may not register for courses taught at conflicting times.

Nonrepeatable Classes

Most classes may be taken only once for credit. Some classes may be taken 4 times. A student may register or be placed on the waiting list for only one section of a nonrepeatable course, i.e., more than one section of English 150. Students may repeat classes in excess of repetition limitations only with approval of a Student Petition.

A student may repeat a course once if a grade of D, F, NC or W was recorded.

Outstanding Fee

Students who have outstanding fees at the College may be precluded from registering until all fees are paid. No promissory notes are issued after the first day of classes, except for students who bring a note from Financial Aid verifying they have applied for aid. All other students must pay all fees at the time of registration.

Academic Information

Attendance

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

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

Units of Credit

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

Full-time students are enrolled in at least 12 units in the spring and fall and 4 units in the summer.

Courses Used for High School Credit

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

Grading Symbols, Definitions and Grade Points

Symbol	Definition
A	Excellent
B	Good
C	Satisfactory
D	Passing, less than Satisfactory
F	Failing
CR	Credit (at least satisfactory -- C grade; units awarded, but not used to calculate GPA)
NC	No Credit (less than satisfactory or failing, used to determine progress probation and dismissal, but not to calculate GPA)
I	Incomplete (used to determine progress probation and dismissal, but not to calculate GPA)
IP	In Progress (not used to determine progress probation or dismissal nor to calculate GPA)
RD	Report Delayed (not used to determine progress probation or dismissal nor to calculate GPA)
W	Withdrawal (used to determine progress probation and dismissal but not to calculate GPA)

Grade points

Each letter grade has the following point assignment for each unit, A=4, B=3, C=2, D=1, F=0.

Grade Point Average (GPA)

Divide the total grade points earned by the number of units attempted. Do not include I, IP, W, CR or NC.

Nonprogress Grades (NPG)

Grades of I, NC, and W.

Consecutive Semesters

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

Probation

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

Dismissal

A student is not allowed to continue at the College unless the student receives special permission from the Academic Standards Committee.

Midterm Grade

Midterm grades are available for students by touch-tone phone (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 available to students by touch-tone phone (check calendar).

Credit/No Credit Option

Credit/No Credit grading encourages students to take a wider variety of courses and to extend their intellectual horizons without jeopardizing their grade point average.

In those courses which permit a student to be evaluated either on a Credit/No Credit or a letter-grade basis, a student who selects the Credit/No Credit option needs approval from the instructor no later than the last day of the fifth week of instruction

for a semester-length course or, for a short-term course, no later than the day which marks completion of 30 percent of the term.

Incomplete Grades

An Incomplete grade may be assigned to a student who cannot complete all 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 needs to make arrangements with the instructor and must make up the work by the last day of final examinations in the following semester. In extenuating circumstances, and with the instructor's approval, the student may petition for an extension of not more than one additional semester.

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

In Progress Grades

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

Report Delayed Grade

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

Withdrawal

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

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

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

In extenuating circumstances such as illness, accident or other events outside of the student's control, the student may petition the Academic Standards Committee for a "W" grade after completion of 75 percent of the course. After consultation with the appropriate faculty member, the Committee may authorize withdrawal with a "W" grade. Should the Committee deny the petition, the determination of the student's grade by the instructor shall be final. Once a faculty member has submitted a grade, a "W" cannot be assigned. Section 55760 of Title 5 of the California Code of Regulations states that an instructor's grade is final in the absence of mistake, bad faith or incompetency.

Military Withdrawal

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

Repetition of Courses for Line Out

Students may repeat any nonrepeatable course taken at College of Marin for which a substandard grade of "D," "F," "NC," or the symbol "W" has been recorded one time. Upon successful repetition of the course at College of Marin, the student may request that the substandard grade of "D", "F", or "NC" be lined out. The lower grade and units completed shall not be computed in the student's grade point average or nonprogress grade percentage. A "W" grade may not be lined out. Students with a "C" or higher grade may petition to repeat the course provided two years have elapsed. If approved, the new grade will not be counted toward units, grade point average, or graduation.

Repetition of Courses

Nonrepeatable courses taken at College of Marin, for which a standard grade has been recorded, may be repeated only once without an approved petition. A substandard grade is defined as D, F or NC. Upon successful completion of a course in which the student received a substandard grade, the student may petition to have that substandard grade lined out. See Course Line-Out policy for more information.

A student who received a W grade in a nonrepeatable course may repeat the course one more time but cannot line out the W.

A student must petition after the second enrollment in any nonrepeatable course. Under special circumstances, a student may petition to re-take a nonrepeatable course after the second attempt, based on any one or more of the following conditions listed below by submitting the Petition to Repeat. If the Petition is approved, the student may register for the course.

- a) A substandard grade of D, F or NC was due at least in part to extenuating circumstances such as accident, health, jury duty, work conflict, extended litigation, incarceration, military service, family emergency or institutional error.
- b) A student with a "C" or higher grade may petition to repeat the course provided two years have elapsed. (If approved, the student must wait until the Wednesday before classes begin to register and the new grade may not be counted toward units, grade points or graduation.)

c) The course is needed to meet a legally mandated training requirement as a condition of continued employment (paid or volunteer). A verification letter is required at the time of registration.

d) The student has already enrolled twice in a nonrepeatable course but has a documented disability verified by the DSPS counselor and has been making measurable progress, as verified by the course instructor.

Additional repetitions of DSPS courses designed for students with disabilities, such as Adaptive PE and Study Skills classes, will be based on measurable progress determined by the DSPS staff. No Petition to Repeat is necessary for DSPS courses. Students should contact the Disabled Students Program and Services for more information.

A student may not register or be placed on the waiting list for more than one section of any non-repeatable course.

Repeatable Courses

Certain courses, as defined in the college catalog course description may be taken more than once. Students may enroll up to the maximum number of times allowed but no course may be taken more than four times. See specific course descriptions in the catalog.

Basic Skills Classes

Students are limited to 30 units of remedial Basic Skills classes (remedial English and Math) – course numbered 100 or lower (there is no 30 unit limit for ESL classes). After completion of Basic Skill classes, students will not be able to enroll in any other credit classes at College of Marin unless the student can demonstrate a capability to successfully complete college-level work. Students with documented functional limitations associated with learning-related disabilities, who have shown significant measurable progress toward appropriate skill development in Basic Skills classes, may receive approval for additional enrollments but will be limited to a specific period of time or number of units.

Academic Renewal

Students who have successfully completed 12 units at College of Marin may petition for Academic Renewal. Academic Renewal provides students

with an opportunity to reverse the negative impact of past academic failures at College of Marin. Students may petition the Academic Standards Committee for a review of their academic record. Students can request line out of up to three semesters of substandard coursework in accordance with Section 55764 of title V. Academic Renewal is not automatic. The following criteria will be used in the Committee's determination:

1. One year must have elapsed subsequent to the semesters to be renewed.
2. Students shall present evidence that the substandard work does not reflect the student's academic abilities. Work from other colleges with recognized accreditation will be considered.
3. Students must have completed a minimum of 12 units with a GPA of 3.0 or 24 units with a GPA of 2.0 subsequent to the semesters requested for renewal. The student's most recent semesters utilized to demonstrate that the substandard work is not a reflection of the student's ability must not include "D," "F," "I," or "NC" grades. (Semesters with lined out D, F & NC grades do not count towards Academic Renewal.
4. Course work granted Academic Renewal status may be counted, when appropriate, toward fulfillment of prerequisites.
5. All course work granted Academic Renewal status shall not be computed in the student's grade point average or nonprogress grade percentage, and this shall be noted on the student's permanent record; all work shall remain legible to assure a true and complete academic history.
6. In computing grade point average toward honors at graduation, all work, including semesters designated as Academic Renewal, shall be included.
7. Course work with grades of "C" (CR) or higher will be retained on the record for the semester granted Academic Renewal status.
8. Academic Renewal may only be granted once.

Grade Changes

Changes of grade will only be made due to an error, or in accordance with Title V regulations. When an error has been made, the erroneous grade will be

obliterated. No grade change will be made more than four years after the original grade was issued.

Credit by Examination

The requirements for Credit by Examination shall be determined by the department being challenged. There will be a 12-unit limitation per department on the total number of units to be earned by examination, subject to the conditions outlined below:

1. A student must submit a Petition for Credit By Examination, with the instructor's approval, to the Office of Admissions and Records.
2. Re-examination for credit in a given course will not be allowed.
3. The student may be graded on a Credit/No Credit or letter-graded basis as determined by the instructor. 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 examination, the student may re-enroll in the course by Census Date, with the consent of the instructor, or the student may drop the class according to official drop deadlines.
5. The course being challenged must be offered in the semester in which the examination is being taken.
6. The student will be eligible for Credit by Examination after completing 12 units at the 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.

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

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 10 days of the decision of the Dean of Enrollment Services. In the event there is no approval or the Academic Standards Committee upholds the determination of the Dean of Enrollment Services, 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. No transcripts will be released directly to the student.

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

Forged Signatures

Student 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.

Standards for Probation

A student who has enrolled in at least 12 units or two semesters and has a cumulative GPA of less

than 2.0 will be subject to probation. A student who has enrolled in at least 12 units or two semesters and has a cumulative NPG of 50 percent or more will be subject to probation.

Students who were dismissed or on probation at their last school of attendance will enter College of Marin on a probationary status.

Standards During a Semester of Probation

Academic: A student who does not have at least a 2.0 semester GPA during a semester of academic probation (including summer) will be dismissed.

Progress: A student who has a 50 percent or more semester NPG during a semester of progress probation (including summer) will be dismissed.

All probationary students are required to meet with a counselor and complete or update a Student Educational Plan.

Probationary students may not register in more than 12 units for fall or spring (4 units or 1 course for summer) unless the student provides evidence that the student is graduating or transferring at the end of the semester. In such instances, 3 additional units may be approved. (The only other exception may be made for study skills and other counseling classes designed to help the student succeed.)

Standards for Dismissal

Academic: A student who has less than a cumulative GPA of 1.75 in three consecutive semesters (not including summer) will be dismissed. A student who does not have at least a 2.0 semester GPA during a semester of probation will be dismissed.

Progress: A student who has 50 percent or more NPG in three consecutive semesters (not including summer) will be dismissed. A student who has a 50 percent or more semester NPG during a semester of progress probation will be dismissed.

Readmission after Dismissal

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

- a) File a Petition to Return not later than the second week of the semester (forms available in the Office of Admissions and

Records). Students who fail to petition by this time or fail to show for their appointments will be denied and dropped from their classes.

- b) Students seeking re-admission must meet with a counselor and complete or update a Student Educational Plan (SEP) and submit the SEP with their Petition to Return to the Academic Standards Committee.
- c) Students seeking readmission may be required to make an appointment with the Academic Standards Committee and, if approved, will be admitted on probation.
- d) Readmitted students may not be enrolled in more than 12 units. (Students may be limited to fewer units and other restrictions may also be imposed.) Enrollment limits may not be appealed beyond the Academic Standards Committee.
- e) Students who are readmitted must maintain at least a "C" grade at midterm or they will be dropped from the class. Within 5 days of notification, students who are dropped but wish to stay enrolled may provide the Academic Standards Committee with a letter from the instructor verifying that the student is likely to succeed in the class.
- f) Any student who has been dismissed two or more times for either poor academic performance or lack of academic progress within four years shall not be permitted to return except with the recommendation of the Academic Standards Committee and the approval of the Dean of Enrollment Services.

Right to Appeal

A student subject to dismissal has the right to appeal for readmission to the College's Academic Standards Committee. Students who are readmitted on the basis of an exception shall re-enter on probation.

Any student who has been dismissed two or more times for either poor academic performance or lack of academic progress within four years shall not be permitted to return except with the recommendation of the Academic Standards Committee and the approval of the Dean of Enrollment Services.

Examinations

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

Honor List

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

Military Credit

Students who have completed at least one year of active military service may submit a copy of their DD214 showing an honorable discharge and receive 5 units of PE. These units will appear in the memoranda section of the grade record. Students must have completed 12 units at College of Marin to be eligible.

Advanced Placement (APT)

English: Students with an APT score of 3 or an SAT score of 600 or more, will be eligible for English 150. After completing successfully 12 units at College of Marin, students with a score of 4 or 5 may petition for English 150 credit.

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

History: Students with APT scores of 3 or higher may file a petition for credit for History 117 and 118

(6 units) after successfully completing 12 units at College of Marin.

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

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

CLEP

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

After completing 12 units at College of Marin, a student may file a petition for 6 units of credit with a minimum score of 500 on 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 18.

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

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

Except as outlined above, units attained from CLEP examinations may be used for general education

and elective credit only and not for Major course requirements.

Administration of Justice

After 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

The following criteria must be met in order for a student to receive advanced placement (a waiver of AUTO 110, or AUTO 110 and AUTO 111) in the Automotive Technology Program.

1. Students shall complete articulated high school courses in the Automotive Technology Program at Novato, San Rafael, or Tamalpais District High Schools/R.O.P. with a "B" grade or higher.
2. Students shall submit their high school transcripts or report cards, together with an application for the Auto Tech Program. If a student has successfully completed only the first year of Auto Shop Fundamentals, the student will also be required to take an examination since competencies for AUTO 110 may not be exactly identical. If a student has successfully completed two years of Auto Shop Fundamentals, the examination is not needed for a waiver of both AUTO 110 and 111.

Early Childhood Education

After completion of 12 units at College of Marin, students with a grade of "B" or higher in Marin County Office of Education, R.O.P. Early Childhood Occupation Program, may either petition for credit or a waiver of ECE 100 and ECE 105.

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, or 120ABC; CIS 105, 116, 118, or 140; 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 higher. Credit by examination requires that the student complete 12 units at College of Marin.

Tamalpais District Articulation

Students who successfully complete 12 units at the College of Marin will be eligible to receive credit by submitting a Petition for Credit by Examination as follows:

Accounting. One year of high school accounting with a grade of "B" or higher = 3 units of Applied Accounting at College of Marin.

Business Math. One year of high school business math with a grade of "B" or higher = 3 units of Business Math at College of Marin.

Computer Literacy/Word Processing. One semester of high school computer literacy with a grade of "B" or higher = 1 unit of Keyboarding for Computers at College of Marin.

One semester of Regional Occupations Program (R.O.P.) WordPerfect with a grade of "B" or higher = 1 unit of Word Processing at College of Marin.

An official transcript may also be used to waive any of the above courses required for a degree or certificate.

Directed Study

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

1. Goals and methodology of the course.
2. The number of units and hours of study required.
3. The arrangement for consultation with the faculty member.

4. Method of evaluation.
5. The College facilities required.

Students are limited to 4 enrollments of Directed Study per discipline (maximum of 12 units).

Transcripts

A student desiring to transfer to another school should complete a Transcript Request Form with the Office of Admissions and Records. Students may request two free transcripts of their records. After the first two, there will be a fee of \$5 per copy. Transcripts to other colleges may now be ordered by Fax (415) 884-0429. Please allow 20 working days for processing. Priority service (next working day) is available for \$15 per copy. College of Marin does not issue unofficial transcripts.

Student Petitions

Appeals and grievances in the following areas should be submitted on a Student Petition: Academic/Progress Dismissal, Admission, Attendance, Financial Aid, Final Grades, Graduation, Fee Payment, Refund, Residence Determination, and Student Records. All petitions are reviewed by the College Academic Standards Committee. The Committee is composed of members of the administration, faculty, classified staff, counseling staff, and the student body. Decisions of the Committee may be appealed to the Dean of Enrollment Services.

Open Enrollment to All

Affirmative Action

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

College of Marin, under the Equity in Athletics Disclosure Act of 1994, provides information concerning the operation of its intercollegiate athletics program. A completed report is available in the Admissions and Records Office, the Library, and the Athletic Department for public review. College of Marin policy 5.004 prohibits verbal, physical, visual, and sexual harassment of any applicant, employee, or student by any District employee on the basis of race, color, religion, age, sex, ancestry, sexual orientation, national origin, marital status, medical condition (cancer), physical or mental disabilities, or status as a Vietnam-era veteran. Conduct of nonemployees while on District property is also expected to follow these guidelines.

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

Title IX Coordinator/ ADA Coordinator/ Affirmative Action/Compliance Officer:

Margaret Rumford
Administrative Center 107
Kentfield Campus
(415) 485-9504

Section 504 (Disability) Coordinator:

Chris Schultz
SS Center, Rm 260
Kentfield Campus
(415) 485-9601

Gender, Equity Coordinator:

David Cook
SS Center, Rm 263
Kentfield Campus
(415) 485-9409

Open Enrollment Policy

It is the policy of College of Marin that unless specifically exempted by statute, every course, course section or class, the attendance of which is to be reported for state aid, shall be fully open to enrollment and participation by any person who has been admitted to the College and who meets such prerequisites as may be established pursuant to Chapter II, Division 2, Part VI, Title 5 of the California Code.

Changes May Occur Without Notice

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

Academic Records

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

Types of Records and Locations

The Office of Admissions and Records will maintain documents completed by the student, such as applications, petitions and Advanced Placement and CLEP scores, for the period of time required by law. These records, as well as a permanent record of all academic work completed at the College, are maintained by the Dean of Enrollment Services in the Office of Admissions and Records. Students may obtain two free transcripts of their College of Marin permanent academic record by submitting a Transcript Request Form. A \$5 charge will be made for each subsequent copy.

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

Student Rights Related to Academic Records

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

Review Inspection and Challenge of Records

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

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

Within 30 days of receipt of such a request, the College President, or designee, shall meet with the student and employee who recorded the information

in question, if any, and if such employee is presently employed by the College. The President, or designee, shall then sustain or deny the allegations in writing. If the President, or designee, denies any or all of the allegations and refuses to order the correction or removal of the information, the student will be notified that the student may, within 30 days of the refusal, appeal the decision in writing to the College of Marin Board of Trustees. Within 30 days of receipt of such an appeal, the College of Marin Board of Trustees shall, in closed session with the student and the employee (if presently employed by the College), determine whether to sustain or deny the allegations. If the Board of Trustees sustains the allegations, it shall order the President, or designee, to immediately correct or remove and destroy the information. Additional information regarding the hearing procedure will be provided to the student when notified of the right for hearing.

Directory Information

Directory information includes: the student's name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, most recent previous public or private school attended, and any other information authorized in writing by the student to be released. Generally, it is the College's policy to deny the release of any directory information. The only exception is that the student address will be provided to employees of the College of Marin Foundation for use in surveys, newsletters, solicitation for the College, and event notifications. Students who wish to ensure that no information is released, however, need to notify the Dean of Enrollment Services in writing.

Access to Student Records

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

1. Officials and employees of the College of Marin may inspect records if they have a legitimate educational interest. A school official is a person employed by the College in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the College has contracted (such as an attorney, auditor, or

collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting other school officials in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibility. All requests for such access must be approved by the Dean of Enrollment Services.

2. Authorized representatives of the Controller General of the United States, the Department of Health, Education and Welfare, or the United States Office of Civil Rights; the administrative head of an education agency; and state education officials or their respective designees may have access to information necessary to audit or evaluate a state or federally supported education program, or pursuant to a federal or state law. When personally identifiable information is collected, it shall be protected in a manner that will not permit the personal identification of students or their parents by other than those authorized officials. Such personally identifiable data shall be destroyed when no longer needed for such audit, evaluation, and enforcement of federal legal requirements.
3. In response to an 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. Victims of sexual assault at College of Marin shall be provided with information regarding disciplinary action against the assailant within three days of the results of any disciplinary action and of any appeal. The victim shall keep the results confidential.
7. The Internal Revenue Service in accordance with provisions of federal law.

Record of Access

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

Transcripts

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

Students may only transfer 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.

Course Substitution

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

Procedures for Substitution of Requirement Courses for College of Marin Registered Nursing Program

There are two methods for students to obtain credit for required courses.

Evaluation Separate From Application to the Registered Nursing Program

1. Petitions for Substitution may be submitted before applying to the Nursing Program. It will be the student's responsibility to request official transcripts and course descriptions for the year the course was completed and attach catalog course descriptions to the Petition. Official transcripts must be mailed directly from the issuing college to College of Marin, Counseling Department, Kentfield, CA 94904. The Petition for Substitution will then be submitted and reviewed by Admissions and Records (Academic Standards Committee). The student will be notified and a copy will be sent to the

Counseling Office. Decisions will be made part of the official record.

2. Students who obtain substitution approval in advance must retain the original approved copy and attach it to their Application for the Nursing Program.

Evaluation as Part of the Registered Nursing Application

1. The R.N. Application will include two forms. One will require the student to list all pre and corequisites completed at College of Marin. The other will be a Petition for Substitution for courses required for the R.N. Program that were completed at another college. Catalog descriptions for the year in which the class was completed must accompany the Petition for Substitution.
2. The Nursing Department will send the Petitions for Substitution to the Dean of Enrollment Services together with catalog descriptions and copies of the students' transcript.
3. The petitions will be evaluated by Admissions and Records (Academic Standards). Decisions will be made part of the official record. The student, the Nursing Department Office and the Counseling Office will receive a copy of the petition indicating which courses are approved/denied.

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).

Chemistry

Students with chemistry courses over 5 years old at the time of admissions may fulfill the Registered Nursing chemistry requirement but may not apply units toward the 60 needed for a degree.

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.

Foreign Colleges

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

Cancellation of Programs/Classes

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

Student Identification Number

Social security numbers are used as the Student Identification Number at College of Marin. Students who do not wish to use their social security number will be assigned another number by the Office of Admissions and Records. Please note that students who elect to use an assigned number will not have their social security number printed on their 1098T tax credit form.

Children's Centers

Children's Centers are located on both campuses for preschool age children of College of Marin students. An infant/toddler program is planned to open at the Indian Valley Campus.

Priority is given to low-income students. Admission is based on the California State Department of Education guidelines. Fees are determined on a sliding scale (including no fee for those eligible).

The Centers provide high-quality childcare as well as an enriched preschool program. Student teachers are also trained in the program. Interested parents must submit a preliminary application, available at the Centers or by phoning (415) 883-2211, ext. 8221 and leaving their name and address. Applications need to be received at least three weeks in advance of the semester to allow time to receive the application packet and for processing and mailing. Late applications receive a lower priority.

Phone: (415) 883-2211, ext. 8221 or ext. 8222

Job Placement/Career Employment

The Job Placement Office helps students and former students find employment in the community and the larger Bay Area. Employer files are constantly updated, providing students with information on hundreds of current job openings.

The Job Placement Office works with faculty in the Vocational/Occupational programs in assisting graduating students to locate positions in their fields. On-campus career fairs and in-class career workshops are offered in some programs. In addition, employers are regularly invited to the College to provide students with the opportunity to be interviewed by prospective employers.

The Job Placement Office is located in the Student Services Center at the Kentfield Campus.

Phone: (415) 485-9410