

## CATALOG RIGHTS

The catalog sets forth graduation requirements for achieving an associate degree, and these requirements may change from one catalog to the next. Catalog rights are established for any semester that a student is in attendance. The specific catalog employed toward graduation requirements for Associate Degrees or Certificates of Achievement and all implied rights cease after two consecutive semesters of nonattendance. State of California and federal law, as well as College of Marin Board Policy, shall take precedence over catalog rights. Students not enrolled when applying for an Associate Degree or Certificate of Achievement and who have maintained their catalog rights may use that catalog or any subsequent catalog, up to and including the current catalog.

## GRADUATION REQUIREMENTS

The Associate in Arts (A.A.) degree or Associate in Science (A.S.) degree will be awarded to any student in good standing upon satisfactory completion of all of the following requirements:

1. Competence in reading, written expression, and mathematics. **(For students who have maintained catalog rights prior to Fall 2009):**
  - a. A satisfactory score on the Math Assessment Test, i.e., eligibility beyond Math 101, OR completion of Elementary Algebra (Math 101, or Math 101A plus Math 101B or Math 101X plus Math 101Y) with a grade of "C" or higher, "CR," or "P."
  - b. Completion of English 120 or 150 with a grade of "C" or higher, "CR," or "P," depending on the major requirements.
2. **(For students entering Fall 2009 or any semester thereafter):**
  - a. A satisfactory score on the Math Assessment Test, i.e., eligibility beyond Math 103, OR completion of Intermediate Algebra (Math 103 or Math 103A plus Math 103B or Math 103X plus Math 103Y), OR Statistics 106 (Statway II) with a grade of "C" or higher, "CR," or "P."
  - b. Completion of English 150 with a grade of "C" or higher.

3. Sixty (60) lower division degree applicable units of regionally accredited college courses that have been properly approved pursuant to Title 5 Section 55002(a) and 55062.
  - a. College of Marin courses numbered 0-99 do not apply toward the 60 units required for graduation, even though they may be listed as part of a vocational program major.
  - b. Students who have maintained catalog rights prior to Fall 2009 must have an overall grade point average (GPA) of 2.0 or higher in all courses taken at College of Marin and all courses transferred from other colleges used toward a degree or Certificate of Achievement, and be in good academic standing at the college.
  - c. All students entering Fall 2009 or any term thereafter, each course applied towards the major or area of emphasis must be completed with a grade of "C" or higher, "CR," or "P" if the course is taken on a "pass/no pass" basis (Title 5 Section 5063 (a)(2)).
4. A minimum of 20 semester units in general education and at least 18 semester units in an approved major as described in this college catalog.
5. A minimum of 12 units successfully completed in residence at College of Marin in the major. When injustice or undue hardship would result, students may file a petition at the Office of Enrollment Services to have this requirement waived. The petition will be forwarded to the department for review. Even with an approved waiver, students must complete a minimum of 60 units for graduation, have a minimum of 18 units in the major and 20 units in general education.

### Certificates of Achievement

A Certificate of Achievement will be awarded upon satisfactory completion of the following requirements:

1. Successful completion of a course of study or curriculum that consists of 18 or more semester units of degree-applicable credit coursework as described in this college catalog.
2. Students who have maintained catalog rights prior to Fall 2009 must have an overall grade point average (GPA) of 2.0 or higher in all courses taken at College of Marin or transferred from other colleges, which are to be applied toward the Certificate of Achievement.
3. All students entering Fall 2009 or any term thereafter must complete each course applied towards the major and/or area of emphasis with a grade of "C" or higher, "CR," or "P" if the course is taken on a "pass/no pass" basis (Title 5 Section 5063 (a)(2)).
4. Courses numbered 0-99 are non-degree applicable but may be used for a Certificate when listed as a major requirement.

### Skills Certificates

Requirements for skills certificates are less than 18 units and are listed in the college catalog. Students should check with the director or department chair for the process to receive completed certificates.

### Awarding a Degree or Certificate of Achievement

Upon completion of all degree or certificate requirements as specified in this catalog, a student may qualify for more than one degree or certificate, provided that 12 of the required units for the major are not applied toward any other major and are completed at the College of Marin.

A student who receives a Certificate of Achievement may subsequently complete requirements and earn a degree in the same discipline, since the degree represents a higher level of accomplishment. A Certificate of Achievement in a discipline will not be granted after receipt of a degree in the same discipline. A student, who at the time of applying is eligible for a degree, will not be issued a certificate. Degrees and certificates are not awarded retroactively.

### Deleted Degrees and Certificates of Achievement

1. Students who have maintained their catalog rights:
  - a. After a degree or certificate has been deleted, it may still be conferred for 3 years beyond the deletion date if the degree or Certificate of Achievement is not out of compliance with Title 5.
  - b. If courses that are part of a deleted degree or Certificate of Achievement have also been phased out, students and counselors should work with the discipline Department Chair or coordinator to determine suitable/appropriate courses to substitute for requirements that are no longer offered.
2. Students who have not maintained their catalog rights must follow the college's policy on Catalog Rights.
3. Degrees or Certificates of Achievement that are out of compliance with Title 5 cannot be conferred past the deletion date.

For additional information pertaining to deleted degrees and Certificates of Achievement, please consult a College of Marin counselor.

### Course Substitution/Waiver

Substitution/Waiver for any required course must be approved through student petition. An official transcript and catalog description must accompany the petition. For non-comparable courses, Department Chairs will be consulted to determine course acceptability. Even with an approved waiver, students must complete a minimum of 60 units for graduation, have a minimum of 18 units in the major, 20 units in general education and complete the residency requirement.

### Official Transcripts

In order to apply units completed at another institution toward a degree or Certificate of Achievement, official transcripts may be mailed or hand delivered, provided they arrive in an original sealed and stamped envelope from the issuing institution. College of Marin will also accept faxed or e-mailed official transcripts from a district-approved secured credentialing service. Official transcripts have an embossed or water seal.

Official transcripts, if mailed, should be sent via U.S. Mail to the College of Marin Counseling Department, Kentfield, CA 94904. Transcripts from other colleges received by the College of Marin will not be copied for release to the student.

### Transfer Units

- U.S. Accredited Colleges: Students may only transfer lower division units from a regionally accredited college or university.
- Foreign Colleges: Transcripts from foreign colleges and universities will be accepted only when evaluated by U.C., C.S.U., or an evaluating service recognized by the College of Marin. Lower division credit will be granted when the academic level of the course work is deemed to be comparable to that of classes taught in regionally accredited United States colleges and universities.
- Upper division units may not be used toward an AA or AS degree. Students may, however, submit a petition to the Office of Enrollment Services for a waiver of requirements with relevant upper division work. Even with an approved waiver, students must complete a minimum of 60 units for graduation, have a minimum of 18 units in the major, 20 units in general education and complete the residency requirement.

### General Education (GE) Certification for Transfer

Students requesting GE Certification must complete:

1. All courses with a "C" or higher "CR" or "P" for IGETC Certification.
2. All courses with a 2.0 grade point average (GPA) or higher with a minimum of 30 units completed with a "C" or higher for CSU Certification.

### Graduation Applications

The completion of an Application for Graduation/Certificate of Achievement and any relevant official transcripts and petitions must be submitted by the established deadline.

- Graduation requirements must come from a single catalog. Students who have maintained their catalog rights may use that catalog or any subsequent catalog up to and including the current catalog.
- A student who receives a Degree/Certificate of Achievement in one major may subsequently or simultaneously work on a Degree/Certificate of Achievement in another major within that discipline, provided there are 12 different units completed in that additional degree. When there are fewer than 12 different units, students should:
  - a. Consult with the discipline department chair or coordinator for acceptable units to fulfill this degree requirement, and
  - b. Submit a petition to the Office of Enrollment Services for the additional units needed to fulfill this requirement.
- Students who have been awarded a degree and/or Certificate of Achievement in a major and want to be awarded the AA-T/AS-T degree in that same discipline must complete all requirements for that major to be awarded the degree.
- A student who receives a Certificate of Achievement may subsequently complete requirements and earn a degree in the same major, since the degree represents a higher level of accomplishment. A Certificate of Achievement in the same major will not be granted after receipt of a degree in that major. A student, who at the time of applying is eligible for a degree, will not be issued a certificate in the same major.

### Outstanding Debt

A Diploma, Certificate of Achievement and official transcripts may not be released until the student has paid all outstanding debts to the college.

### General Education

A minimum of 20 units of general education is required for the A.A. or A.S. degree. See general education categories and course listings below. Please note: One of the general education courses must be a cross-cultural studies course. Most cross-cultural studies courses will satisfy the Cross-Cultural Studies Requirement and one other general education requirement. If a cross-cultural studies course is not found in another general education category, then additional units of general education are needed to meet the A.A. or A.S. degree. Likewise, courses counted for two general education requirements may not be used to fulfill a major requirement.

## GENERAL EDUCATION

### COLLEGE OF MARIN'S COMMITMENT TO AN EXCELLENT EDUCATIONAL FOUNDATION

Students come to College of Marin to achieve a wide variety of goals, including obtaining foundational skills in Math, English and ESL, Career or Technical training, an A.A. or A.S. degree, and transfer, as well as for lifelong learning and cultural enrichment. No matter what a student's reasons are, the college is committed to the educational growth of all undergraduates and the development of the following academic skills that allow students to pursue any major:

#### Written, Oral and Visual Communication

Communicate effectively in writing, orally and/or visually using traditional and/or modern information resources and supporting technology.

#### Scientific and Quantitative Reasoning

Locate, identify, collect, and organize data in order to then analyze, interpret or evaluate it using mathematical skills and/or the scientific method.

#### Critical Thinking

Differentiate between facts, influences, opinions, and assumptions to reach reasoned and supportable conclusions.

#### Problem Solving

Recognize and identify the components of a problem or issue, look at it from multiple perspectives and investigate ways to resolve it.

### Information Literacy

Formulate strategies to locate, evaluate and apply information from a variety of sources - print and/or electronic.

### COLLEGE OF MARIN GENERAL EDUCATION STATEMENT OF PURPOSE

While college students choose a specific field of study, part of their educational experience and requirements include a program of general education. This well-rounded, student-driven educational package is intended to be complementary to, but different in emphasis from, the specialized education received for a job or a profession, or from focusing on a particular field of study. By completing a general education program, students expand their knowledge of the content and methodologies in a variety of disciplines. College of Marin expects students to:

- Become effective written, oral and visual communicators for many audiences;
- Be flexible, curious, and open to new experiences;
- Recognize how they connect to and affect their community and the world beyond;
- Enhance economic survival skills for the workplace and marketplace;
- Think critically, ethically, independently, and creatively about a variety of topics that will be useful to them in the real world and hone these thinking skills in a way which can be used throughout their life;
- See the interconnectedness of topics and use multiple disciplines to help achieve deeper understanding of past, present and future events at local, national and global levels;
- Become a more widely informed citizen who appreciates the importance of intellectual, scientific and artistic accomplishments;
- Engage in healthful living and wellness physically, intellectually, emotionally and socially.

### COLLEGE OF MARIN GENERAL EDUCATION OUTCOMES

#### A. NATURAL SCIENCES

These courses examine the physical universe, its life forms and natural phenomena and enable students to develop a greater appreciation of the world around them. Through exposure to the broad range of sciences—physical science, biological science, and earth science—students learn how to acquire scientific information to develop their understanding of the nature of science and the relationship between humans and the natural world.

In the courses listed for this area, students learn to:

- Apply the scientific method to explore physical and biological phenomena, including observation, hypothesis development, measurement, data collection, experimentation and analysis.
- Articulate core concepts in a biological or physical science discipline.

#### B. SOCIAL AND BEHAVIORAL SCIENCE

These courses examine people as members of society by exploring the diversity in peoples, cultures, politics, histories, and the complex forces that influence individuals and groups as well as shape and change human societies. These courses teach students how to evaluate these concepts through scientific and social inquiry.

In the courses listed for this area, students learn to:

- Apply the approaches social and behavioral scientists use to explore social phenomena and human behavior, including observation, hypothesis development, measurement, data collection, experimentation, evaluation of evidence, and analysis.
- Analyze and articulate core concepts in a specific social or behavioral science discipline.

#### C. ARTS AND HUMANITIES

The arts and humanities study human culture, creativity, and thought in all its forms, including significant works of art, literature, performance, language, and philosophy from around the world. An arts and humanities education may also include creating aesthetic works to develop a broader contextual understanding of the arts.

In the courses listed for this area, students learn to: