

## 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](http://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](http://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](http://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](http://marin.edu/WORD-PPT/AP3410NondiscriminationRevised1.15.2013.pdf)

### AP 3430 Prohibition of Harassment:

[marin.edu/WORD-PPT/AP3430ProhibitionofHarassmentRevised1-15-2013.pdf](http://marin.edu/WORD-PPT/AP3430ProhibitionofHarassmentRevised1-15-2013.pdf)

### AP 3435 Discrimination and Harassment Investigations:

[marin.edu/WORD-PPT/AP3435DiscriminationandHarassmentInvestigations\\_Revised1-15-13.pdf](http://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://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](http://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.