

COLLEGE OF SAN MATEO

INFORMATION COMPETENCY REQUIREMENT EQUIVALENCY PETITION POLICY and FORM- Fall 2015-Sp 2017

Students with catalog rights beginning with the Fall 2010 semester must satisfy the CSM Information Competency requirement prior to graduation. It can be satisfied by:

1. A minimum grade of C or P in any one of the following CSM courses: English 100 or 105 (*Fall 2015 or later*), BUSW 530, CIS 110, CRER 129, DGME 100, DGME 102, LIBR 100, LIBR 105, Math 145, or NURS 242.
2. Earning a grade of C (or higher) or P in LSCI 100 at Skyline College or LIBR 100 at Cañada College.
3. Earning a grade of C (or higher) or P in an equivalent course or satisfying an information competency requirement at a college outside of the San Mateo Community College District that meets the College of San Mateo standard of Information competency*.
4. A score of 70% or higher on the CSM Information Competency Proficiency Exam. Exams can be scheduled on Websmart via the Student Services "Schedule Appointments" link. The exam can only be taken once.

* To apply for approval of an equivalency to satisfy the CSM Information Competency Requirement, fill out and submit the *College of San Mateo Information Competency Equivalency Petition* which is available at <http://collegeofsanmateo.edu/forms/docs/admissions/InformationCompetencyPolicy.pdf>

College of San Mateo Information Competency Standard

Information competency, sometimes referred to as information literacy, consists of the ability to locate, evaluate and ethically use the information that satisfies an information need. College of San Mateo 's Information Competency Standard is derived from the Information Competency Position Statement set forth by the American Association of Community Colleges which is based on the Information Literacy Competency Standards for Higher Education approved by the Association of College and Research Libraries (ACRL) in 2000.

Community college students must be information literate learners who can:

- Determine the extent of information needed
- Access the needed information effectively and efficiently
- Evaluate information and its sources critically
- Incorporate selected information into one's knowledge base
- Use information effectively to accomplish a specific purpose
- Understand the economic, legal, and social issues surrounding the use of information, and access and use information ethically and legally

This standard will be under review in 2016/17 and will be updated to better align with the new Framework for Information Competency in Higher Education that was approved by ACRL in February, 2015.

College of San Mateo
INFORMATION COMPETENCY REQUIREMENT EQUIVALENCY PETITION FORM

Directions: Complete the information below to request an equivalency for a course or information competency requirement that was completed at another college. Attach a copy of the course or requirement as it appeared in the college catalog during the year that you completed the requirement and an unofficial transcript that shows your grade or that you satisfied the requirement. You will be notified by phone or email of the outcome of your request. **Submit your petition to a librarian at the REFERENCE DESK at the CSM Library-Building 9 (upstairs): Phone: 650-574-6232.**

PLEASE PRINT CLEARLY

Name: _____ CSM ID#: G _____

Address: _____ City: _____ Zip: _____

Telephone: () _____ CSM email: _____@my.smccd.edu Date: _____

_____ **I WANT TO SUBSTITUTE AN EQUIVALENT COURSE OR INFORMATION COMPETENCY REQUIREMENT THAT I COMPLETED AT ANOTHER COLLEGE.**

If your petition is approved, you are responsible for submitting an official transcript to the Office of Admissions and Records verifying completion of the course or equivalent information competency requirement. Students who are requesting to substitute an equivalent course taken at Skyline or Cañada may submit an unofficial transcript.

1. Course name & number or name of equivalency _____
2. Name and city of the college where you satisfied the equivalency _____
3. What year did you complete the course or equivalency? _____
4. How many units was the course? _____ What was your final grade? _____

Student Signature: _____ **Date:** _____

The area below is for office use only:

_____ **Approved:** If you have not already done so, provide the CSM Admissions and Records Office with an official transcript showing that the course or equivalency has been successfully completed (grade of C or higher) at another college.

_____ **Denied:** You have not yet satisfied the CSM Information Competency requirement.

Comments: _____

Reviewed by Name/Title: _____ **Date** _____
