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**Administrative Regulation**  
Chapter 4 – Academic Affairs

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**AR 4100.7 TRANSCRIPTS AND TEST SCORES**

Students are encouraged to meet with a counselor to discuss applicability of external credit (courses and test scores) toward a degree or certificate, as some coursework may not be accepted.

Submission of External Official Transcripts and Test Scores

Official transcripts and test score reports must be sent directly by the institution/agency to the office of Admissions and Records prior to the graduation deadlines to receive the degree and/or certificate.

Supporting Documents

Official documents must be maintained in the student's permanent record in the 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.

Related AR's: AR 4100, 4100.1, AR 4100.2, AR 4100.3, AR 4100.4, AR 4100.5, AR 4100.6, 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: 12-11-01, 12-9-15*

*Update Approved:*

*Academic Senate: 10-10-2023*

*Senior Staff: 10-31-2023*

*Superintendent/President: 11-5-2023*

*(Replaces former SMC AR 4111.5 Submission of Official Transcripts and Test Scores)*