

the 12-unit residency requirement for the Associate Degree or Certificate.

8. Credit by Examination counts as an enrollment for repeatability purposes.
9. Courses successfully completed through Credit by Examination can be used for course lineout and in determining academic renewal eligibility.

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

## ACADEMIC RECORDS

State and federal legislation permits students to have access to their academic and educational records. The College's policies and procedures pertaining to student records are contained in BP 5040, AP 5040, and AP 5045, copies of which are available at <http://www.marin.edu/com/ODP/BoardPolicies.htm>.

### TRANSCRIPTS

#### Official Transcripts

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

#### Unofficial Transcripts

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

#### Transcripts From Other Colleges

In order to apply units completed at another institution toward a College of Marin degree, official transcripts must arrive in the original sealed envelope from the issuing institution and have an embossed or water seal. Official transcripts should be sent via U.S. Mail or hand carried to: Counseling Department, College of Marin, 835 College Ave, Kentfield, CA 94904. Transcripts from other colleges received by the College of Marin will not be copied or released to the student.

Students may only transfer degree applicable units from fully accredited colleges or universities as listed in the AACRAO Transfer Credit Practices of Selected Educational Institutions. Upper division units may not be used toward an Associate degree. Students may, however, petition for a waiver of requirements with relevant upper division work. The student must still have 60 lower division units.

#### Foreign College Transcripts

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

#### Forged/Altered College of Marin Transcripts

"Furnishing false information, forgery, falsification, alteration or misuse of college documents, records, or identification" is a violation of college policy. When it comes to the attention of college personnel that a forged or altered College of Marin transcript has been submitted to a third party, a hold will be immediately placed on that academic record, if an actual record exists. An attempt will be made to contact, by phone or mail, the individual whose name appears on the forged or altered transcript requiring that individual to meet with the Dean of Enrollment Services/designee within 10 days. If the Dean of Enrollment Services/designee determines, after investigation, that the individual whose name appears on the forged or altered transcript is responsible for preparing/submitting same, the individual will be barred from attending any future credit classes at College of Marin. An appeal of the decision to permanently bar the student from attending any future credit classes may be made in writing to the Academic Standards Committee within ten days of the decision of the Dean of Enrollment Services/designee. In the event there is no approval of the appeal and the Academic Standards Committee upholds the determination of the Dean of Enrollment Services/designee, the Academic Standards Committee will then

recommend a permanent bar from attending credit classes at the College of Marin to the Board of Trustees. The individual will be notified at the last known address, if available, of the decision to bar attendance.

Further, an annotation will be placed on the student's actual academic record, if any, stating, "Not to be Released to Student." In addition, when the individual has actually taken classes at College of Marin, future release of a transcript will be at the sole discretion of the Dean of Enrollment Services/designee. No transcripts will be released directly to the student.

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

#### Forged Signatures

Students who are determined to have filed an official form with a forged faculty member's signature will be subject to disciplinary action including but not limited to at least one full regular semester of nonattendance. The college reserves the right to also take appropriate legal action.

### TYPES OF RECORDS AND LOCATIONS

The Office of Enrollment Services will maintain documents completed by the student, such as applications, petitions, and Advanced Placement and CLEP scores, for the period of time required by law. These records, as well as a permanent record of all academic work completed at the college, are maintained by the Dean of Enrollment Services. Students may request two free transcripts of their College of Marin permanent academic record. See Official Transcripts heading on this page for details.

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