



# Santa Monica College COURSE SUBSTITUTION/EQUIVALENCE OR CATALOG RIGHTS REQUEST

FROM (COUNSELOR) (Please print) (this form can also be initiated by the appropriate Department Chair or Evaluator)	EXT.	DATE
TO (DEPARTMENT CHAIR) (Please print)	EXT.	DATE
STUDENT NAME (Please print)	STUDENT ID#	
STUDENT EMAIL	PHONE NUMBER	
ADDRESS	CITY & STATE	ZIP CODE

MAJOR	CHECK ALL THAT APPLY
	<input type="checkbox"/> Associate Degree <span style="margin-left: 200px;"><input type="checkbox"/> Certificate of Achievement</span> <input type="checkbox"/> Associate Degree for Transfer (ADT) <span style="margin-left: 100px;"><input type="checkbox"/> Department Certificate</span>

- Student is requesting consideration for course substitution or equivalence for the below listed course(s) under SMC Course(s) in order to fulfill requirements for the Associate Degree and/or Certificate of Achievement in this major. (For Associate Degree for Transfer, consult SMC Articulation Officer)
- Transcripts and course descriptions are attached. Student is requesting consideration for catalog rights for the following course(s) for the Year(s) in this major. The courses which the student plans to use to meet the degree/certificate requirements are listed below.
- Student advised that official transcripts must also be sent **DIRECTLY** (no hand carried official or unofficial transcripts will be accepted) from prior institution (s) and received by the SMC Office of Admissions and Records before transfer credit can be officially applied towards any SMC Associate degree, Certificate of Achievement, and/or Department Certificate

SMC Course(s) Title/Course #	SMC units	Substitute Course or Equivalence	College/University Course Prefix, #, Semester Taken/Grade	Units Sem or Qtr	Approved	Not Approved
					<input type="checkbox"/> _____	<input type="checkbox"/> _____
					<input type="checkbox"/> _____	<input type="checkbox"/> _____
					<input type="checkbox"/> _____	<input type="checkbox"/> _____
					<input type="checkbox"/> _____	<input type="checkbox"/> _____
					<input type="checkbox"/> _____	<input type="checkbox"/> _____
					<input type="checkbox"/> _____	<input type="checkbox"/> _____

Department Chair Use Only (chair initials)

\_\_\_\_\_/\_\_\_\_\_  
Printed Name/Department Chair/Designee Signature Date

Additional comments or requirements necessary to meet SMC requirements:


**PLEASE ALLOW 2-3 WEEKS FOR DEPARTMENT CHAIR REVIEW**

White: Admissions Office

Yellow: Counseling

Pink: Appropriate Department Chair

# INSTRUCTIONS FOR COURSE SUBSTITUTION/EQUIVALENCE AND CATALOG RIGHTS

(This form is for use in determining major requirements for the Associate Degree, Certificate of Achievement or Department Certificate)

## COURSE SUBSTITUTION/EQUIVALENCE

### Accreditation:

Completed coursework (*determined to be Associate Degree applicable by Santa Monica College*) from other institutions regionally accredited, as listed in the American Association of Collegiate Registrars and Admissions Officers' Transfer Credit Practices of Designated Educational Institutions, and the American Council on Education's Accredited Institutions of Post-Secondary Education, may be applied for credit towards the SMC local Associate Degree. In some limited cases, up to 9 units of non-regionally accredited coursework may be applied towards the local Associate Degree.

### Counselor:

1. Review each course taken at other colleges and/or universities for equivalent courses at SMC. If course is one you would normally review for applicability towards the associate degree, CSU or IGETC GE pattern, you may approve or deny the request for an SMC major requirement and enter the decision in Degree Audit.
2. Other SMC courses may be substituted by department chair approval on a case by case basis.
3. Review course descriptions for each questionable course. Course descriptions can be obtained from catalog, the Internet, or contacting the registrar of the school in question.
3. Submit the form to the appropriate Department Chair with attached transcripts and course descriptions - "C" grades or better are required for courses in the major.
4. 50% of the major degree requirements must be completed at SMC, except for "AS-T" and "AA-T" degrees (aka ADT degrees).
5. Residency Requirement: Students must complete a minimum of 12 units at SMC to receive an SMC Associate degree, Certificate of Achievement and/or Department Certificate.
6. If you are evaluating a course for an Associate Degree for Transfer (ADT) please evaluate based on the **C-ID** Description (content and units) [www.c-id.net](http://www.c-id.net), click on "descriptors" then "final descriptors".

### Department Chair:

(Note: The Department Chair may designate a department faculty member to review Course substitution/equivalency decisions. Please notify the Counseling Department Chair of any appointed designees).

1. Review the courses in question.
2. If extra documentation is needed (ex. Syllabus) please ask your department administrative assistant to contact the student to request additional documentation.
3. Make equivalency/substitution determinations within 2-3 weeks.
4. Send white and yellow copies of the completed form with copies to Admissions.
5. Keep the PINK copy of the NCR form in your departmental files.

### Admissions:

Retain white copy, enter all course substitution/equivalency authorizations into Degree Audit, scan form into WebXtender and notify student of decisions via e-mail. Send Yellow copy of completed form to Counseling.

### Counseling Department Administrative Assistant:

After receiving the final CSCR form, provide Yellow copy to the Counselor who initiated the form.

### Counselors:

For course substitution/equivalencies which you or the SMC articulation officer have approved, please notify the student of the approval(s) via SMC e-mail, after entering all approvals in Degree Audit.

### Student:

After receiving the completed CSCR notification via e-mail, if a course was not approved, make an appointment to meet with a counselor to select an alternative class.

### Catalog Rights:

Catalog rights dictate that a student may satisfy the requirements of an Associate Degree or certificate by completing the general education and major/area of emphasis requirements in effect at any time of the student's continuous enrollment. Continuous enrollment is defined as enrollment in consecutive fall and spring semesters until completion.