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**Administrative Regulation**  
Chapter 4 – Academic Affairs

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**AR 4100.5      TRANSFER CREDIT FROM NON-U.S. INSTITUTIONS**

Transfer Credit from Foreign Institutions for a Degree/Certificate

Students who have satisfactorily completed courses from a non-U.S. institutionally accredited institution 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 coursework from non-U.S. institutionally accredited institutions 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 non-U.S. institutionally accredited institutions 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 shall meet with a counselor to determine applicability of courses toward a degree or certificate.
2. After evaluation by an approved agency, and meeting with a counselor, all requests for transfer credit will be reviewed by the Admissions and Records Office upon submission of a Request for Evaluation of Foreign Coursework petition.
3. Elective credit units may be granted at the discretion of the Dean of Enrollment Services or designee. Students may submit a Request for Evaluation of Foreign Coursework petition in order to know if eligible for these credits.
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, or the Articulation Officer, as relevant.
5. The following general education requirements for SMC degrees must be satisfied at an institutionally accredited institution. 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 non-U.S. institutionally accredited coursework units that may be applied toward degrees at SMC. Grades for this coursework will not be calculated into the SMC GPA. Students are responsible for satisfying all other degree/certificate requirements, including units in residence.
7. Proposed course equivalencies for the major/area of emphasis require approval of the department chair or designee. Students may be requested to provide certified translations of course descriptions and syllabi, notwithstanding the equivalency identified by the credential evaluation service. Department chairs may deny course equivalency at their discretion in the absence of sufficient documentation. Only course units approved by the department and processed by Admissions and Records will be reflected in the SMC "Cumulative Total" units, "Combined Degree Total" units, and "Non-SMC Total" units on the SMC transcript.
8. The acceptance of non-U.S. institutionally accredited 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 transfer institutions will conduct their own evaluations.

Related AR's: AR 4100, 4100.1, AR 4100.2, AR 4100.3, AR 4100.4, AR 4100.6, AR4100.7, AR 4100.8, AR 4100.9 and AR 4100.10

Reference: 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: 4/29/03, 12/3/13, 5/14, 2/7/16, 2/28/24

*From former SMC AR 4111.6, Transfer Credit from Foreign Institutions for a SMC Degree/Certificate*

*Approved by Academic Senate: 3/5/2024*

*Approved by Senior Staff: 3/26/2024*