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**Administrative Regulation**  
Chapter 4 – Academic Affairs

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**AR 4100.4 INSTITUTIONAL ACCREDITATION REQUIREMENT OF COURSEWORK**

**Institutional Accreditation**

As a general rule, only coursework from institutionally accredited institutions may be used in fulfillment of Santa Monica College degree or certificate requirements.

Counselors are encouraged to consult with the Articulation Officer on the possible applicability of coursework to meet a major or general education requirement before submitting a course substitution form. In general, non-institutionally accredited institutions coursework can be used to satisfy elective credits to earn a local associate degree.

Coursework from non-institutionally accredited institutions may be considered as prescribed below, and subject to approval from the appropriate Department Chair or the Dean of Enrollment Services or designee.

1. Credit from non-institutionally accredited institutions
  - a. Before coursework credit from a non-institutionally accredited institution is annotated to the SMC transcript:
    - i. The student must have earned at least 30 units from any combination of accredited institutions and 12 of these units must be from Santa Monica College.
    - ii. The cumulative GPA in those courses attempted must be at least a 2.0.
    - iii. The student must file the "Use of Non-institutionally Accredited Coursework Petition" with the Admissions and Records Office, indicating the coursework they propose to be considered. The Admissions and Records Office must have on file an official transcript of the coursework to be evaluated showing subjects, grades, and units. Course descriptions and syllabi may be required.
    - iv. Courses completed with a "C" or higher will be considered for major/area of emphasis course credit. Any major course taken on a "Pass/No Pass" basis with a grade of "P" shall count toward the units provided the "P" is equivalent to a "C" or better (grades and grade points will not be figured in the computation of the grade point average at SMC).
    - v. Courses completed with a "D" or higher will be considered for local general education or elective course credit. Any courses taken on a "Pass/No Pass" basis with a grade of "P" shall count toward the units provided the "P" is equivalent to a "D" or better (grades and grade points will not be figured in the computation of the grade point average at SMC). Courses will be considered based on goal and where applicable.

- vi. The total credit awarded for non-institutionally accredited coursework will be limited to 15 units, except as noted below:
  - Non-academic courses focused on the practice of religion or theology will not be accepted.
2. A registered nurse, who has a current California nursing license, may be granted 30 units of college credit from a non-institutionally accredited institution as prescribed below:
  - a. All other graduation requirements have been met; the student has successfully completed 30 units of degree applicable college coursework; and the student has met the 12 units in residence requirement.
  - b. Credit given to the student for their previous registered nursing coursework will meet the major requirements.
  - c. Credit will be listed on the transcript by subject field and units allowed.
  - d. If coursework at the non-institutionally accredited institution appears to duplicate courses completed at an institutionally accredited institution, a reduction of non-institutionally accredited credit will be made.
  - e. Credit will not be granted for private, non-institutionally accredited correspondence courses.
  - f. Records from institutions that are not fully institutionally accredited will be reviewed by the Dean of Enrollment Services. Some may qualify on the same basis as fully institutionally accredited institutions.
3. Regardless of the number of units awarded for non-institutionally accredited coursework, students must complete required courses for the major/area of emphasis for the degree or certificate at Santa Monica College. Students may petition to the department chair or articulation officer (as appropriate) to determine if non-institutionally accredited coursework meets or exceeds the requirements of comparable SMC required courses.

*Reference: AR 4100, 4100.1, AR 4100.2, AR 4100.3, AR 4100.5, AR 4100.6, AR4100.7, 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.*

*Revised: 4/29/2003, 7/22/08, 5/17/11, 12/3/13, 3/1/17, 12/1/21, 11/21/2023*

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*From former SMC AR 4350 Graduation Requirements*

*Revised: July 22, 2008 (for AR 4350); November 2, 2010 (for AR 4354, AR 4354.1, and AR 4354.2); May 17, 2011 (for AR 4350); June 7, 2011 (for AR 4351); December 3, 2013 (for AR 4350); May 2014 (for AR 4111.6); April 7, 2015 (for AR 4354); April 28, 2015 (for AR 4351); December 9, 2015 (for AR 4111.5); February 7, 2016 (for AR 4111.6)*

*Replaces SMC AR 4111.3, AR 4111.5, AR 4111.6, AR 4350, AR 4351, AR 4352, AR 4353, AR 4354, AR 4354.1, AR 4351.2, AR 4355, AR 4356 and AR 5130*

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