

Graduation Requirements

(For students who have maintained catalog rights prior to Fall 2009, please refer to prior years' catalogs):

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

1. Competence in reading, written expression, and mathematics.
 - a. A satisfactory score on the Math Competency Test,
 - b. Enroll and pass a transfer-level math course with a grade of "C," "P," or higher, or
 - c. Complete an Advanced Placement (AP) math (calculus AB, BC or statistics) exam with a score of "3" or higher, or
 - d. Other means as written in this catalog, and
 - e. Completion of English 150 with a grade of "C" or higher.
2. The student must satisfactorily complete as least sixty (60) semester units of college work. A definition of "college work" that provides that courses acceptable toward the associate degree include those that have been properly approved pursuant to Title 5 Section 55002(a), or, if completed at other than a California community college, would reasonably be expected to meet the standards of that section.
 - a. College of Marin courses (except PE 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)).
3. A minimum of 19 semester units in general education and at least 18 semester units in an approved major as described in this college catalog. . For general education, students may use COM's local GE pattern, CSU GE Breadth or IGETC. Courses in the major can double count as general education courses.
4. A minimum of 12 units successfully completed in residence at the College of Marin.

Associate in Arts or Associate in Science for Transfer (AA-T/AS-T) Degrees

To earn an Associates in Arts or Associates in Science for Transfer (AA-T/AS-T) Degree, as described in the college catalog, a student must:

1. Complete a minimum of sixty (60) lower division CSU-transferable semester units.
 - a. Complete required units in the major, and
 - b. Complete either the CSU GE Breadth or IGETC pattern.
2. Each course required for 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)).
3. Maintain a minimum grade point average (GPA) of 2.0 or higher in all CSU-transferable coursework.
4. A minimum of 12 degree-applicable units must be completed at the College of Marin.

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 (except PE courses) 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.

The District may obtain approval of a direct assessment competency-based program from the California

Community College Chancellor's office.

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 noncomparable 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, 19 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, 19 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.
- 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 the same 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.