

## AR 4100.7 Official Transcripts and Test Scores

**\*From current SMC AR 4111.5 Submission of Official Transcripts and Test Scores (old AR#)**

### Submission of External Official Transcripts and Test Scores

Students wishing to use course work from accredited institutions and or test scores:

- Are encouraged to meet with a counselor to discuss applicability toward a degree or certificate, as some coursework may not be needed.
- Must submit applicable official transcripts and test score reports from all relevant institutions/sources to the Admissions and Records Office by the published graduation deadlines in order to be eligible to receive the degree or certificate.
- Must have Official transcripts/test scores sent directly by the source institution (**the college where the courses were taken**) to Santa Monica College. Transcripts/test scores from students will ~~not~~ be accepted **as unofficial, if submitted to counseling.**

### SMC Transcripts (add a new section)

*Changes in Title 5: A student's academic record will be annotated to reflect college credit earned through such external and college examinations (see area 9 AR 4100). SMC shall post its External and College examination procedures on its website. Add a section on SMC updated transcript: Alicia's chat suggestion: AR 4225 applies to all GPA calculations and I moved to AR 4100.7 Submission of Transcripts... Should it go before area 1, AR 4100.7 or here? I don't think it belongs here. Can the transcript be updated automatically or by petition from counselor? Otherwise the transcript is NOT a true and accurate record.*

### Supporting Documents

Whenever units are allowed or requirements have been met by coursework other than that taken at Santa Monica College, supporting documents must be maintained in the student's permanent file in 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, 3/2/22

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 and AR 4100.9

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.