



ADMISSIONS & RECORDS OFFICE

1900 Pico Blvd. ♦ Santa Monica, CA 90405 ♦ Phone: 310-434-4380 ♦ Fax: 310-434-3645

Use of Non-Accredited Coursework Petition

Per Administrative Regulation 4350, and subject to the approval of the Dean of Enrollment Services, students may request that up to 15 units of credit be granted from coursework completed at non-regionally accredited institutions in fulfillment of Associate Degree requirements (SMC general education requirements—“local” GE pattern—or general unit credit). Students must meet the criteria below in order for a petition to be considered.

Criteria:

- I have completed at least 30 units of semester-equivalent credit at a regionally accredited institution, including 12 units in residence at Santa Monica College.
- The average GPA on the completed courses above is at least 2.0 (“C” average).
- The coursework I am requesting for consideration was completed with a minimum of a “C” grade each.
- I am attaching the course description (**required**) and any other appropriate documentation, such as course syllabus (if asked), for all relevant coursework under consideration.
- I have submitted an official transcript to SMC Admissions & Records from all relevant institutions, including the non-regionally accredited institution. [Official transcripts must be on file with the Admissions & Records Office. If they are not, the petition will not be accepted. You must request official transcripts from the appropriate institution(s) and have them sent directly to Santa Monica College, Admissions & Records Office, 1900 Pico Blvd., Santa Monica, CA 90405.]

Please provide all information requested below and attach relevant documentation.

| | | |
|----------------------------------|------------------------------|------------------------------------|
| SMC ID #: | Last Name: | First Name: |
| Date of Birth: | Other Names Used: | |
| Phone: | SMC Email: | |
| Address: | | |
| Title of Associate Degree Major: | Anticipated Graduation Term: | Degree Applicable Units Completed: |

Coursework to be Considered:

| | | | | | OFFICE USE ONLY |
|--|-------------|-------|-----------------------------|-------|------------------------------|
| Institution | Course Name | Units | Term | Grade | General Credit or SMCGE Area |
| I would like to use this course for: <input type="checkbox"/> Elective/general units <input type="checkbox"/> General Education Area: _____ | | | | | |
| | | | | | |
| I would like to use this course for: <input type="checkbox"/> Elective/general units <input type="checkbox"/> General Education Area: _____ | | | | | |
| | | | | | |
| I would like to use this course for: <input type="checkbox"/> Elective/general units <input type="checkbox"/> General Education Area: _____ | | | | | |
| | | | | | |
| Dean's Remarks: | | | Evaluator's Notes: | | |
| Dean's Signature/Date: | | | Evaluator's Signature/Date: | | |