

## AR 4100.5 Transfer Credits from Foreign Institutions (new AR#)

### ❖ 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

*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.*

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 **credential evaluation** 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. 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.**
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. **Is there a petition? What is the name of the form for #3, etc?**
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. **Courses for the major/area of emphasis require approval of** ~~Final decisions on major~~ course equivalencies ~~will be made~~ by the 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. **Once courses are approved, their credit(s) may then be transferred to Santa Monica College transcript. Units will be reflected in the SMC "cumulative total" units and on "non-SMC total" on the transcript. ?**
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.

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

Reference: **AR 4000, 4100.1, AR 4100.2, AR 4100.3, AR 4100.4, 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.