

Business Process Change Foreign transcript and Military Credit

Removing Foreign Transcript Credit

A. Existing Student

1. Student completes Request to Remove Foreign Coursework form and submits to the college Evaluations office.
2. College evaluations forwards to the District Evaluators.
3. Evaluator reviews foreign coursework to determine if it has been evaluated.
4. If the coursework has been evaluated, the evaluator will review if the coursework has been used in an education plan.
5. If any coursework has been used, the request is denied and the coursework will remain.
6. If the coursework has not been used, the evaluator will remove all courses from the SQHD screen and forward to Student Services transcript staff.
7. Transcript staff will remove the college from SQHE and post a comment on SQAC that the foreign coursework and units were removed. (ex. Univ. of XXXX tran. not rqd, ## units removed).
8. If the student earned a degree from the foreign college, the degree level will be removed from SQSA and SQAP and added to SQDF. An 'F' indicating foreign degree will be input in the DEGR field on SQSA. A comment will be placed on SQAC according to current procedures.
9. If no foreign coursework was on SQHD, follow steps #7 and 8.

B. New Application

1. Develop a weekly report to identify students who submit an Application for Admission stating he/she attended a college/university in a foreign country (College code begins with 7) for District Student Services.
2. The Student Services transcript staff will remove the college code from the SQSA and add a comment on SQAC.
3. If the student earned a degree from the foreign college, the degree level will be removed from SQSA and SQAP and added to SQDF. An 'F' indicating foreign degree will be input in the DEGR field on SQSA. A comment will be placed on SQAC according to current procedures.
4. If the student later wishes to have the coursework posted, he/she will complete the *Request for Foreign Credits* form.
5. The transcript must be evaluated by a transcript service and will be evaluated and units posted per current process. The student may not remove these units at a later time. A comment will be added to SQAC.

Removal of Military Credit

1. Students who wish to have the units reduced from Service Schools may file a *Request for Military Credit Adjustment* form and submit it to the college records office.
2. The Records office will forward to the District Prerequisite evaluators who will reduce the units to a maximum of 10, which will include 2 units for health and 2 units for PE.
3. Units will be reduced on SQHE and SQHD with a comment added to SQAC regarding the number of units removed.
4. If the student needs elective units for graduation, he/she may request that the units be added back.
5. If the student earned a degree or certificate, the evaluators will review if the coursework was used; if so, units will be adjusted to the minimum allowable.