The College of Marin publishes a complete Catalog of Courses each summer. This Addendum contains corrections and updates to information in the 2013-2014 COM Catalog. Both the Catalog and this Addendum can be found online at http://www.marin.edu/catalog/index.htm.
2013-2014 COLLEGE OF MARIN
CATALOG ADDENDUM

What is the purpose of this Addendum?

College of Marin publishes a complete Catalog of Courses each summer. The 2014-2015 Catalog will be available before the beginning of the Fall 2014 semester. This Addendum contains important corrections and updates to information in the 2013-2014 COM Catalog.

How do I use the Addendum?

Use this Addendum to check information in the 2013-2014 COM Catalog for updates or corrections. The Addendum lists corrected information in the following sections of the Catalog:

-SECTION 2: Admissions, Registration, and Academic Information
  -updates and corrections to sections and sub-sections: Prerequisites, Corequisites, and Advisories; Adding and Dropping Classes; Successfully Completed; Non-repeatable Courses (Substandard and non-evaluative grades) and Course Exclusion; Academic Renewal; Independent Study; Credit by Examination
-SECTION 4: Graduation and Degree Requirements
  -COM General Education Courses include category D: COMPOSITION, WRITTEN: ENGL 150 – Reading and Composition 1A
-SECTION 5: Transfer Information
  -corrections to CSU GE Category B-2: Life Science, and UC IGETC Category B: Biological Sciences
-SECTION 6: Course Descriptions (*active courses missing from 2013-2014 catalog)
  -clarifications to “Prerequisites, Corequisites, and Advisories”
  -BUS 129: The Art of Selling*
  -DRAM 160: Production Stagecraft (no longer qualifies for CSU Area C-1)
  -DRAM 161: Production Preparation – Sets and Properties (no longer qualifies for CSU Area C-1)
  -ECE 226: Exploration and Discovery in Math and Science*
  -ENGL 120AC: Accelerated Introduction to College Reading and Composition*
  -GEOG 127: Introduction to Geographic Information Systems*
  -MMST 146: Video and Sound I: Editing*
  -MMST 156: Video and Sound II: Advanced Editing*
  -MMST 176: Video Effects II: Advanced Techniques*
  -MUS 261: Small Ensemble Techniques*
  -MUS 262: Small Ensemble Techniques*
  -MUS 279: Strings IV*
  -MUS 288: Advanced Voice Workshop*

How is the information presented in the Addendum?

-Additions for the Addendum are in red and underlined.
-Deletions for the Addendum appear in red and in strikethrough.
-Page numbers refer to the printed Catalog, not to this Addendum.
SECTION 2: Admissions, Registration, and Academic Information

Prerequisites, Corequisites, and Advisories: Definitions

Note: College of Marin will not grant credit for a prerequisite course that was taken and passed after the next course in a sequence of courses was taken and passed. (e.g., A student enrolls in Chemistry 114 Spanish 101 and passes it with a satisfactory grade after being enrolled in Chemistry 115 Spanish 102 and passing it. Credit for Chemistry 114 Spanish 101 will not be granted.)

Adding and Dropping Classes
Students may add classes through the census date online at http://mycom.marin.edu, or by completing an Enrollment Card and filing it in person with the Office of Admissions and Records. Students who did not pre-register for classes may attend the class of their choice to see if space is available. Instructors may admit students by issuing an Add Authorization Code which will be used to enroll online or in person.

Students may drop/withdraw online or by completing a Drop Card and filing it with the Office of Admissions and Records.

Nonattendance does not constitute an automatic drop. If you are unable to attend the first class meeting, you may request that your place be held by contacting the instructor prior to the first class meeting. Students are responsible for all outstanding fees for classes that were not dropped by the refund deadline, even if they did not attend.

Instructors may drop/withdraw inactive students who never came to class or are no longer participating in a course by assigning an Instructor Withdrawal at midterm. However, since instructors are not required to do this, it is the student’s responsibility to drop/withdraw within the published deadline dates. Please see “Withdrawal” on page 22.

Successfully Completed
Successful completion of a course is defined as receiving a grade of Pass (P), Credit (CR), C or better.

Non-repeatable Courses (Substandard and non-evaluative grades) and Course Exclusion
A student who receives a substandard grade of “D,” “F,” “FW,” “NP,” or “NC” on the first attempt of a non-repeatable course taken at College of Marin may repeat that course one more time without a petition in an effort to successfully complete the course with a passing grade. After receiving two substandard grades in the course, a student may petition the College Petitions Committee to repeat
a course for the third enrollment. For the petition to be approved, the student is required to meet with a counselor to complete the petition.

With an approved petition, the student must wait one week after the start of new and returning student registration to register for the course. Each time the course is repeated, the previous substandard grade ("D", "F", "FW", "I", "NC", "NP") and units will be excluded in computing the student’s cumulative grade point average (GPA). (*Please note: this procedure of Course Exclusion was formerly referred to as "Course Line-Out.")

Courses granted Academic Renewal will not be included for course repetition limits. (See BP/AP 4240 titled Academic Renewal for specific requirements.)

Annotating the permanent academic record shall be done in a manner that all work remains legible, ensuring a true and complete academic history.

page 24:
(under ACADEMIC INFORMATION)

**Academic Renewal**
Academic Renewal provides students with an opportunity to reverse the negative impact of past academic failures at College of Marin without course repetition.

- Academic renewal may only be requested once at College of Marin and at any California Community College in accordance with state regulation.
- Academic renewal is not automatic.
- Academic renewal actions are irreversible.

All course work granted academic renewal status shall not be computed in the student's grade point average or non-progress grade percentage and this shall be noted on the student’s permanent record. All course work shall remain legible to assure a true and complete academic history.

The Office of Admissions and Records shall maintain a record of action taken under academic renewal. Academic Renewal does not guarantee that other institutions outside the District will approve any California Community College in accordance with state regulation. The determination will be made by the respective transfer institution. Specific courses and/or categories of courses that are exempt from academic renewal will be described in the current College Catalog.

Academic Renewal procedures may not conflict with the District’s obligation to retain and destroy records or with the instructor’s ability to determine a student’s final grade.

**Students who have been awarded an Associate Degree may not apply for Academic Renewal. Note: coursework completed after the Associate Degree is awarded may be considered for Academic Renewal. Students who have been awarded a Career or Skills Certificate may apply for Academic Renewal providing the courses requested for academic renewal were not applied towards the Career or Skills Certificates.**

Students may file a petition with the Office of Admissions and Records to have their academic record reviewed for academic renewal of substandard academic performance under the following conditions:
1. Students must have completed 24 units at a satisfactory level (minimum 2.00 grade point average (GPA)) or achieved a 3.00 grade point average (GPA) in 12 letter-graded units or a 2.00 GPA in 24 letter-graded units subsequent to the coursework to be alleviated. These units must be earned subsequent to any grade of D, F, NC or NP. Work from other colleges with recognized accreditation may be considered.
2. A maximum of 24 units of substandard course work may be eliminated from consideration in the cumulative grade point average. Substandard grades are any grades lower than a “C,” “CR” (Credit) or “P” (Pass).

3. At least one year must have elapsed from the time the substandard course work to be removed was completed.

4. Students' most recent semesters utilized to demonstrate that the substandard work is not a reflection of the student's ability must not include grades below “C”, “I”, “IP”, “FW”, “NC,” or “NP” grades D, F, I or NC and NP grades. (Semesters with lined-out grades below “C”, “FW”, “NC,” and “NP” grades D, F, NC and NP grades do not count towards Academic Renewal.)

5. Courses used to demonstrate improved academic ability cannot be all physical activity courses.

page 24:
(under ACADEMIC INFORMATION)

**Independent Study**
Procedures for Approval of Independent Study

- Students must have completed 12 degree applicable credit units at College of Marin.
- Students must be in good academic and progress standing, and have earned a cumulative GPA of 2.0 at College of Marin.
- The Independent Study Contract must be completed by the student, approved by the instructor, and signed by the department chairperson.
- The Independent Study Contract must be submitted to the Admissions and Records Office by the add deadline last day to add full-term classes.

page 29:
(under ADVANCED PLACEMENT/ACADEMIC CREDIT)

**Credit by Examination**
Credit by Examination is optional for the faculty member and for the department. Students must contact each department or individual faculty member for specific requirements and departmental policies.

There is a 12-unit limit per department on the total number of units earned by examination, subject to the conditions outlined below.

1. A student must submit a Petition for Credit by Examination, with the instructor's approval, to the Office of Admissions and Records.
2. Re-examination for credit in a given course will not be allowed.
3. The student may be graded on a Pass/No Pass or letter-graded basis. The grade earned shall be binding and become a permanent part of the student's academic record and will appear with a "Credit by Examination" annotation indicating the grade has been earned through Credit by Examination.
4. If the student fails the Credit by Examination course, the student may reenroll in the course by Census Date, with the consent of the instructor. The failed grade will appear on the transcript.
5. The course being challenged must be offered in the semester in which the examination is being taken.
6. The student will be eligible for Credit by Examination after successfully completing 12 units at College of Marin (C grade or better). Students eligible for Credit by Examination must have already completed 12 units at College of Marin, and be in good academic standing at College of Marin.
7. Courses completed through Credit by Examination shall not be used toward the 12-unit residency requirement for the Associate Degree or Certificate.
8. Credit by Examination counts as an enrollment for repeatability purposes.
9. Courses successfully completed through Credit by Examination can be used for course lineout and in determining academic renewal eligibility. The student’s grade shall be reported by the instructor on the final scanner report at the end of the term. Students may not apply these courses toward part- or full-time status to receive financial aid, veterans’ benefits, or other student verifications.

SECTION 4: Graduation and Degree Requirements

pages 47-48:
(under GENERAL EDUCATION)

General Education Courses
One course from each category required for graduation (19 units minimum).

D: COMPOSITION, WRITTEN
ENGL 150 – Reading and Composition 1A

SECTION 5: Transfer Information

page 57:
(under CSU TRANSFER INFORMATION)

2013-2014 CSU General Education Program

B-2 LIFE SCIENCE (BIOLOGICAL)
Anthropology 101
Environmental Science 138*
Kinesiology 107

page 58:
(under “College of Marin Courses Transferable Toward Baccalaureate Degree Credit at the California State University”)

Courses are accepted by California State University for credit toward the baccalaureate degree that College of Marin designates as appropriate for baccalaureate credit. These courses are designated in this catalog with the symbol “(CSU)” at the end of their descriptions. To determine whether a course fulfills a requirement for a major, consult the catalog of the school to which you intend to transfer or online at ASSIST (www.assist.org), and a counselor. College of Marin credit courses numbered 99 or below are generally not CSU-transferable (Exceptions: PE 70-80). College of Marin credit courses numbered 100 or above are generally CSU transferable, with the following exceptions:

The following courses are not CSU-transferable:
Biology 270
Dental Assisting 100

**English 120AC**
Mathematics 101, 101AB, 101XY, 102G, 103, 103AB, 103XY, and 199

Nursing Education 100

**SECTION 6: Course Descriptions**

page 66:
(under Prerequisites, Corequisites, and Advisories)

**Corequisites**
A corequisite is a condition of enrollment consisting of a course that a student is required to take simultaneously in order to enroll in another course. Courses that require corequisites include courses that are part of a closely related lecture-laboratory pairing; for example, **English 92 and English 92L, Biology 110 and Biology 110L**. Students may not enroll in one without enrolling in the other.

**Advisories**
An advisory is a condition that a student is advised, but not required, to meet before or in conjunction with enrollment in a course or educational program. **For example, students enrolled in Biology 110 are advised to also enroll in Biology 110L.**

page 95:
**BUSINESS**

**BUS 129: The Art of Selling**

*1.5 Units. 1 lecture and 1.5 lab hrs/wk. No prerequisite.*

Through active participation, students/entrepreneurs learn how to gain and maintain a competitive edge by developing effective sales strategies and techniques. The course covers all phases of the selling process. Participants learn the "how" as well as the "why" of selling and then have an opportunity to apply these techniques in a critiqued videotaped sales presentation. *(CSU)*
page 122:

DRAMA

DRAM 160: Production Stagecraft
1.0 Unit. 3 lab hrs/wk. Repeat: 3. No prerequisite. Advisory: Drama 150.
This general course in the practical aspects of stagecraft and production support includes set, properties and costume construction and organization; theatrical lighting; stage rigging; sound development; shop organization; and production office support. (CSU/UC) CSU Area C-1

DRAM 161: Production Preparation - Sets and Properties
1.0 Unit. 3 lab hrs/wk. Repeat: 3. Prerequisite: Drama 160.
Practical participation in the construction of scenery and properties for a staged production. (CSU/UC) CSU Area C-1

page 127:

EARLY CHILDHOOD EDUCATION

ECE 226: Exploration and Discovery in Math and Science
3.0 Units. 3 lecture hrs/wk. Prerequisite: ECE 101 or 110.
This course familiarizes students with elements of the scientific method and how those elements can be present in curriculum for young children. Students actively explore math and science concepts suitable for young children, and develop and implement age-appropriate activities to explore those concepts. (CSU)

page 134:

ENGLISH

ENGL 120AC: Accelerated Introduction to College Reading and Composition
5.0 Units. 5 lecture hrs/wk. Prerequisite: ENGL 92 and 92L or English Placement Test.
In this rigorous, accelerated course, students develop skills in reading, writing and critical thinking to prepare for ENGL 150 and for success in other courses with college-level reading and writing tasks. The course emphasizes writing clearly, and constructing logical, well-supported arguments; it focuses on standard English usage, diction, punctuation, grammar, and sentence variety within the context of the essay. Assignments show interconnections among readings, personal experience, research, observation, and class discussion.

page 149:

GEOGRAPHY

GEOG 127: Introduction to Geographic Information Systems
3.0 Units. 3 lecture hrs/wk. Prerequisite: GEOG 125.
An interdisciplinary exploration of the true power of Geographic Information Systems (GIS) Spatial Analysis. Using lecture with hands-on computer time, the course teaches students how to analyze spatial data and find hidden patterns or relationships, and present these results in graphic form using ArcGIS software. Includes a project module that stresses accession and application of spatial data in the student’s chosen academic area of interest. (CSU)
MULTIMEDIA STUDIES

MMST 146: Video and Sound I: Editing
3.0 Units. 2 lecture and 3 lab hrs/wk. No prerequisite.
A conceptual and practical framework for artistic and production video techniques. The course provides hands-on experience in the various production techniques of video editing, including organization, source material, audio, exporting, logging, and archiving. (CSU)

MMST 156: Video and Sound II: Advanced Editing
3.0 Units. 2 lecture and 3 lab hrs/wk. Prerequisite: MMST 146.
This course offers intermediate and advanced video editing techniques. Topics include asset management, HD and/or 3D source material, stereo and surround audio, exporting to various formats, and color correction. Through hands-on exercises and projects, the course develops creative and technical skills for advanced video editing. (CSU)

MMST 176: Video Effects II: Advanced Techniques
3.0 Units. 2 lecture and 3 lab hrs/wk. No prerequisite.
This course offers advanced video editing techniques using effects. Topics include 3D, motion tracking, character animation, and color. Through hands-on exercises and projects, the course develops creative and technical skills using dynamic effects for motion and composites. (CSU)

MUSIC

MUS 261: Small Ensemble Techniques
1.5 Units. 1 lecture and 3 lab hrs/wk. Repeat: 3. Prerequisite: Standardized audition.
This class focuses on improving the skills of the musician in a small ensemble. Recommended for students who have already had chamber music or other small ensemble experience. (CSU/UC)

MUS 262: Small Ensemble Techniques
1.5 Units. 1 lecture and 3 lab hrs/wk. Repeat: 3. Prerequisite: Standardized audition.
This class is designed to improve the practice, rehearsal, and performance skills of musicians in large music ensembles. Previous large ensemble experience is recommended. (CSU/UC)

MUS 279: Strings IV
1.0 Unit. 0.5 lecture and 1.5 lab hrs/wk. Repeat: 3. No prerequisite. Advisory: Music 278.
Continuing advanced study of an orchestral string instrument. (CSU/UC)

MUS 288: Advanced Voice Workshop
1.0 Unit. 0.5 lecture and 1.5 lab hrs/wk. No prerequisite. Advisory: Music 282.
Advanced instruction in the fundamental techniques of singing, principles of tone production, and voice development, with emphasis on advanced vocal literature. (CSU/UC)