



Blue Mountain Community College *Administrative Procedure*

Procedure Title: Accepting Transfer Credits
Procedure Number: 07-2003-0019
Board Policy Reference: IV.B.1

Accountable Administrator: Vice President Student Affairs
Position responsible for updating: Registrar
Original Date: 10/10/03
Date Approved by Cabinet: 11-08-11
Authorizing Signature: *Signed original on file.*
Dated: 11-09-11
Date Posted on Web: 11-09-11
Revised: 10-11
Reviewed: 10-11

Purpose/Principle/Definitions:

BMCC is committed to maintaining regional accrediting standards when accepting credits from other institutions to fulfill the student's chosen degree, certificate or module requirements.

Guidelines:

When a student transfers to BMCC and wishes to have transfer credits counted toward his or her chosen course of study, the student must complete and return a Transcript Evaluation Request form to the Registrar. In addition, the student must request official transcripts from all school(s) they wish to have credits evaluated. During the evaluation, the Registrar staff will look not only at the course(s) being considered, but also at the accreditation status of the institution at which the credits were earned. The evaluation will be performed in relation to the degree in which the student is interested. BMCC does not accept credits earned at foreign institutions or credit for prior learning, AP, military, or CLEP credit granted by other institutions.

In order for credits to be accepted, the institution at which the credits were earned must be accredited by a regional accrediting agency and the course(s) must be equivalent in content and academic quality to the course(s) offered at BMCC.

The Registrar will use school catalogs or course descriptions from other schools to review course equivalencies when determining course equivalencies. If there is any question about the transferability of a course, The Registrar's staff may: a) ask students to provide additional information, such as a syllabus or course information guide, or; b) contact the school for additional information, or c) send information to the appropriate BMCC department for review and final determination. All credits accepted must be

validated and relevant documentation must be kept in the student's file. The Registrar will attest to the appropriateness and applicability of the credit earned.

AAOT and AS Degrees:

In the case of Associate of Arts Oregon Transfer (AAOT) and Associate of Science (AS) degrees, courses listed in BMCC's catalog, or their equivalents from other schools, are the only courses that will satisfy the degree requirements.

When accepting courses from an Oregon community college, the Registrar will consider the following:

- If BMCC offers the course and it meets internal discipline studies requirements at the originating college, BMCC will honor the credits accordingly;
- If BMCC does not offer the course, but it meets discipline studies requirements at the originating college, BMCC will honor the credits accordingly;
- If BMCC does not offer the course and it does not meet the discipline studies requirements at the originating college, the course will be counted as an elective.

When accepting courses from a private or four-year school in Oregon or from out-of-state schools, the Registrar will consider the following:

- If BMCC offers the course and it meets internal discipline studies requirements, BMCC will honor the credits accordingly;
- If BMCC does not offer the course, course information will be sent to the appropriate academic department for a recommendation on whether to accept the credits and in what manner to apply them.

If there is a question regarding the appropriateness and acceptability of transfer credits, the appropriate academic department will be contacted for final articulation. During the summer or in the case of a dispute, the Vice President of Instruction will make the final determination.

Course and program deviations may be accepted towards an Associate of Applied Science (AAS) degree or certificate. In this case, the instructor and the Vice President of Instruction must all sign off on the deviation request. Approved deviations will then be sent to the Registrar for processing. Documentation is to be placed in the student's record.

Maintenance of forms for this policy is the responsibility of the Registrar's Office.

Special Forms:

Transcript Evaluation Request form

Program Deviation Request form

Course Deviation Request form

INSTRUCTIONS

Complete and return this request **AFTER** you have requested official transcripts from all other regionally accredited colleges that you would like your credits evaluated. BMCC will **NOT** process requests unless we have received **all** official transcripts from the colleges you listed below. You must be enrolled and attending BMCC in order for your transcripts to be evaluated. **The results of your transcript evaluation will be emailed to you within 4 to 6 weeks.**



Completed forms may be returned by:

Mail: Blue Mountain Community College, 2411 NW Carden, Pendleton, OR 97801
Email: getinfo@bluecc.edu **OR** **Fax:** 541-278-5871

PERSONAL INFORMATION

BMCC ID _____ - _____ OR SSN _____ - _____ - _____

Last Name _____ First Name _____ Date of Birth ____/____/____

Other Last Names Used: _____ / _____ / _____

Mailing Address: _____ City: _____ St: _____ Zip: _____

Email Address: _____ @ _____ Home/Cell Phone: (_____) _____ - _____

Other College/s Attended 1. _____ 2. _____ 3. _____

DEGREE OPTIONS

Indicate below which certificate or degree you are seeking at BMCC. **MARK UP TO TWO (2)**

Two Year Degree's			
Associate of Arts Oregon Transfer	Associate of Science	Associate of General Studies	
ASSOCIATE OF APPLIED SCIENCE:			
Accounting Technology	Agriculture Production: Livestock Option	Drafting Technology	
Administrative Office Professional	Business Administration	Early Childhood Education	
Administrative Office Professional: Legal	Business Administration: Hospitality & Gaming	Electrician Apprenticeship Technologies	
Administrative Office Professional: Medical	Civil Engineering Technology	Hospitality Management	
Agriculture Business	Construction Trades, General Apprenticeship	Industrial Mechanics & Maintenance Technology Apprenticeship	
Agriculture Production	Criminal Justice	Nursing - Limited Entry	
Agriculture Production: Crops	Diesel Technology	Paraeducator	
CERTIFICATES: 1 YEAR			
Accounting Technician	Emergency Medical Technician	Office Assistant	
Construction Trades, General Apprenticeship	Green Technician	Office Assistant: Medical	
Dental Assisting Technician: Limited Entry	Hospitality, Tourism and Management	Paraeducator	
Early Childhood Education	Industrial Mechanics & Maintenance Technology Apprenticeship	Retail Management	
Electrician Apprenticeship Technologies			
CERTIFICATES: LESS-THAN 1-YEAR			
English Language Development	Professional Truck Driver - Limited Entry	Welding	
Paraeducator Autism	Retail Management		
CAREER PATHWAYS CERTIFICATE OF COMPLETION			
Accounting: Bookkeeping Support Specialist	Criminal Justice: Corrections	Electrician Apprenticeship Technologies: Limited Electrician Apprenticeship Technologies	
Administrative Office Professional: Office Support Specialist	Criminal Justice: Court Technician	Electrician Apprenticeship Technologies: Trade Worker Apprenticeship Technologies	
Agriculture: Production: Crops: Pest Management	Criminal Justice: Law Enforcement	Industrial Mechanics & Maintenance Technology Apprenticeship: Mechanical Maintenance Apprenticeship	
Agriculture: Production: Livestock: Beef Production	Diesel Technology: Diesel Technician Assistant	Industrial Mechanics & Maintenance Technology Apprenticeship: Trade Worker Apprenticeship Technologies	
Business Administration: Business Operations Support Specialist	Drafting Technology: Survey Technician	Paraeducator: Elementary Educator	
Construction Trades, General Apprenticeship: Trade Worker Apprenticeship Technologies			

Signature _____

Date ____/____/____

TRANSCRIPT EVALUATION REQUEST FORM



CURRICULUM DEVIATION REQUEST

Blue Mountain Community College
2411 NW Carden, P.O. Box 100
Pendleton, OR 97801
(541)278-5930 Office of Instruction
(541)278-5173 Fax
www.bluecc.edu

BMCC ID: _____ - _____ LAST NAME: _____ FIRST NAME:

Degree Intent: _____ Catalog Year used for Graduation: ____/____

Term and Year of Graduation (Circle Term): Fall Winter Spring Summer Year: _____

COURSE WAIVER-*Note: May not waive credits below the minimum credits required for the A.A.S. degree.*

Course #: _____ Course Title: _____

Reason for request (Must include reason for request)

COURSE SUBSTITUTION/S

_____ Substitutes for _____
Course Number Course Title Course Number Course Title

_____ Substitutes for _____
Course Number Course Title Course Number Course Title

Reason for request (Must include reason for request)

Submitted by: _____ Date: ____/____/20____

Discipline Chair Signature: _____ Date: ____/____/20____ Accepted Denied

If Denied, Reason for Denial

Vice President, Instruction Signature: _____ Date: ____/____/20____ Accepted Denied

If Denied, Reason for Denial

Registrar Office Use Only:

Date Received: ____/____/20____ Registrar Signature: _____

Date Processed: ____/____/20____ Processed by: _____

Rev: 09/06, 08/09, 09/07/11

Blue Mountain Community College is an equal opportunity educator and employer.

Admin Proc. 07-

2006-0015



PROGRAM WAIVER REQUEST

Blue Mountain Community College
2411 NW Carden, P.O. Box 100
Pendleton, OR 97801
(541)278-5930 Office of Instruction
(541)278-5173 Fax
www.bluecc.edu

Program: _____

Catalog Year/s affected (**Mark all that apply**): ____ 2009/2010 ____ 2010/2011 ____ 2011/2012

Course or Requirement being waived: _____

Reason for Request: _____



Submitted by: _____

Date: ____/____/20____

Department Chair Signature: _____

Date: ____/____/20____

Accepted Denied

If Denied, Reason for Denial: _____



Vice President, Instruction Signature: _____

Date: ____/____/20____

Accepted Denied

If Denied, Reason for Denial: _____



Registrar Office Use Only:

Date Received: ____/____/20____

Registrar Signature: _____

Date Processed: ____/____/20____

Processed by: _____

Rev: 07/2010

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