

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 Federal and 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: <http://www.marin.edu/police/sexual-assault.html>. If you are the victim/survivor 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

As a member of the college community, if you feel that 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 and Labor Relations
Village Square 8, Kentfield Campus
415.485.9504

In addition to serving as the Executive Director of Human Resources and Labor Relations, Ms. Combs' responsibilities include serving as the College's:

- **Title IX Officer:** monitors and works with college administrators, faculty, staff and students to create and maintain a campus community committed to equal opportunity, and fostering a climate free from all forms of harassment, exploitation, or intimidation, including ensuring non-discrimination on the basis of sex in education programs and activities, and nondiscrimination requirements which extend to sexual harassment and sexual violence, such as rape, sexual assault, sexual battery, and sexual coercion.
- **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/AP3435DiscriminationandHarassmentInvestigations_Revised1-15-13.pdf](http://www.marin.edu/WORD-PPT/AP3435DiscriminationandHarassmentInvestigations_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](http://www.marin.edu/WORD-PPT/AP3410NondiscriminationRevised1.15.2013.pdf)

AP 3430 Prohibition of Harassment:
[marin.edu/WORD-PPT/AP3430ProhibitionofHarassmentRevised1-15-2013.pdf](http://www.marin.edu/WORD-PPT/AP3430ProhibitionofHarassmentRevised1-15-2013.pdf)

AP 3435 Discrimination and Harassment Investigations:
[marin.edu/WORD-PPT/AP3435DiscriminationandHarassmentInvestigations_Revised1-15-13.pdf](http://www.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](http://www.marin.edu/WORD-PPT/AP3540SexualandOtherAssaultsonCampusRevised3-13-12.pdf)

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

Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, codified at 20 USC 1092 (f) as a part of the Higher Education Act of 1965, is a federal law that requires colleges and universities to disclose certain timely and annual information about campus crime and security policies. College of Marin crime statistics and additional information about crime awareness can be found on the college website at <http://www.marin.edu/police/CrimeAwareness-CleryInfo.htm>.

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 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, SS 251.

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. Violations of the Standards of Student Conduct (BP 5500) include:

- 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 typewritten 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.”
- Operating bicycles or motorized bicycles, skateboards, roller skates, roller blades, scooters, and other similar devices on any property owned, maintained, or controlled by the District in violation of AP 6850 titled Bicycles, Skateboards, Roller Skates, Roller Blades, Scooters and Other Similar Devices on Campus.
- 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.
 7. Influencing or attempting to influence another person to commit an abuse of the judicial system.

Student Conduct Regarding Academic Honesty

Academic dishonesty is addressed by the academic department - faculty, Chair, and Dean. 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 work.

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:
<http://www.marin.edu/WORD-PPT/AP5520StudentDisciplineandDueProcessBOT9-15-2015.pdf>

A hard copy is available at the Director of Student Activities and Advocacy Office, SS 251.