
Conduct of Course: All sections taught by a qualified instructor in accord with the course outline.

Note: What are Nondegree-Applicable? (Not for COM Degree)

Types of nondegree-applicable courses include the following: ^(1,8)

- a. Pre-collegiate basic skills courses in reading, writing, computation, learning skills, study skills, and ESL which are designated by College of Marin as nondegree-applicable credit courses.
- b. Courses designed to enable students to succeed in college-level work (including, but not limited to, college orientation and guidance courses, and discipline-specific preparatory courses such as biology, history or electronics) that integrate basic skills instruction throughout and assign grades partly upon the demonstrated mastery of those skills.
- c. Pre-collegiate occupational preparation courses designed to provide foundation skills for students preparing for entry into college-level occupational courses or programs.
- d. Essential occupation instruction for which meeting the standards of Title V 55002(a) *Associate Degree Credit Course Standards* is neither necessary nor required.

13. Certificates

Skills Certificate (less than 18 units): Please fill in name of certificate(s).

Certificate of Achievement (18+ units): Please fill in name of certificate(s).

Please check box if this course was previously approved for this certificate OR if it is a new course that you would like added to a certificate.

14. COM General Education Requirement

General Education courses introduce the content of the major areas of knowledge and develop competence in communication and quantitative skills, critical analysis, appreciation of cultural diversity, and physical activity. When proposing a course to fulfill a general education requirement at College of Marin, check the proposed category. Refer to [Appendix B: College of Marin General Education Statement of Purpose and Outcomes](#) for additional information.⁽⁶⁾

Articulation for Transfer:

15. CSU General Education Requirement

If this course is being proposed to fulfill a CSU General Education Requirement, please indicate the Area and Group. If the CSU area and group designation are being changed, please check new designation.

The CSU General Education Program is for students intending to transfer to CSU. Courses being proposed to fulfill CSU General Education Breadth Requirements are submitted annually. Contact the Office of Instructional Management to obtain information regarding subject matter standards and approaches, which a course must have to qualify in a given area or with any questions regarding the review and approval process.

16. CSU Elective and Major

Please check box if this course will transfer as an elective or as part of a major and indicate the major. Also mark whether this course was previously approved or if you would like the Office of Instructional Management to submit it for approval.

Note: California State University accepts most courses certified by College of Marin. However, CSU has the right to challenge any course stated in the catalog as transferable to CSU. In most instances, only lower division credit is given in the major. If you are unsure how your course may transfer in the major, contact the Office of Instructional Management for assistance.

17. IGETC UC/CSU G. E. Requirement

If this course is being proposed to fulfill Intersegmental General Education Transfer Curriculum (IGETC) Requirements, please indicate Area and Group. If the IGETC area and group designation are being changed, please check new designation.

Note: The IGETC program may be used for students transferring to either CSU or UC. Courses being proposed to fulfill IGETC requirements are submitted annually. Contact the Office of Instructional Management to obtain information on subject area standards and guidelines used by CSU and UC to review proposed courses or with any questions regarding the process.

18. UC Elective/Major

Please check box if this course will transfer as an elective or as part of a major and indicate the major. Also mark whether this course was previously approved or if you would like the Office of Instructional Management to submit it for approval.

Note: The College of Marin maintains a transfer credit agreement with the University of California that is updated annually. The basic principles used by UC in determining transferability are: (1) the course should be comparable to one offered at the lower division level at any UC campus and (2) if the course is not equivalent to any offered at UC, it must be appropriate for a university degree in terms of its purpose, scope, and depth. Credit limitations may also be applied to transferable courses by UC. Only lower division credit is given in the major.

If you are unsure how your course may transfer in the major, contact the Office of Instructional Management for assistance.

19. Cultural Diversity

Please indicate if this course is being proposed to meet cultural diversity requirements at College of Marin or other four-year schools. Refer to Appendix C: Guidelines for College of Marin's Cross Cultural Studies Requirement.

Instructors proposing courses to meet UC Berkeley's American Cultures Breadth Requirement must first establish transfer status before the course can be considered for American Cultures. Contact the Office of Instructional Management for information regarding the procedure, timeline, and forms to be submitted to Berkeley.

Information On Articulation Process

If you want the Office of Instructional Management to submit this course for articulation for CSU and UC elective(s), please attach research to support your request. For articulation for transfer to the major, list each institution.

For example, has the curriculum planning process for this course involved liaison with secondary schools, particularly in sequence courses? Has the planning process involved coordination with baccalaureate institutions, particularly with respect to major and general education requirements? Has the relevance of this course to job requirements been ensured by an analysis of specific job requirements and been recommended by an Advisory Committee?

Documentation can be used such as:

- a. A list of course equivalencies from four-year schools suggested for articulation.
- b. Photocopies of major requirements from at least three four-year schools in California showing a similar course being required in the major.
- c. A list of college faculty from four-year transfer institutions knowledgeable in the area that have been involved in helping to create or review the course.
- d. A summary of occupational standards published or endorsed by associated professional groups that shows objectives or student outcomes covered in this course.

For courses being proposed for transfer, documentation should show a good-faith effort to assure that the course will count for transfer, and if applicable, for specific requirements in a transfer major, and that the course, if required for lower division preparation, will not have to be repeated in upper division.⁽¹⁾

Contact the Office of Instructional Management, the Articulation Specialist, the Transfer Center and/or a counselor who specializes in the transfer process for additional assistance with this item.

Part 3: Course Content (Items 20 - 35)

20. Primary Goal

Select the appropriate primary goal of the course from the drop down menu:

Associate Degree: Courses that lead to a COM AS/AA degrees and Associate Degrees for Transfer.

Certificate: Courses that lead to certificates of achievement or skills certificates.

Transfer: Courses that are designed to be transferable not only as electives but to fulfill general education or lower division requirements of a major in four-year colleges or universities.

Workforce/Career Technical: Courses that prepare students for one or more occupations as specified in the course objectives. The objectives of the course list the main competencies students will achieve that fulfill the needs and requirements of that occupation.