The Instructional Services Division is responsible for the administration of the various educational programs offered by the MiraCosta Community College District. With the assistance of department chairs, lead instructors, deans and directors, the instructional programs are proposed, developed, and implemented for the primary purpose of providing opportunities for students to reach desired educational goals.

1. **Curriculum Development** (See Procedure VII.B-01)

   The Board of Trustees assigns primary responsibility for developing and recommending the adoption or discontinuance of courses or programs to the faculty, coordinated by the Instructional Division. The Academic Policies and Procedures Committee of the Academic Senate will be the recommending body for curriculum.

---

**Effective Date:** 1/21/92

**Adoption History:** Revised 5/4/94, 4/4/00, 2/17/04, 6/19/07, 6/3/08

**References:** EC 70901, 72207, 72283, 78107, 78901; T5 5502, 5505, 55002, 55201, 55202, 55510, 55750 et seq., 55756, 55761, 55800 et seq., 58106, 58161

*MiraCosta Community College District*
Each course must have a course of study approved by the Academic Policies & Procedures Committee (AP&P), which is then kept on file in Instructional Services. The Board delegates curriculum development and may review minutes of the AP&P Committee to assure that the curriculum reflects the philosophy and mission statements and the strategic goals adopted by the Board. Course of study outlines are required by regulations contained in Title 5 of the California Administrative Code. These documents will be revised regularly as course objectives and content change.

Title 5 regulations will be adhered to in the development of vocational courses, directed studies courses, general education courses, topics courses, and the repeatable courses.

Curriculum leading toward transfer, the Associate degree, occupational Certificates of Competence, as well as diplomas and certificates in the noncredit program will be offered by MiraCosta College. New educational programs will be initiated as student and community needs dictate, within the limits of the financial ability of the College.

2. Criteria and Standards for Graded Classes

Courses offered by MiraCosta College for college credit will meet all criteria and standards required by the Board of Governors of the California Community Colleges.

3. Repetition of Courses

Students may repeat any course in which a grade of D, F, NC, or NP has been received two times in order to raise the grade. Exceptions, such as extenuating circumstances, including mandated training required as a condition of employment, accidents, illness, or other circumstances beyond the control of the student may be allowed by petitioning the Committee on Exceptions. Activity and skill courses, as approved and listed in the course catalog, are allowed additional course repetitions. Students may petition the Committee on Exceptions if they believe circumstances justify repetition for other reasons.

4. Grading Standards (See Procedure VII.B-04)

Evaluative and non-evaluative symbols (defined in the MiraCosta College catalog) will be used to measure student performance. The faculty, administration, and Board of Trustees periodically will review this grading policy, which will be printed annually in the college catalog, thus assuring MiraCosta College’s compliance with Title 5 regulations.

5. Copyright Law (See Procedure VII.B-05)

All students, staff, and faculty at MiraCosta College are expected to comply with United States copyright law. Copyright provides legal protection for creative works or, more generally, for any expression of an idea when fixed in a tangible medium. It intends to balance fair and reasonable access to information with protecting the rights of the copyright holder. Copyrighted material includes such items as books, articles, films, videos, photographs, music recordings and scores, plays, visual art, and architectural drawings. With the advent of the Internet, e-mail, Web information, graphics, databases, and software have been added to the copyright umbrella, thus extending copyright to digital works or those transformed into a digital format. Actions such as copying, distributing, downloading, and uploading information on the Internet may infringe the copyright for that information.
In order to use a copyrighted work, one must either have the permission of the copyright holder or qualify for exemption under the provisions of fair use. (The copyright holder is usually the creator of a work but also may be the institution or person who hired the creator.) MiraCosta College abides by the provisions of fair use as spelled out in Sections 107 and 108 of the revised Copyright Act of 1976, the Digital Millennium Copyright Act (DMCA) of 1998, and the Technology, Education and Copyright Harmonization Act (TEACH) of 2002.

The District does not sanction the illegal use of someone else's work in any form. Willful infringement of copyright law by a District employee may result in disciplinary action and personal liability in the event of a loss to the District resulting from litigation.

In the event of an alleged copyright infringement on MiraCosta College's computer system, a notice should be sent to the District-based Designated Agent for Notification of Claims of Infringement listed on the United States Copyright Office website at http://www.copyright.gov/onlinesp.

For further information on the disposition of copyrighted materials and their fair use, refer to Board Administrative Procedure No. VII.B.5 or the Library Copyright Guidelines, or contact the Academic Information Services Department.

6. Remedial Limits

Students who do not attain full eligibility status for degree-applicable credit courses within 30 units of college-preparatory course work will be restricted to taking only noncredit courses, non-degree applicable courses that do not involve remediation, and those degree-applicable credit courses that do not have basic skills prerequisites or advisories on recommended preparation.

Two types of students are exempted from the limitation on remedial course work: students enrolled in one or more courses in English as a Second Language or students identified by the District as possessing a learning disability, defined in Section 56014 of Title 5 of the California Code of Regulations.

Other non-exempted students may request a waiver of the limitation on remedial coursework by appealing to the Committee on Exceptions. To validate their requests, students must submit transcripts showing significant, measurable progress toward the development of skills appropriate to enrollment in degree-applicable credit courses. Among the reasons deemed acceptable are 1) the student needs only one course to complete all the college-preparatory requirements, 2) the student has attempted and passed the bulk of non-degree appropriate courses, or 3) the student is performing satisfactorily in college-level courses. Such waivers, if granted, will be given for specified periods of time or for specified number of units.

7. Requirements for Graduation

MiraCosta College shall offer the Associate in Arts and Associate in Science degrees. To obtain an Associate degree, students must complete at least 60 units of approved coursework including a minimum of 18 units in a college defined major; twelve (12) units in residence (at least six of these last twelve (12) units must be taken at MiraCosta College); completion of area requirements prescribed by the State of California in natural sciences, social sciences, humanities, and learning skills; and completion of subject areas prescribed by the MiraCosta Community College District Board of Trustees. Within the major requirements, students must obtain a “C” grade or better in each course.
8. College Certificates

Students may obtain Certificates of Achievement and Certificates of Proficiency through MiraCosta College.

Certificate of Achievement

The Certificate of Achievement is awarded to students who complete a state-approved program of study that is a minimum of 18 units or more. In some cases, state-approved Certificates of Achievement of 12 units or more may be awarded to students. Certificates of Achievement have been state approved, and thus will be printed on each recipient student’s transcript. Within the certificate requirements, students must obtain a “C” grade or better in each course. Of the last 12 units completed in the certificate, six must be completed in residence at MiraCosta College. Students who meet the Certificate of Achievement requirements (18 units or more) may also obtain an Associate Degree by fulfilling the general education requirements and other requirements for each of these degrees.

Certificate of Proficiency

The Certificate of Proficiency is a locally-awarded certificate granted to students who complete a course of study that is typically less than 18 units. Certificates of Proficiency are not printed on student transcripts. Within the certificate requirements, students must obtain a “C” grade or better in each course. At least six or the maximum number of units required for the certificate, whichever is less, must be completed in residence at MiraCosta College.

9. Prerequisites, Corequisites, and Advisories on Recommended Preparation

The MiraCosta Community College District adopts the following policy in order to provide for the establishing, reviewing, and challenging of prerequisites, corequisites, advisories on recommended preparation, and limitations on enrollment in the manner consistent with law and good practice. The Board recognizes that in order to balance student access and student success, prerequisites, corequisites, and advisories must be established cautiously and carefully with the intent that prerequisites/corequisites will be established only where they are vital to maintaining academic standards and will be avoided where they are not needed. The policy adopted by the MiraCosta College Board fosters an appropriate balance between these two concerns of student access and student success.

a. Limitations on Enrollment

MiraCosta Community College District ensures open enrollment subject to health and safety considerations, facility limitations, etc. The District has established procedures for determining who may enroll in courses for which there are limitations on enrollment, provides for student challenges to the limitations on the grounds specified in Title 5, handles challenges to enrollment limitation in a timely manner, and waives the enrollment limitation if the challenge is upheld.

b. The Model District Policy (See Procedure VII.B-08-b)

The Board-adopted policy establishes the process outlined in the Model District Policy for determining necessary and appropriate prerequisites, corequisites, and advisories and their respective level of scrutiny, including data collection where appropriate. Prerequisites, corequisites, and advisories are defined in college publications and class
schedules and the specific prerequisites, corequisites, and advisories are identified in these same publications.

c. Role of the Curriculum Committee

The Academic Policies and Procedures Committee (AP&P) analyzes proposed requisites and limits in enrollment according to the process outlined in the Model District Policy, recommending establishment of such when appropriate. AP&P reviews each course outline of record to determine if an associate degree credit course shall require a prerequisite or corequisite to improve materially students' likelihood of success.

AP&P recommends establishment of prerequisites or corequisites for each non-degree-applicable course, where appropriate. AP&P conducts regularly a program review of each department reviewing requisites/advisories no less than once every six years.

d. Communication/Computation Requisites

Communication or computation prerequisites or corequisites for any course other than a communication or computation course are based on content review and data gathered according to sound research practices showing that a student is highly unlikely to succeed without the prerequisite or corequisite. If the Academic Policies and Procedures Committee determines that success in associate degree credit courses is dependent on communication or computation skills, it establishes eligibility for enrollment in associate degree credit course(s) in English and/or mathematics as prerequisites or corequisites. The District ensures that precollegiate basic skills reading, writing or math courses that serve as prerequisites or corequisites are offered with reasonable frequency and that the number of available sections is reasonable, given student need.

e. Departmental Responsibilities

Departments propose prerequisites, corequisites, advisories on recommended preparation and certain limitations on enrollment, examine each using the required level of scrutiny and then recommend to the Academic Policies and Procedures Committee. The District ensures that associate degree credit courses and basic skills courses (including those with prerequisites and corequisites) are taught by qualified instructors and in accord with the course outline of record, particularly those aspects of the course that are the basis for any prerequisite or corequisite.

f. Admissions and Records Responsibilities

MiraCosta College determines students' satisfaction of a prerequisite prior to enrollment or permits enrollment pending verification and ensures that enrollment fees are promptly refunded to students who are involuntarily dropped from courses for failure to complete the prerequisite successfully.

g. Challenges to Requisites

The College resolves challenges (made on grounds specified in Title 5) to prerequisites and corequisites in a timely manner and, if the challenge is upheld, allows the student to enroll in the course or program. Specific information concerning the challenge procedure will be available after June 1, 1994, in the Admissions and Records Office, Counseling Office, and Transfer Center.
10. **Program Review**

Program Review is used by the faculty and administrators to gather information for initiating, expanding, reducing, consolidating, and terminating programs. In each area of study, discipline specialists complete an annual data review, a third-year recertification, and the sixth-year comprehensive report. The Program Review Process is detailed in the AP&P, Program Review Guidelines developed and maintained by the Academic Policies and Procedures Committee.

11. **Program Elimination Policy**

Providing excellent educational programs that prepare our students to meet the challenges in their chosen field is the goal of the College. Just as new programs are developed and integrated into the College offerings, programs that are no longer viable must be eliminated. The Program Elimination Process and Procedures serves as a tool that keeps the college program contemporary, dynamic and pragmatic. The Program Elimination Process and Procedures are described in the AP&P, Program Review Guidelines developed and maintained by the Academic Policies and Procedures Committee.

12. **Catalog/Schedules/Bulletin**

The Course Catalog is published once a year to help guide students’ progress toward degrees and certificates. It contains course descriptions, programs, transfer and degree requirements, policies, and procedures.

The Schedule of Classes is published each term to inform students of which credit courses are available for enrollment. It includes enrollment information, important dates and deadlines, policies, and procedures.

The Bulletin is published each term and contains information on noncredit course offerings and programs. Continuing Education for Adults, and Community Services workshops, classes, excursions, and events.

13. **Intellectual Property Rights**

MiraCosta College will take three factors into consideration in determining whether the faculty member, the college, or both have rights of ownership. These three factors are creative initiative for the new work; control of the content; and any extraordinary compensation or support provided. The following policy statement is taken from this document.

a. **Creative Initiative:** In almost every situation, the unpublished syllabus and course materials (lecture notes, quizzes, exams, and lab exercises) created by an individual faculty member will remain his or her property and under his or her control, since the faculty member controls the expressions used in the syllabus, the quality of the syllabus, and the course content.

b. **Control:** As long as the materials remain unpublished, or at least not generally circulated beyond the students in the class, the instructor has complete control over the creation, modification, and even access to the materials. However, instructors must realize that if they choose to widen access and materials by publishing them on the World Wide Web, they have reduced control and thus, have increased the opportunity for others to build on what they have created. In this regard, when materials are placed on the Web, it becomes increasingly difficult for the college to provide protection of the individual faculty member’s control of his or her created works.
c. Compensation: When the individual faculty member uses a multimedia facility on campus that the College makes available for staff, students, and faculty to use for instructional multimedia projects, then the college has not committed extraordinary resources to the individual faculty member, and to the extent that the work created is an independent effort of the faculty member, then the faculty member owns all or most of the rights of the work. However, if the college commissions the faculty member to create a work, or compensates the faculty member for the creation of a work in a manner not readily available to all faculty or staff members, then the college may own some of the property rights. If it appears that such a situation may occur, the faculty member and the college should—before the arrangement for compensation is made—decide who will own the rights or how the ownership of the rights are to be divided. Likewise, if the faculty member hires a student, or compensates someone else, to create work for him or her, this work is guided by the “work-for-hire” rule, a fundamental form in the U.S. Copyright Law, he or she shall be aware that just because he/she may have paid someone to create a new work, does not mean that faculty member owns the copyright to that person’s work.

d. Multimedia Projects: If such a project incorporates materials from other sources or from the public domain, the instructor may have a copyright to the original organization or compilation of the works, but no claim to the borrowed portion.

14. Research Policy

Recognizing their responsibility to MiraCosta College, individuals who engage in research are knowledgeable and skilled in research technique and use sound and defensible methodology. They conduct and report investigations in a manner that minimizes the possibility that results will be misleading, inaccurate, and/or deceptively incomplete.

For all research projects, it remains at the discretion of the classroom instructor whether class time will be allotted for research purposes. Students shall be informed that they have the right not to participate in the research project, and they may withdraw from the research project at any time, without a resulting penalty.

A consent form will be required and permission to use human subjects must be obtained from the MiraCosta College Institutional Researcher (or an employee designated by the Institutional Researcher as knowledgeable in research design and methodology) when:

a. The researcher is not a MiraCosta College employee, or

b. The researcher is a MiraCosta College employee, but the intended research project is not part of the person’s responsibilities at MiraCosta College (e.g., the person wishes to collect data for a master’s thesis or dissertation).

The design of the consent form shall carefully reflect the process of informed consent, i.e., introduce the investigator to the subject; indicate why the subject is requested to participate in the study; articulate the purpose of the study; clearly separate the research procedures from any standard treatment; inform the subjects of the risks and benefits of participation; and ultimately document the subject’s willingness to participate in the project.

Research consultation forms and research participant consent forms are available in the MiraCosta College Office of Institutional Research, the Office of Instruction, and the Office of the Vice President, Student Services.
CHAPTER: Instructional Services

Academic Support

<table>
<thead>
<tr>
<th>VILC SYNOPSIS:</th>
<th>Policy</th>
<th>Procedure</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Articulation Agreements</td>
<td>*</td>
<td>VII.C-01</td>
</tr>
<tr>
<td>a. Colleges/Universities</td>
<td>*</td>
<td></td>
</tr>
<tr>
<td>b. High Schools</td>
<td>*</td>
<td></td>
</tr>
<tr>
<td>2. Field Trips</td>
<td>*</td>
<td>VII.C-02</td>
</tr>
<tr>
<td>3. Textbooks/Supplies</td>
<td>*</td>
<td></td>
</tr>
</tbody>
</table>

1. Articulation Agreements (See Procedure VII.C-01)

a. Colleges/Universities

To facilitate the transfer of students to four-year colleges/universities, the MCC Articulation Officer will initiate, develop, maintain and disseminate written faculty approved documents called articulation agreements. Articulation agreements include transfer course lists, general education requirements, major preparation agreements, and course-by-course agreements. Such articulation agreements are vital to the transferring student so that adequate preparation will result in normal progress toward a baccalaureate degree.

b. High Schools

The Board authorizes and expects the staff to develop and implement Two-Plus-Two Articulation Agreements with high schools served by the College. Such agreements will provide for students to be granted college credit and/or accelerated placement in recognition of outcomes obtained in high school classes which are determined to be comparable to the competency objectives of MiraCosta College classes in the same subject area.

The Articulation Officer will facilitate the process of developing articulation agreements. Courses to be included in the agreements will be determined by faculty members in academic or vocational departments. The Vice President, Instruction, is authorized to approve such agreements on behalf of the College, upon department recommendation.

An approved agreement will remain in effect until either party makes curriculum changes which would affect student competency requirements.

Effective Date: 1/21/92

Adoption History: Revised 5/15/01

References: EC 72640 et seq., 78920, 78930; T5 55225

MiraCosta Community College District
2. **Field Trips** (See Procedure VII.C-02)

In keeping with the mission of the California Community Colleges and the stated goals and objectives of the College, field trips are encouraged as an important adjunct to the educational process. Since all field trips are viewed as an extension of the classroom, they must be approved in advance and be supervised by district faculty. It is believed that field trips provide additional civic, physical, recreational, social, and/or intellectual development of the students and community.

If a trip destination for a class field trip or a student organization activity is outside the state of California, then written approval for the trip must be obtained from the appropriate vice president. In addition, the Director, Benefits/Risks Manager must be informed in writing.

MiraCosta Governing Board policies will govern all field trips and excursions out-of-state, including foreign travel. Detailed guidelines for field trips will be maintained in Board administrative procedures and in the Faculty Handbook.

3. **Textbooks/Supplies**

The College will not furnish textbooks or course supplies which students keep in their own possession. The college bookstore shall maintain an adequate supply of texts for purchase by students. Final approval of all texts and manuals used in college classes is delegated by the Board to the Superintendent/President or his/her designee. An instructor can request a change in text by making said request on the proper form, getting the signature of the department chair, and then forwarding the form to the Office of Instructional Services. All textbook changes shall be made only for the purpose of improving instruction.