



# REQUEST FOR EVALUATION OF FOREIGN TRANSCRIPTS

To be initiated by SMC Counselor

LAST	FIRST	MIDDLE
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STUDENT ID (REQUIRED)	PHONE NUMBER (      )	E-MAIL
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NAME OF SCHOOL TO BE EVALUATED	COUNTRY
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CHECK ONE:

Original copy of official credential evaluation report is attached to this request.

Unofficial credential evaluation report provided by the student. Report cannot be returned to counselor until Admissions & Records receives original copy of official credential evaluation report. The report does not need to be in a sealed envelope.

<b>PLEASE EVALUATE FOR:</b> <input type="checkbox"/> Associate degree general education requirements <input type="checkbox"/> Associate degree major requirements (for Department Chairs) <input type="checkbox"/> Certificate requirements (for Department Chairs)	Major:
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CLASSES TO BE EVALUATED BY DEPARTMENT CHAIRS:				
FOREIGN COURSE TAKEN	UNIT EQUIVALENT	SMC EQUIVALENT	APPROVED	NOT APPROVED

**Evaluation could not be completed for the following reasons:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

COUNSELOR'S SIGNATURE & <b>PRINTED NAME:</b>	EXTENSION:	DATE:
ADMISSIONS DESIGNEE / SIGNATURE & <b>PRINTED NAME:</b>	EXTENSION:	DATE:
DEPARTMENT CHAIR SIGNATURE & <b>PRINTED NAME:</b>	EXTENSION:	DATE:

Please allow 2 to 3 weeks to process

## INSTRUCTIONS FOR EVALUATION OF FOREIGN TRANSCRIPTS

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

### **FOREIGN COURSEWORK EQUIVALENCE**

#### **Counselor:**

1. Courses must first be evaluated by an approved credential evaluation agency. To view list, please visit SMC's Admissions website.
2. For General Education courses, complete the request form, check "Associate Degree general education requirements" and submit the form to the designated evaluator in the Admissions & Records office.
3. For major courses, complete the request form, check either the Associates Degree major requirements or the Certificate requirements.
4. Review each course taken at other colleges and/or universities for equivalent courses at SMC.
5. If possible, attach translated course descriptions to questionable coursework.
6. Submit the form to the appropriate Department Chair with attached foreign transcript evaluation – "C" grades or better are required for courses in the major.
7. 50% of the major degree requirements must be completed at SMC.
8. Residency requirements: students must complete a minimum of 12 units at SMC to receive an SMC Associate's Degree, Certificate of Achievement, and/or Department Certificate.

#### **Department Chair:**

Note: The Department Chair may designate a department faculty member to review the Foreign Transcripts evaluation request. Please notify the Counseling Department Chair of any appointed designees.

Review the courses in question.

If extra documentation is needed (ex. Syllabus) please ask your department administrative assistant to contact the student to request additional documentation.

Make determination within 2 to 3 weeks.

Fill out form, save and attach it to the email to be sent to the appropriate Admissions evaluator.

Please keep the saved copy for your records.

#### **Admissions:**

For Associate Degree GE and major coursework requests, enter all courses approved (into Degree Audit, upload into WebXtender, and notify student and counselor of decisions via e-mail.

#### **Student:**

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