

Students can access the Center during regular business hours, utilizing the lounge and study areas, and enjoy free coffee between classes. The office is located in SS 202. Stop by to meet our staff and visit with other veterans. For more information, e-mail VetCenter@marin.edu or call 415-485-9410.

STUDENT LIFE

CLUBS

Under the sponsorship of the Associated Students (ASCOM), 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 or staff advisor and to meet operating standards set by the District Business Office in the collection and distribution of club funds.

Kentfield Campus
Student Services Center, Room 247/251
415-485-9469

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.

Kentfield Campus
PE Complex
415-485-9580

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.

Kentfield Campus
Student Activities and Advocacy Office
Student Services Center, Room 250
415-485-9376

Associated Students (ASCOM)
Kentfield Campus
Student Services Center, Room 241
415-485-9390

Indian Valley Campus
Building 27, Room 120
415-883-2211 ext. 8416

Emeritus Students (ESCOM)
Kentfield Campus
Student Services, Room 146
415-485-9652

Indian Valley Campus
Building 10
415-883-2211 ext. 8322

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 Center, Room 251.

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 11014.5.
 - 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 type-written 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. Violation 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 Center, Room 251.

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-3435DiscriminationandHarassmentInvestigations_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:

marin.edu/WORD-PPT/AP3435DiscriminationandHarassmentInvestigations_Revised1-15-13.pdf

AP 3540 Sexual and Other Assaults on Campus:

marin.edu/WORD-PPT/AP3540SexualandOtherAssaultsonCampusRevised3-13-12.pdf

Hard copies are available at the Director of Student Activities & Advocacy Office, Student Services Center, Room 251.

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 RIGHTS, RESPONSIBILITIES, AND GRIEVANCES

Governing policies and procedures have been created by the College to foster a healthy environment for student empowerment and success. Students are expected to review and understand their rights and responsibilities.

Academic Freedom

Academic freedom protects a teacher's right to teach and a student's right to learn, and is necessary in order for College of Marin to fulfill its mission of providing excellent educational opportunities for all members of our diverse community.

The exercise of academic freedom allows society to enjoy the benefits of honest intellectual discourse and the transmittal of knowledge. College of Marin's academic employees must be free from pressures and demands that restrict intellectual discovery and the dissemination of knowledge. The college shall promote and protect an educational climate in which teachers and students can assert their ideas without fear of reprisal. By the same token, College of Marin faculty and students have a responsibility, under the guidelines of academic freedom, to engage in teaching and learning that honors, respects, and supports divergent viewpoints.

Penal Code Section 290.01 Responsibility

As set forth in District Administrative Procedure 3516, students who are required to register with the campus Police Department per Penal Code section 290.01 must do so within five working days of enrollment. The Police Department is located at 835 College Avenue, Kentfield, CA 94904, Building VS1, Parking Lot 12.

Student Grievances

The purpose of District Administrative Procedure 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 of AP 5530 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 Center, Room 251.

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.

Affirmative Action/Compliance Officer 485-9504	VS
Alpha GAMMA Sigma 415-485-9213	SS 119
Alumni Association 415-485-9686	
Assessment and Testing 415-485-9469	SS 238
Associated Students (ASCOM) 415-485-9390	SS 241
Bookstore 415-485-9394	LC Downstairs
CalWORKs 415-485-9605	LC 160
Cashiering Services 415-457-8811, ext. 7806	SS 235

Child Development Program 415-485-9468	CSC 102	Associated Students (Emeritus) 415-883-2211, ext. 8322	Bldg 10
Child Study Center (Preschool) 415-485-9468	CSC	Career Education Office 415-883-2211, ext. 8200	Bldg 8, R133
Counseling Appointments 415-485-9432	SS 212	Cashiering Services 415-883-2211, ext. 8137	Bldg 27, 1st Floor, East Hall
Emeritus College 415-457-8811 ext. 8322	SS 148	Child Development Program Office 415-883-2211, ext. 8221	Bldg 11
Emeritus Students (ESCOM) 415-485-9652	SS 146	Children's Center (Preschool) 415-883-2211, ext. 8170	Bldg 12
English as a Second Language (ESL) 415-485-9642	AC 109	Counseling Appointments 415-485-9432	KTD
Enrollment Services 415-457-8811, ext. 7722	SS 254	Early Head Start Infant Toddler Center 415-883-2211, ext. 8171	Bldg 12
EOPS/CARE 415-485-9605	LC 160	Emeritus Students (ESCOM) 415-883-2211, ext. 8322	Bldg 10
GED/Basic Skills 415-485-9445	LC 120	Enrollment Services 415-883-2211, ext. 8822	Bldg 27, 1st Floor, East Hall
Health Center 415-485-9458	HS Portable, Lot 6	EOPS/CARE 415-485-9605	KTD
Health Sciences Office 415-485-9319	SMN 301B	Fiscal Services 415-884-3160	Bldg 9, R100
Lost and Found/Campus Police 415-485-9455	VS 1	Food Vending Machines	Bldg 3, 1st Floor Lobby, Bldg 27, R121
Media Center/Language Lab 415-485-9645	LC 120	Health Center 415-457-8811, ext. 8126	Bldg 9, R121
Parking Permit Purchase 415-457-8811, ext. 7806	SS 235	Learning Center - Math 415-883-2211, ext. 8510	Bldg 17, R100
Police, Campus 415-485-9455	VS 1	Library 415-883-2211, ext. 8505	Bldg 27, R124
School & Community Partnerships 415-485-9663	SS232	Lost and Found/Campus Police 415-883-3179	Bldg 22, R104
Student Accessibility Services 415-485-9406	LC 40N	Outreach and School Relations 415-485-9663	KTD
Student Activities and Advocacy 415-485-9375	SS 251	Police, Campus 415-883-3179	Bldg 22, R104
Student Ambassadors 415-457-8811, ext. 7860	SS 232	School & Community Partnerships 415-485-9663	KTD
Swimming Pool 415-485-9587	PE	Student Accessibility Services 415-485-9406	KTD
Transfer/Career Center/Job Placement 415-485-9424	SS 202	Swimming Pool 415-883-3473 or 457-8811, ext. 8262	Bldg 21
Tutoring and Learning Center (TLC) 415-485-9620	LC 160	Transfer & Career Center 415-485-9424	Bldg 27
Veterans and Military Student Resource Center 415-485-9410	SS 202	Veterans Office (Enrollment Services) 1st Floor, East Hall 415-883-2211, ext. 8114	Bldg 27,
Veterans Office (Enrollment Services) 415-487-8811, ext. 8822	SS 254	Workforce and Economic Development 415-883-2211, ext. 8506	Bldg 8, R135

INDIAN VALLEY CAMPUS (IVC)

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

Assessment and Testing 415-485-9469	Bldg 27, R125
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