

## AR 4100.2 Other Means to Satisfy Certificate or Degree Requirements (new AR#)

### ❖ From current SMC AR 4111.5 Submission of Official Transcripts and Test Scores (old AR#)

#### Submission of Official Transcripts and Test Scores-Reports (also in AR 4100)

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.

Per AR 4225 Credit Course Repetition, section 3(d)(c) and 4(b)(c), an SMC transcript will reflect excluded substandard coursework from the degree applicable grade point average that has been repeated either at SMC or another institution. In Transcript section or before section 1 in AR 4100

*Changes in Title 5: A student's academic record will be annotated to reflect college credit earned through such external and college examinations (see area 9 AR 4100). SMC shall post its External and College examination procedures on its website.*

Does Ed Code or Title 5 have any language on posting College/University units/grade pts on other college transcripts? Can we list only the name of Institution(s) attended?

From AR 4100:

*Official transcripts and test score reports from all relevant institutions/sources must be on file with the Admissions and Records Office at the time the graduation petition is submitted. Official transcripts/test scores must be submitted to Santa Monica College directly by the source institution. Transcripts/test scores from students will not be accepted.*

Revised: 12/11/01, 12/9/15

### ❖ From current SMC AR 4111.6 Transfer Credit from Foreign Institutions for a SMC Degree/Certificate (old AR#)

#### 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 **course equivalency** 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.

*Foreign Coursework: From AR 4100, which should we use?*

*Students who have satisfactorily completed courses from a foreign nation's accredited university may be able to apply the course credits toward a degree at Santa Monica College. Students should consult a counselor BEFORE requesting to have credits evaluated by an approved agency.*

*Courses must first be evaluated by an approved credential evaluation agency, and then reviewed by the Admissions and Records Office. Courses for the major/area of emphasis may also require approval by the department chair. Once courses are approved, their credit(s) may then be transferred to Santa Monica College. Units will be reflected in the SMC "cumulative total" units and on "non-SMC total" on the transcript. ?*

*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.*

*To have foreign coursework credits evaluated, students should contact one of the approved credential evaluation agencies as listed in the College Catalog and College website and request a detailed equivalency report that indicates for each course, its U.S. semester equivalency, and the grade the student earned. Once evaluated, the student meets with a counselor.*

Revised: 4/29/03, 12/3/13, 5/14, 2/7/16

**❖ From current SMC AR 4355 Graduation Proficiency Assessment in Mathematics (old AR#)**

**Graduation Proficiency Assessment in Mathematics (shld this be under local degree in AR 4100?)**

Consistent with degree requirements approved by the faculty, all Associate degree recipients must demonstrate proficiency in mathematics. Mathematics proficiency is demonstrated by completing one of the two options below:

Option 1. Students must satisfactorily complete a mathematics course at the level of Intermediate Algebra or another mathematics course at the same level or higher taught at an accredited college or university; or

Option 2. Students must complete one course from the Associate Degree General Education requirements in Area IV, Group B (Language and Rationality), and in addition satisfy either a or b below:

- a. Take the SMC Mathematics Assessment and demonstrate a proficiency level equivalent to or greater than Intermediate Algebra; or
- b. Pass the SMC Mathematics Proficiency Test administered by the Assessment Center. Students may take this test upon completion of a minimum of 30 degrees applicable semester units. ???

*Retesting for the Mathematics Proficiency Test is limited to one time only after a waiting period of eight (8) weeks. ???*

Revised: 11/14/06, 3/22/17