

Articulation is an ongoing process overseen by the articulation officer, a faculty position reporting to the Office of Instructional Services. This individual develops and maintains articulation agreements with transfer institutions, with a primary focus on the University of California (UC) and California State University (CSU) systems.

The articulation officer advises faculty, departments, the Courses and Programs Committee (CPC), and administrators about changes in CSU/UC system and campus requirements, California Community Colleges Chancellor's Office (CCCCO) requirements, and any legislative requirements that will impact curriculum at the college.

The articulation officer oversees compliance of curriculum-based transfer programs, such as Cal-GETC, and programs required by the CCCCCO, such as the course identification numbering system (C-ID) and Associate Degrees for Transfer (ADTs). The articulation officer works with faculty to initiate, create, revise, and submit courses appropriate to these programs.

The articulation officer communicates on a regular basis with counselors and evaluators to ensure that college academic policies, legislation, and title 5 requirements are interpreted and implemented correctly.

### **Types of Articulation Agreements**

- A. Transferable Course List Agreements: These agreements indicate which courses at MiraCosta College are accepted as baccalaureate level at the UC and CSU. At minimum, these courses are acceptable for transfer electives. All subsequent articulation agreements are based on the transferable-course lists.
- B. Major Preparation Agreements: These agreements specify which courses at MiraCosta College fulfill lower-division major requirements at a four-year institution (California public, private, and out-of-state). Supplemental admission requirements for selected majors may be included as part of the articulation agreement.

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#### **MiraCosta Community College District**

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Effective Date: 2/2/10, 9/1/15, 6/17/21, 8/31/23, 5/1/25  
Periodic Review: 3/18/16  
References: Title 5 §51022(b)  
Title 5 §55051  
ACCJC Accreditation Standard II.A.10  
Education Code §§66720-66744  
Reference Update: 1/15, 4/20/17  
CCLC Update: #30, 4/17  
Steering: CPC / AS

- C. General Education Agreements: These agreements indicate those courses that a student can complete at MiraCosta College to satisfy the general education requirements-at the CSU, the UC, and some private and out-of-state institutions.
- D. Course-by-Course Agreements: These agreements specify which courses at MiraCosta College have been accepted as comparable or equivalent to courses offered at a four-year college or university.

## **High School Articulation Credit by Exam**

### Articulation credit by exam definition

Articulation credit by exam is a course alignment process between K12, adult school, or noncredit career and technical education (CTE) classes and college career education (CE) courses designed to provide students with a nonduplicative sequence of progressive achievement and the potential to earn college credit through credit by exam. Articulation credit by exam requires an agreement between the institutions and assures students who demonstrate sufficient mastery of the student learning outcomes and course content, exhibited through the credit by exam process, can progress to the next level of postsecondary instruction.

Articulation credit by exam is designed to allow students in pre-collegiate programs (high school, adult school, or noncredit) to complete CTE training and receive college credit through appropriate title 5 guidelines. CE courses eligible for articulation credit by exam are limited to courses designated as vocational by the California Community Colleges Taxonomy of Programs. MiraCosta College and each high school district or adult school district/consortium shall negotiate articulation agreements for each course for which equivalent college credit will be granted. Terms and conditions of such agreements shall be the purview of the appropriate MiraCosta College discipline faculty. District fees are not charged for college units earned through articulation credit by exam.

### Initiating articulation credit by exam

The articulation request submission period is from December 1 through March 15; if approved, it goes into effect the following school year and is valid for two years. The process is coordinated by the Career Education Pathways coordinator or their designee. Requests are submitted by high school district or adult school district/consortium instructors, counselors, administrators, and/or other authorized individuals. A request may be submitted on behalf of multiple instructors at a high school district or adult school district/consortium.

Articulation requests must include the requester's course outline, final exam/project/portfolio, and the course student learning outcomes. Meetings between high school district or adult school district/consortium representatives and MiraCosta College discipline faculty may occur prior to or during the articulation request process to discuss course alignment. After reviewing the request, discipline faculty will approve the request, deny the request, or conditionally approve the request with recommended changes. If approved, the Career Education

Pathways coordinator or their designee will draft an articulation agreement to be signed. Signers for MiraCosta College will include the department chair and the appropriate school dean or their respective designee. Signatures required from high school district or adult school district/consortium partners include the instructor(s) and appropriate administrator(s).

### Equivalency standards

Equivalency standards shall be jointly agreed upon in writing by the discipline faculty and the high school district or adult school district/consortium instructor(s). Curriculum and equivalency standards shall be determined based on the college course objectives and student learning outcomes. Equivalency standards may include, but are not limited to, course content, sequence of presentation, instructional methodology, equipment, teaching materials, examination or proficiency tests, grade assignment, and student evaluation. MiraCosta College discipline faculty will determine who will proctor and assess the students' final exam/project/portfolio.

### Districtwide agreements

There shall be a common articulation agreement for each course, taught at high schools in the same district or adult schools in the same district, that qualify for equivalent college credit as long as the course outlines submitted with the request are the same.

### Agreement development

The Request for Articulation Credit by Exam Form and supporting documents, which initiate the articulation credit by exam process, shall be available on the MiraCosta College website. The Career Education Pathways coordinator or their designee will review each request for completeness and send to the appropriate discipline faculty member(s) and the articulation officer, as appropriate, for consideration and final approval. The Career Education Pathways coordinator or their designee will arrange meetings among appropriate high school and college district faculty to clarify issues and develop the agreements.

### Approval and review of existing agreements

Articulation agreements shall expire after two consecutive academic years, and the high school district or adult school district/consortium shall submit a new articulation request during the submission window to renew an agreement. MiraCosta College will review to assure appropriateness and continuing equivalency. In the event of modification to a course, all parties shall be given written notification within 30 days.

### Responsibility to report changes to courses

The Career Education Pathways coordinator shall publish a list of articulated courses. When there are changes to high school courses during the two-year articulation window, the high school liaison shall immediately contact the Career Education Pathways coordinator, who shall inform the MiraCosta College discipline faculty and articulation officer of changes and/or additions to high school articulated courses that may impact university articulations, ADTs, and/or common numbered courses. Discipline faculty may rescind the articulation agreement if there are changes that move

the high school course out of alignment.

If there is a change in high school instructor during the term of this articulation, the agreement remains in effect as long as none of the course content, including final assessment, changes. High school administration is responsible for ensuring that the new instructor is aware of the articulation agreement and follows all procedures and criteria explained in this agreement.

#### Student responsibilities

To receive college credit, the student must have submitted a MiraCosta College admissions application and completed the petition for credit by the appropriate deadlines provided to their high school instructors each school year. The student must earn a “B” or better both in the course and on the final assessment approved by MiraCosta College discipline faculty, demonstrating course competency.

#### High school district or adult school district/consortium responsibilities

High school district or adult school district/consortium instructors shall inform students and their families of the articulation agreement and the requirements for credit eligibility. High school district or adult school district/consortium instructors must adhere to all deadlines established by MiraCosta College.

#### When eligible college credit is granted

The Admissions & Records Office acknowledges the importance of timely transcription of articulation credit by exam grades and agrees to transcript grades by September 1 following the end of the academic year in which the student was enrolled in the articulated class. Grades under a “B” will not be transcribed; thus, the student will not have an enrollment record for the articulated MiraCosta College course.

#### Transcript notation

Articulated college credits will be coded on the student’s MiraCosta Community College District transcript with a “Credit by Exam (CBE)” notation next to the earned letter grade. Credit will be awarded for the academic year in which the course was taken.