

AR 4100.7 Transcripts and Test Scores (New AR#)

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

Students are encouraged to meet with a counselor to discuss applicability of external credit (courses and test scores) toward a degree or certificate, as some coursework may not be accepted.

Submission of **External** Official Transcripts and Test Scores

Official transcripts and test score reports must be sent directly by the institution/agency to the office of Admissions and Records prior to the graduation deadlines to receive the degree and/or certificate.

Supporting Documents

Official documents must be maintained in the student's permanent record in the Admissions and Records Office. Such documentation includes (but is not limited to): official transcripts, test scores from College Board, International Baccalaureate Organization, military service separation papers, foreign transcript credit evaluations, etc.

Revised: 12/11/01, 12/9/15, May 17, 2023

Reference: **AR 4000, 4100.1, AR 4100.2, AR 4100.3, AR 4100.4, AR 4100.5, AR 4100.6, AR 4100.8, AR 4100.9 and AR 4100.10**

Education Code Sections 66055.8, 66746-66749, 70901, 78040-78043;

Title 5 Sections 40402-40403, 55002, 55009, 55022, 55052, 55070-72, 55250, 55270, 56032-56044 and 55060 et seq.

~~AR 4111.5 Submission of Official Transcripts and Test Scores (old AR#)~~

~~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.~~