MARIN COMMUNITY COLLEGE DISTRICT

COLLEGE OF MARIN
Kentfield Campus and Indian Valley Campus

BOARD OF TRUSTEES

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<td>Nathaniel Parker</td>
<td>Student Trustee 2009-10 Academic Year</td>
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Published by College of Marin through the joint efforts of the Student Learning Department and the Office of Communications and Community Relations.

Catalog Acknowledgments

Cathy Summa-Wolfe, Director, Communications and Community Relations
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This catalog is in effect from fall 2009 through summer 2010. Consult other official campus publications for updates.
Welcome to College of Marin!

Founded in 1926, College of Marin is one of California’s premier community colleges. Our rich heritage of academic excellence can be attributed to our outstanding faculty and staff.

College of Marin is committed to helping students reach their educational goals. Our talented faculty members are dedicated to teaching and are known for providing excellent learning opportunities for students from all walks of life.

Each semester thousands of students enroll in more than 1,000 credit and noncredit classes in a supportive and intimate setting. What we offer here that is different from what you will find at larger colleges is personalized attention and a very supportive learning environment. With about 20 students per class, our students benefit from more time with their professors.

In addition, our talented staff members provide high-quality services that support student success. We offer a variety of services designed to help students get started and stay on track, including academic counseling, career counseling, tutoring, Disabled Students Program and Services, Extended Opportunity Program and Services, and financial aid among others.

I hope that you will join us at the College of Marin. We look forward to the opportunity to be part of your journey towards achieving a rewarding and satisfying life through higher education.

Sincerely,

Frances L. White, Ph.D.
Superintendent/President
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COLLEGE OF MARIN MISSION STATEMENT

College of Marin's commitment to educational excellence is rooted in our mission to provide excellent educational opportunities for all members of our diverse community by offering:

• preparation for transfer to four-year schools and universities;
• workforce education;
• basic skills improvement;
• intellectual and physical development and lifelong learning; and
• cultural enrichment.

The College of Marin is committed to responding to community needs by offering student-centered programs and services in a supportive, innovative learning environment with a strong foundation of sustainability, which will instill environmental sensitivity in our students.

Approved at April 21, 2009 Board Meeting
SECTION 1

GENERAL INFORMATION

Academic Calendar
How to Use the Catalog
History of College
Accreditation
Mission of California Community Colleges
College Administrators
Academic Programs
Class Schedule
Community Education Department
Emeritus Program
English as a Second Language
G.E.D. Preparation/Basic Skills Programs
Oportunidades Educativas
Matrícula Abierta Para Todos
CREDIT PROGRAM FALL SEMESTER 2009 ACADEMIC CALENDAR

Beginning August 17 and Ending December 18
Saturday Classes Beginning August 22 and Ending December 12

July

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Class days are shaded. Holidays are bold.

Schedule of Important Fall Dates

August 16 California Residency Determination Date
August 17 FALL INSTRUCTION BEGINS – Day and Evening Classes
August 22 First day of Saturday classes
**August 17 – September 6** Classes may be added with Add Authorization Code (obtain from instructor)
August 31 Last day to drop or reduce course work to qualify for a refund of enrollment fee, nonresident and international student tuition
August 31 – October 30 File application for Fall graduation and Certificate of Achievement
*September 7* Holiday (Labor Day) – no classes – COLLEGE OFFICES CLOSED
*September 11* Last day to drop a full-semester class without a “W” grade
*September 21* Last day to request Pass (P) No Pass (NP) grade
October 16 End of midterm period
October 23 Midterm grades available at http://mycom.marin.edu
**November 11** Holiday (Veterans Day) – no classes – COLLEGE OFFICES CLOSED
**November 13** Last day to drop a full-semester class with “W” grade
November 26-28 Thanksgiving break – no classes – COLLEGE OFFICES CLOSED
November 28 Last day for accepting International Student Applications for Spring 2009
December 11 Last day of classes before final examinations
December 14 – 18 FINAL EXAMINATIONS
December 18 Last day to remove an Incomplete received from the previous semester
**December 21 – January 22** Winter break – no classes –
January 7 Final grades available at http://mycom.marin.edu

* For short term or early/late starting classes, date equivalent to 30 percent of term.
** For short term or early/late starting classes, date equivalent to 75 percent of term.
**CREDIT PROGRAM SPRING SEMESTER 2010 ACADEMIC CALENDAR**

Beginning January 23 and Ending May 28
Saturday Classes: Beginning January 23 and Ending May 22

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Class days are shaded. Holidays are bold.

### Schedule of Important Spring Dates

- **January 22**: California Residency Determination Date
- **January 23**: First day of Saturday Classes
- **January 25**: SPRING INSTRUCTION BEGINS – Day and Evening Classes
- **January 28 – February 11**: Classes may be added with Add Authorization Code (obtain from instructor)
- **February 8**: Last day to drop or reduce course work to qualify for a refund of enrollment fee, nonresident and international student tuition
- **February 8 – March 19**: File an application for Spring graduation and Certificate of Achievement
  - **February 12 – 15**: Holidays (Presidents Day weekend) – no classes – COLLEGE OFFICES CLOSED
- **February 19**: Last day to drop a full-semester class without a “W” Grade
- **March 1**: Last day to request Pass (P) No Pass (NP) grade
- **March 1**: Deadline for Cal Grants, M&F Grants and COM Foundation Scholarship applications
- **March 26**: End of midterm period
- **April 2**: Midterm grades available at http://mycom.marin.edu
- **April 12 – 16**: Spring break – no classes – College offices open Monday – Friday
  - **April 12 – 16**: Last day to drop a full-semester class with “W” grade
- **April 23**: Last day of classes before final examinations
- **May 22**: FINAL EXAMINATIONS
- **June 9**: Final grades available at http://mycom.marin.edu

* For short term or early/late starting classes, date equivalent to 30 percent of term.
** For short term or early/late starting classes, date equivalent to 75 percent of term.
2. If you are planning to enroll in one of our two-year occupational programs or want to complete a certificate:
   (a) Suggested programs can be found fully described under each discipline offering an occupational program beginning on page 68. Occupational programs are identified by the word “Occupational” listed in the title of the degree.
   (b) Look up these courses in the class schedule that is published before each semester and plan your time schedule.

3. If you are planning to transfer to a four-year college or university after attending College of Marin:
   (a) Refer to requirements for the majors more fully described under each discipline beginning on page 45.
   (b) Refer to transfer information on page 55.
   (c) Contact the Transfer/Career Center for access to college catalogs from other schools, to investigate career options, and for computerized career and transfer information. Transfer information is available online at ASSIST (www.assist.org).
   (d) Contact the Counseling Department to make an appointment with a counselor who can assist you with selecting courses to meet specific transfer requirements to a four-year college or university.

4. If you are planning to enroll in courses for self-enrichment:
   (a) Refer to the listing of courses in this catalog beginning on page 67.
   (b) Refer to the Community Education schedule published quarterly.

5. If you have never attended College of Marin, file an application for admission in the Office of Admissions and Records. Dates for registration are listed in the class schedule.

Why Enroll at College of Marin?
There are a variety of reasons for attending College of Marin:
- To acquire a general background in the major areas of knowledge: the humanities, social and behavioral sciences, and natural and physical sciences.
- To benefit from the diverse backgrounds and extensive experience of a faculty committed to providing quality education.
- To receive guidance and assistance from instructors and counselors to plan a program that meets your individual needs.
- To prepare for transfer to a four-year college or university by completing lower division requirements in your major.
- To obtain a certificate or occupational degree offered in a variety of fields.
- To upgrade skills through specific courses offered at the college.
- To take courses for self-enrichment.
History of the College
College of Marin has been a tradition in Marin County since 1926. Known as Marin Junior College, it granted its first associate degrees in the spring of 1929. In 1947, the college was renamed College of Marin. In 1971, the Board of Trustees established the second college of the district and named the new institution Indian Valley College. The college operated in temporary facilities at Hamilton Air Force Base and at the Pacheco School while the campus was under construction. Its first associate degrees were awarded in 1972, and the new campus opened in the fall of 1975. In 1985, the two colleges merged and are now known as College of Marin. Classes are offered on the Kentfield Campus in Kentfield and the Indian Valley Campus in Novato.

In 2004, Marin County voters approved a $250 million facilities improvement bond to revitalize the aging Kentfield and Indian Valley Campuses. Since passing the bond, the college has broken ground on three major construction projects, including the modernization of the Diamond Physical Education Complex and two new buildings, including the Indian Valley Campus Main Building and the Kentfield Fine Arts Building. In fall 2009, the college will break ground on a new Science and Mathematics Building. Also in fall 2009, the newly modernized physical education complex will reopen its doors.

College of Marin was founded to serve the educational needs of the residents of Marin County. The two campuses serve a county population of approximately 250,000 residents. Since its beginning, the college has sponsored university parallel programs that provide opportunities for students to complete the freshman and sophomore years of study toward the baccalaureate degree before transferring to a four-year institution. The college awards associate degrees in many transfer majors. A variety of two-year vocational and career programs leading to the associate degree are also offered to prepare students for entry into specific technical or semi-professional fields. Skills Certificates and Certificates of Achievement are awarded in vocational and technical programs.

College of Marin faculty is firmly committed to excellence in teaching. There are 118 permanent faculty, 16 educational administrators, five classified administrators, and 214 professional, technical, clerical, and service employees serving the 7,139 students enrolled in spring semester 2009 credit programs. The faculty, administrators, and staff hold degrees representing colleges and universities in some 26 states and foreign countries. A number of faculty members hold doctorate degrees. A faculty and staff directory is listed in the back section of this catalog.

Accreditation
College of Marin is accredited by the Accrediting Commission for Community and Junior Colleges of the Western Association of Schools and Colleges, 10 Commercial Blvd., Novato, CA 94949, (415) 506-0234, an institutional accrediting body recognized by the Commission on Recognition of Postsecondary Accreditation and the U.S. Department of Education.

Special programs also are accredited by the California Board of Dental Examiners, American Dental Association, the California State Board of Registered Nursing Examiners, and the National League for Nursing Accreditation Commission.

The National League for Nursing Accreditation Commission is a resource for information on the Nursing Program: 3343 Peachtree Road NE, Suite 500, Atlanta, Georgia 30326. Phone: (404) 975-5000. Visit the website at: www.nlnac.org.

The college is approved for foreign student education by the United States Immigration Services, and veterans’ education by the California Department of Education, Bureau of School Approvals. The University of California, the California State University, and other four-year colleges and universities accept units of credit in transfer courses completed at College of Marin.

Mission of California Community Colleges
Primary missions of the colleges are to offer academic and vocational education at the lower division level for both recent high school graduates and those returning to school.

Another primary mission is to advance California’s economic growth and global competitiveness through education, training, and services that contribute to continuous workforce improvement.

Essential and important functions of the colleges include: basic skills instruction, providing English as a Second Language, adult noncredit instruction, and providing support services that help students to succeed.

Fee-based Community Service education is designated as an authorized function.

To the extent funding is provided the colleges may conduct institutional research concerning student learning and retention as is needed to facilitate their educational missions.

College Administrators
Superintendent/President
Frances White
Vice President of Student Learning
Nicolar Chang
Vice President of College Operations
Albert Harrison
Dean of Arts and Humanities
David Snyder
Dean of Math and Sciences
James Arnold
Dean of Enrollment Services, Interim
Robert P. Balestreri
Dean of Student Development and Special Services
Greta Siegel
Dean of Workforce Development, College and Community Partnerships
Nanda Schorske
Executive Dean of Human Resources and Labor Relations
Linda Beam
DIRECTORS/CHIEF
Director of Academic Services and Articulation, Interim
Janice Austin
Director of Childcare Programs
Lyda Beardsley
College of Marin integrates its resources and functions to serve community needs. The academic programs are managed by experienced administrators and staff and taught by qualified faculty. All aspects of the college’s programs are reviewed to assure that they meet community and student needs. Recognizing that education is a lifelong process, the college provides educational opportunities for all age groups, including credit programs leading to the Associate in Arts and Associate in Science degrees, academic programs that prepare students to transfer to a four-year institution, and vocational-technical programs that prepare students for specific fields of employment and enable people to upgrade their work skills.

Courses are also offered to meet the curricular needs of disabled, re-entry, and foreign students. For students who need remedial work, there are special programs in English, mathematics and study skills.

The college’s faculty includes published authors, acknowledged scholars, performing actors, dancers, musicians, talented studio artists, scientists, and professional technicians. They, along with the administrative team and support staff, are committed to providing quality education.

College of Marin’s reputation for instructional innovation and quality is well known and respected statewide. It includes self-paced courses in many disciplines such as English, foreign languages, and math. The Distance Learning Program reaches beyond the traditional classroom by offering televised, videocassette, and web-based courses. Instructional aides and tutors are available for those who need assistance.

Information about courses, programs, institutional requirements, and various services is contained in the college catalog, the college website www.marin.edu, the class schedule, and a variety of special mailings.

Class Schedule

College of Marin offers day and evening credit classes both on the Kentfield Campus and the Indian Valley Campus. These classes are usually semester length, although shorter-term classes are frequently offered. The college also schedules summer sessions.

A schedule of classes is available prior to each semester, which lists intended course offerings, instructor assignments, and rooms.

The college also publishes a Community Education schedule quarterly. All publications are available on the college website www.marin.edu.

Community Education Department

College of Marin’s Community Education Department offers students access to a variety of noncredit (free) and Community Services (fee-based) classes which can assist in achieving personal, educational, and professional goals. These classes provide the Marin community with lifelong learning opportunities, a place to prepare for entering college credit and transfer programs and career development classes designed to serve the working adult.

Noncredit Instruction

Noncredit instruction offers free courses for non-native English speakers, parents, older adults, and disabled students. These classes include English as a Second Language classes and classes offered through Emeritus College and the Disabled Students Program. For more information, see below.

Community Services

Community Services courses offer Marin residents of all ages a wealth of opportunities for personal development, skills development, cultural enrichment, and recreational enjoyment. Thousands of students enroll each year in Community Services classes, which are taught by some of the finest instructors in the country. Classes cover a broad spectrum of interests and disciplines, including art, writing, literature, dramatic arts, music and much more. In order to make offerings as convenient as possible, classes are held on campus, off campus, and online. A variety of business, professional, and career development classes and workshops, including introductory classes in graphics, software and marketing, are offered for the working population. Throughout the year, courses meeting the continuing education requirements for health professionals are offered in the areas of Nursing and Dental Assisting.

Community Services classes are self-supporting and not funded by taxpayers’ dollars. Prices vary depending on the actual class.
For a complete listing of Community Services classes, including class fees, please visit the website at www.marincommunityed.org.

Department phone: (415) 485-9305

Emeritus Students Program

Programs for older adult students
Designed to meet the needs of the county’s older adult student learner population, Emeritus Students (ES) is a unique program offered as an integral part of the District’s noncredit and Community Services programs. Courses offered through ES aim to support the principles of quality of life, lifelong learning, and creative retirement.

Emeritus Students College of Marin (ESCOM) was created to support and enhance the Emeritus College program. To achieve this goal, members participate in the identification and development of courses, forums, concerts, lectures, and other activities of interest to older adult students. ESCOM is a vital part of the College of Marin and an advisory group to Community Education. Members participate in the college governance system and on other college committees and taskforces.

ESCOM is organized so that its members may learn and develop through study, clubs, and auxiliary activities. Basic to ESCOM is the concept of democratic decision-making and planning, using the talents and judgment of its members to enrich their own lives and to contribute to the college and the community.

Department phone: (415) 485-9368

G.E.D. Preparation/Basic Skills Programs
The G.E.D. (General Educational Development) Preparation program is a learning lab designed to help those who have not graduated from high school pass the G.E.D. exams. Thorough diagnostic testing identifies strengths and weaknesses. Individual study plans focus on each student’s needs. The open-entry learning lab allows students to start at any time and improve at their own pace. Instructors will guide students through workbooks, computer programs, online exercises, and other materials. Practice testing helps assure readiness. The Basic Skills Program is a learning lab for community members wishing to improve their reading, writing, and math. This program features open-entry, flexible scheduling, skills assessment, individual study plans, self-paced improvement, and personal guidance.

Check the noncredit schedule for current hours.
There is no fee for the lab.

(415) 485-9363 (lab) or (415) 485-9445 (coordinator: Michael Timmel)

English as a Second Language

Intensive English Program
The Intensive English Program is an international community of English language learners for international students (F1s), au-pairs (J1s), and residents preparing to enter American colleges or universities. The Intensive English Program offers two 16-week semesters each year for F1 students. Each semester consists of 20 hours per week total instruction time in four subject areas: grammar, reading, writing, and speaking/listening/pronunciation. Academic English skills, TOEFL preparation, and cultural events and field trips in the San Francisco Bay Area are included. J1s may attend part-time between five and fifteen hours per week for 8- or 16-week sessions. Students are placed into one of three levels of classes (high beginning, intermediate, advanced) depending on their scores on the placement tests during the first week of the semester. Students advance through the program by completing all assignments and scoring a minimum level on the placement test for the next level. F1 students usually attend the IEP between one and three semesters (depending on their skill level upon arrival and on their TOEFL score) before transferring to a credit program. Students who complete all of the Level 3 courses in the IEP have their TOEFL requirement waived for the COM credit program.

(415)-883-2211, ext. 8579
Web address: www.marincommunityed.org

Noncredit ESL Classes
Noncredit ESL classes are designed for adults in the community who require English to prepare for academic courses, to get or keep a job, or for personal growth to better survive in an English-speaking community. Day, evening, and Saturday classes are available at beginning to low-intermediate proficiency levels on both the Kentfield and Indian Valley Campuses, as well as in San Rafael and Novato. Students take a required noncredit assessment test before registering. There are no fees for these classes.

ESL Office: Harlan Center 101
(415) 485-9642
Web address: www.marincommunityed.org

Credit ESL Classes
Credit ESL classes are offered for college credit to students at intermediate to advanced proficiency levels. Classes at each level focus on grammar, speaking/listening, reading/vocabulary, or writing. Early registration is strongly advised.

To enroll in credit ESL classes, students must take a College of Marin ESL Student Success Workshop that includes placement testing, counseling, and orientation before enrolling in classes. Students may call the ESL Office or the Counseling Office to sign up for a workshop. Assistance in the application process is available in the Counseling Department. See Section Six of this catalog for course descriptions.

ESL Office: Harlan Center 101
(415) 485-9642
Web address: www.marin.edu/departments/esl
**OPORTUNIDADES EDUCATIVAS**

College of Marin fue fundado en 1926 y ofrece a los estudiantes la oportunidad de obtener el título de Asociado en Artes (AA), de transferir créditos académicos a las Universidades de California (UC) o a las Universidades Estatales de California (CSU) y también a cualquier otra universidad. El colegio ofrece certificados vocacionales en varios programas. College of Marin está dispuesto a servir a todos los habitantes que viven en el distrito del colegio.

**Matrícula abierta para todos**

**Discriminación positiva**

De conformidad con el Título IX de las Enmiendas de Educación de 1972, la Ley de Igualdad de Oportunidades en el Empleo de 1972 (Título VII de la Ley de Derechos Civiles de 1964 como ha sido enmendada), la Ley de Derechos de 1991 y la Apartado 504 de la Ley de Rehabilitación de 1974 y la Ley de Americanos con Discapacidades, es norma del Marin Community College District no discriminar contra ninguna persona basándose en su raza, color, religión, edad, sexo, ascendencia, orientación sexual, nacionalidad de origen, estado civil, afeción (cáncer), discapacidad física o mental, o condición de veterano de la era Vietnam en todos sus programas y actividades educativas y de empleo, sus normas, prácticas y procedimientos. Los estudiantes tienen derecho a presentar una queja interna o una queja a la Oficina de Derechos Civiles.

College of Marin de conformidad con la Ley de Igualdad de Revelación en Deportes, ofrece información concerniente el funcionamiento de su programa intercolegial de deportes. En la Oficina de Ingresos y Récords, la Biblioteca y el Departamento de Deportes está disponible un informe completo para la consideración del público. La norma 5.004 de College of Marin prohíbe el acoso verbal, físico, vis aplicar una discriminación positiva a todos sus programas y a todos los aspectos del empleo para asegurar igualdad de oportunidades y el logro de una presentación proporcional de miembros idóneos de grupos históricamente insuficientemente representados. La falta de dominio del idioma inglés no será obstáculo para la admisión y participación en los programas de orientación educativa.

**Pueden producirse cambios sin previo aviso**

Las normas, directrices, disposiciones, procedimientos, honorarios, cursos, horarios y servicios de los estudiantes descritos en esta publicación están sujetos a cambio en cualquier momento sin previo aviso. El Colegio se reserva el derecho de modificar los honorarios, declaraciones y procedimientos contenidos en la presente. Los honorarios y procedimientos están sujetos a cambio en cualquier momento por la Legislatura Estatal y el Consejo de Administración. Es responsabilidad de los estudiantes cumplir con los requisitos del Colegio y mantenerse informados de los mismos. Cuando se produzcan cambios, los mismos estarán incluidos en la siguiente publicación habitual del Catálogo u Horario de Clases.

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**Coordinador de Título IX/Coordinador ADA/Ejecutivo de Discriminación Positiva/Cumplimiento:**
Linda Beam, AC 107/KTD  
(415) 485-9504

**Coordinador de Apartado 504 (Discapacidad):**
David Cook, SS 263/KTD  
(415) 485-9405

**Coordinador de Género, Equidad:**
David Cook, SS 263/KTD  
(415) 485-9405

**Política de Matrícula Abierta**

Es norma del College of Marin que a menos que sea específicamente exento por ley, todos los cursos, parte de un curso o clase, cuya asistencia debe ser comunicada para ayuda estatal, estarán completamente abiertos para matrícula y participación de cualquier persona que haya sido admitida al Colegio y que reúna los requisitos esenciales según se hayan establecido con arreglo al Capítulo II, División 2, Parte VI, Título 5 del Código de California.

**Números de Teléfono Importantes**

- Ingresos y records: 457-8811, ext. 7722
- Orientación psicopedagógica: 485-9432
- Inglés como Segunda Lengua (ESL): 485-9642
- Policía (emergencia): 911