



**ARTICLE 4100**      **ADMISSION AND REGISTRATION**

**AR 4111.5**      **Submission of Official Transcripts and Test Scores**

Students who have completed coursework at other institutions and intend to pursue a SMC degree or certificate, and/or CSU GE or IGETC certification must submit test scores (ie: AP, CLEP, GCSE higher level exams, IB, etc.) and official transcripts of all applicable coursework. All test scores and official transcripts must be sent directly from the awarding institution or agency to the SMC Admissions office.

*Reviewed and/or Updated: 12/11/01, 12/9/2015*

**AR 4111.6**      **Transfer Credit from Foreign Institutions for a SMC Degree/Certificate**

Santa Monica College may accept postsecondary foreign coursework toward the fulfillment of a degree and certificate requirements, on a case-by-case basis, subject to the limitations noted below.

1. All coursework from foreign colleges must first be evaluated by an approved agency in the United States that evaluates foreign credentials and transcripts. A current list of approved agencies may be found on the Admissions and Records website.
2. After evaluation by an approved agency, all requests for transfer credit will be reviewed by the Admissions and Records office upon submission of a written request for evaluation.
3. Elective credit units may be granted at the discretion of the Dean of Enrollment Services (or designee).
4. General Education credit for a specific course may be granted at the discretion of the Dean of Enrollment Services (or designee) in consultation with the appropriate department chair (or designee), if relevant.
5. The following general education requirements for SMC degrees must be satisfied at a U.S. regionally accredited college or university. However, courses taken outside of the U.S. thought to meet these requirements will be considered on a case-by-case basis by the appropriate Department Chair (or designee).
  - a. Area II, Social Science Group A
  - b. Area IV, Language and Rationality Group A
6. There is no limitation on the number of foreign coursework units that may be applied toward degrees at SMC. Grades for foreign coursework will not be calculated into the SMC GPA. Students are responsible for satisfying all other degree/certificate requirements, including units in residence.
7. Final decisions on major course equivalencies will be made by department chair (or designee). Students may be requested to provide certified translations of course descriptions and syllabi. Department chairs may deny approval at their discretion in the absence of sufficient documentation.
8. The acceptance of foreign coursework by Santa Monica College does not in any way imply, nor guarantee, that other two- and four-year colleges/universities will accept such coursework. These institutions will conduct their own evaluations.

*Reviewed and/or Updated: 4/29/03, 12/3/13, 5/14, 2/7/16*