

BLUE MOUNTAIN COLLEGE

Policies and Procedures

AREA: Academic Affairs

NUMBER: Policy 2.03

SUBJECT: Admissions

1. Undergraduate

A. General

- 1) *Criteria for Admissions.* The Blue Mountain College Admissions Committee admits students based on the applicant's high school or college record and ACT or SAT scores. The Committee seeks to select students who are committed to scholarship, servant leadership, and service in church and community and who would profit from and contribute to the life of a Christian college community. Admissions policy and procedures as well as application forms may be accessed from the Blue Mountain College Web site at http://www.bmc.edu/academic_policies.asp Applicants given provisional admission shall be given a limited amount of time to submit all the required documents to finalize admissions requirements. Failure to do so will result in being withdrawn from classes.

Entering grades and cumulative grade point average(s) based on face value of an applicant's transcript(s) are only used for the initial admissions decision and for the determination of financial aid and athletic eligibility. Financial aid is limited to degree-seeking students. [Cross reference with Policy 2.32: Student Scholarships.]

Admission to the college does not guarantee admission to an academic program.

- 2) *Application Form.* All applicants to Blue Mountain College must complete an application for admission. An application for admission may be submitted up to 15 months prior to the anticipated enrollment date. Any applicant not in continuous enrollment at the college must submit a new application for admission to the college and may be required to pay the application fee.
- 3) *Truth and Accuracy of Information from Students.* An application for admission will be voided if the applicant does not properly disclose, or if the applicant misrepresents, information on the application for admission.
- 4) *Non-traditional Undergraduate Credit.* College Level Examination Program (CLEP) and Advanced Placement (AP) credits are both accepted at Blue Mountain

College. Credit will be awarded based on the scores recommended by the American Council on Education on each subject area examination of the CLEP. A student may earn up to twelve semester hours of credit for AP courses if a score of three or higher is made on the standardized examination. A combined total of thirty semester hours of credit may be earned through CLEP, AP, and correspondence courses. [Cross reference with Policy 2.05 and Policy 2.06.]

- 5) *Preliminary Admission.* Applicants currently attending high school or college may be granted preliminary admission pending receipt of a final transcript provided all other application materials have been submitted to the college. Applicants who receive notice of preliminary admission are assured of final admission provided they
 - successfully complete their courses and remain in “good standing” where they are currently enrolled, and
 - have a supplementary transcript mailed to the Office of Admissions showing final credits earned. (The date of their high school graduation must be recorded on the final high school transcript.)
- 6) *Readmission of Students.* Students seeking readmission to the College will (if granted admission) re-enter the college on academic probation if their official GPA does not meet the criteria described in Policy 2.18. [Cross reference Policy 2.18.]

B. Requirements for First-time Freshman Admission

A first-time freshman is defined as an applicant with 12 semester hours or less of college credit.

- 1) *Required High School Units.* Blue Mountain College strongly recommends the following pattern of high school courses to those seeking admission to the college:
 - English - 4 Units
 - Mathematics - 3 Units (Algebra I, Algebra II, other advanced)
 - Science - 3 Units (2 lab)
 - Social Science - 3 Units (American history and World history)
 - Foreign Language - 2 Units (in one language)
 - Total Academics - 15 Units
- 2) *Early Admission.* Early admission may be granted an applicant who, at the end of his/her junior year, has completed at least fifteen acceptable units (including three in English, two in mathematics, one in science and one in social science), has a “B” average, and has an ACT standard score composite of at least 23 or a comparable SAT score. A letter of recommendation from the applicant’s principal is required before an applicant may be considered for early admission. A conference with the Vice President for Academic Affairs will be required before the applicant will be allowed to register.

- 3) *Homeschooled Applicants.* Homeschooled applicants must meet the same requirements for admission to BMC as other freshmen including the submission of a transcript or other documentation that included the applicant's course of study, grades (if available), and standardized test scores. An interview with an Admissions Counselor is strongly recommended. If an applicant has no previous college work and plans to apply for admission to a Blue Mountain College degree program, the applicant must submit the items listed below to the Office of Admissions.
 - *Application.* A completed application for admission is required.
 - *Application Fee.* A non-refundable application fee is required of applicants. The application fee may be waived under certain circumstances.
 - *High School Transcript or GED.* Official high school transcript or official GED score report. The high school transcript should include the following:
 - All classes taken with grades received
 - Rank-in-class (actual or estimate)
 - All available standardized testing information
 - Explanation of grading system
 - Graduation date, final GPA, and signature of the appropriate school official.
- 4) *ACT or SAT Scores.* ACT or SAT scores are required.

Residual Testing - A student who did not take the ACT at one of its regularly scheduled administrations may make arrangements through the Office of Academic Affairs to take the examination. The residual ACT will be given at the applicant's expense.
- 5) *Immunizations.* Applicants must have documented evidence of having had the Measles, Mumps, and Rubella immunizations (MMR) within the last ten years or evidence of having had two immunizations if they were born on or after January 1, 1957. These immunizations must have been given after the applicant's first birthday.
- 6) *College Housing Requirements.* Applicants for college housing must submit a completed room application accompanied by a room deposit. The deposit serves as a damage deposit and is refundable, less any charges for damages, upon the student's written request within two weeks of having vacated college housing. [Cross reference with Policy 4.14.]

C. Requirements for Transfer Admission

A transfer student is defined as an applicant with 13 or more semester hours of college credit.

If an applicant has previously attended another institution and plans to apply for admission to a Blue Mountain College degree program, the applicant must submit the items listed below to the Office of Admissions:

- 1) *Application*. A completed application for admission is required.
- 2) *Application Fee*. A non-refundable application fee is required of applicants. The application fee may be waived under certain circumstances.
- 3) *Official Transcript(s)*. Complete, official transcripts from each college previously attended must be submitted. Applicants with less than twelve semester hours of credit must also submit an official high school transcript or official GED score report. The high school transcript should include the following:
 - All classes taken with grades received
 - Rank-in-class (actual or estimate)
 - All available standardized testing information
 - Explanation of grading system
 - Graduation date, final GPA, and signature of the appropriate school official.
- 4) *Immunizations*. Applicants must have documented evidence of having had the Measles, Mumps and Rubella immunizations (MMR) within the last ten years or evidence of having had two immunizations if they were born on or after January 1, 1957. These immunizations must have been given after the applicant's first birthday.
- 5) *College Housing Requirements*. Applicants for college housing must submit a completed room application accompanied by a room deposit. The deposit serves as a damage deposit and is refundable, less any charges for damages, upon the student's written request within two weeks of having vacated college housing. [Cross reference with Policy 4.14.]
- 6) *Credit from Junior/Community College*. A maximum of 64 semester hours of credit may be transferred from a community or junior college to Blue Mountain College. [Cross reference with Policy 2.06]
- 7) *Grades Transferred from Another Institution*. Grades earned on transfer work from other institutions will be shown on the permanent record at Blue Mountain College but will not be used in calculating the grade point average at Blue Mountain College.

D. Requirements for Admission for Non-degree Seeking Students

To apply for admission as a transient student (one earning credit to transfer to another institution), as a special student, or as an auditing student, the applicant must submit the items listed below to the Office of Admissions. (Financial aid is not available to non-degree seeking students.)

- 1) *Application*. A completed application for admission is required.

- 2) *Application Fee.* A non-refundable application fee is required of applicants. The application fee may be waived under certain circumstances.
- 3) *Official Transcript(s).* An official transcript from the last post-secondary institution attended and if applicant is a freshman with 0 - 12 course hours, an official high school transcript or an official GED score report, are required. The high school transcript should include the following:
 - All classes taken with grades received
 - Rank-in-class (actual or estimate)
 - All available standardized testing information
 - Explanation of grading system
 - Graduation date, final GPA, and signature of the appropriate school official.
- 4) *Immunizations.* Applicants must have documented evidence of having had the Measles, Mumps, and Rubella immunizations (MMR) within the last ten years or evidence of having had two immunizations if they were born on or after January 1, 1957. These immunizations must have been given after the applicant's first birthday.
- 5) *College Housing Requirements.* Applicants for college housing must submit a completed room application accompanied by a room deposit. The deposit serves as a damage deposit and is refundable, less any charges for damages, upon the student's written request within two weeks of having vacated college housing. [Cross reference with Policy 4.14.] Housing for non-degree seeking students will be granted on the basis of available space.

E. Requirements for Admission for International Students

- 1) *Application.* A completed application for admission should be submitted at least one year prior to the desired date of entrance.
- 2) *Application Fee.* A non-refundable application fee is required of applicants. The application fee may be waived under certain circumstances.
- 3) *Official Transcript(s).* Official copies of all studies in each school attended, beginning with secondary school are required. These records should include all marksheets, diplomas, and certificates issued during that time. They should also include an English translation and should be mailed directly from the institutions issuing the transcripts. These transcripts must be provided approximately six months prior to enrollment at Blue Mountain College.

Transcripts from Institutions Located Outside the United States - The student must request a COURSE BY COURSE REPORT. The service Blue Mountain College uses is Education Credential Evaluators, Inc., P. O. Box 92970, Milwaukee, WI 53202-0970, USA. Fax: 414-289-3411; Phone: 414-289-3400.

Transcripts from Institutions Located Within the United States - Transcripts from institutions located in the United States must be mailed from these institutions directly to the Office of Admissions at Blue Mountain College.

- 4) *Standardized Test Scores.* Satisfactory standardized test scores must be submitted prior to enrollment at Blue Mountain College. TOEFL scores (minimum of 500 paper-based or 173 computer-based) or other evidence of sufficient control of spoken and written English are required to enroll at the College.
- 5) *College Housing Requirements.* Applicants for college housing must submit a completed room application accompanied by a room deposit. The deposit serves as a damage deposit and is refundable, less any charges for damages, upon the student's written request within two weeks of having vacated college housing. [Cross reference with Policy 4.14.]

Additional Residence Needs. There are approximately 60 days in the calendar year (vacations and semester breaks) for which residence halls are closed. [Cross reference with Policy 4.14]

- 6) *Adequate Financial Support.* An affidavit of financial support that indicates adequate financial support and the source(s) of such support for year(s) of study at Blue Mountain College is required.

Expenses for Academic Year - The student must have on deposit in the Office of Business Affairs at the college sufficient funds to cover expenses for one academic year. This includes tuition, fees, room and board, books, personal living expenses, and an insurance premium. In addition, the applicant must provide evidence of sufficient financial support for personal living expenses such as vacation room and board, educational supplies, and transportation. There is no financial aid for international students.

Insurance Policy - Prior to enrollment, international students must, through Blue Mountain College, pay the premium for a twelve month insurance policy which provides medical, medical evacuation, and repatriation coverage with Blue Mountain College as the trustee beneficiary.

- 7) *Immunizations.* Applicants should submit Mumps, Measles, and Rubella Immunization Certificate and be tested for Tuberculosis.
- 8) *Student Visa.* Blue Mountain College is authorized to admit international students on the F-1 (Student Visa). The Student Visa is issued by the U.S. Department of State on the basis of a completed I-20 Form issued by Blue Mountain College upon the formal admission of the student to the college. Each international student is required to have an I-20 Form before being allowed to register for classes.

2. Graduate

A. General

The Blue Mountain College Graduate Council admits students to the graduate program. The Council seeks to select students who are committed to scholarship, servant leadership, and service in church and community. Applicants for admission to graduate study must hold a bachelor's degree from a regionally accredited educational institution. Admission may be granted in one of the following categories: regular, provisional, or non-degree. Even though one may be accepted as a graduate student, the applicant may

be required to take additional undergraduate courses if lacking any of the undergraduate prerequisites.

B. Requirements for Admissions to the Graduate Program

Each applicant for admission to the graduate program at BMC must file with the Office of Graduate and Continuing Education the following:

- 1) *Application*. A completed application for admission
- 2) *Application Fee*. A non-refundable application fee
The fee will be waived for Blue Mountain College graduates.
- 3) *Transcript(s)*. Official transcripts of all course work for the baccalaureate degree and any transferable graduate credit mailed to the Office of Graduate and Continuing Education. Student copies are not acceptable. Transcripts from international institutions and universities must be reviewed by the credential evaluation service before application for admission is considered.
- 4) *License for Applicants*. All applicants must provide a photocopy of their initial level teaching certification issued from the state in which they are certified (with the explanatory codes included).
- 5) *Standardized Test Score*. Acceptable scores on the Praxis II - Principles of Learning and Teaching K-6 and Elementary Education: Curriculum, Instruction, and Assessment (K-5), GRE, or MAT.

C. International Student Graduate Admissions

The following process must be followed by a prospective international student applying for admission to Blue Mountain College as a graduate student.

- 1) *Application*. Make application at least one year prior to the desired date of entrance with a non-refundable international student application fee (current amount of fee listed in the *Blue Mountain College Graduate Catalog*) and two current photographs.
- 2) *Transcript(s)*. Transcripts of course work taken at institutions located both outside and within the United States must be provided approximately six months prior to enrollment at Blue Mountain College.

Transcripts from Institutions Located Outside the United States - The student must request a COURSE BY COURSE REPORT. The service Blue Mountain College uses is Education Credential Evaluators, Inc., P. O. Box 92970, Milwaukee, WI 53202-0970, USA. Fax: 414-289-3411; Phone: 414-289-3400.

Transcripts from Institutions Located Within the United States - Official transcripts from institutions located in the United States must be mailed from these institutions directly to the Office of Graduate and Continuing Education at Blue Mountain College.

- 3) *Satisfactory Standardized Test Scores*. Satisfactory standardized test scores must be submitted prior to enrollment at Blue Mountain College. This requirement can be met by TOEFL (Test of English as a Foreign Language)--minimum score of 500 paper-based and 173 computer-based.

Acceptable scores on the Praxis II - Principles of Learning and Teaching K-6 and Elementary Education: Curriculum, Instruction, and Assessment (K-5), GRE, or MAT.

- 4) *Adequate Financial Support.* International students applying for enrollment as graduate students at Blue Mountain College must have adequate financial support.

Expenses for Academic Year - The student must have on deposit in the Office of Business Affairs at the college sufficient funds to cover expenses for one academic year. This includes tuition, fees, room and board, books, personal living expenses, and an insurance premium. In addition, the applicant must provide evidence of sufficient financial support for personal living expenses such as vacation room and board, educational supplies, and transportation. There is no financial aid for international students.

Insurance Policy - Prior to enrollment, international students must, through Blue Mountain College, pay the premium for a twelve month insurance policy which provides medical, medical evacuation, and repatriation coverage with Blue Mountain College as the trustee beneficiary.

Additional Residence Needs - There are approximately 60 days in the calendar year (vacations and semester breaks) during which residence hall are closed.[Cross reference with Policy 4.14]

- 5) *Immunizations.* Applicants should submit Mumps, Measles, and Rubella Immunization Certificate and be tested for Tuberculosis.
- 6) *College Housing Requirements.* Applicants for college housing must submit a completed room application accompanied by a room deposit. The deposit serves as a damage deposit and is refundable, less any charges for damages, upon the student's written request within two weeks of having vacated college housing. [Cross reference with Policy 4.14.]
- 7) *Student Visa.* Blue Mountain College is authorized to admit international students on the F-1 (Student Visa). The Student Visa is issued by the U.S. Department of State on the basis of a completed I-20 Form issued by Blue Mountain College upon the formal admission of the student to the college. Each international student is required to have an I-20 Form before being allowed to register for classes.

Full-Time Student Status - The graduate international student must be prepared to be enrolled as a full-time graduate student (nine semester hours) during each semester in order to maintain student (F-1) visa status.

Transfer Students - Transfer students must supply photocopies of these documents with application along with a "Transfer Eligibility Form for F-1 Students."

Graduate credit will not be granted to students who do not comply with the above requirements. Admission to graduate study does not imply admission to candidacy for the Master's degree.

Satisfaction of the specified educational prerequisites does not guarantee an applicant's admission to graduate study at Blue Mountain College. In evaluating applicants, the college will make an effort to consider all relevant aspects of the applicant's record and suitability for graduate study.

D. Regular Admission

For regular admission, an applicant must present an undergraduate record that shows a cumulative grade point average of at least 2.50 on a possible 4.00 on all undergraduate work presented for the baccalaureate degree.

E. Provisional Admission

An applicant may be granted provisional admission (probationary period of one semester) when recommended by the Graduate Council. Provisional admission is granted when:

- The student lacks undergraduate prerequisites.
- The student lacks standardized test scores.
- The undergraduate cumulative grade point average is below 2.50 but above 2.25 on a possible 4.00.

Graduate students may earn up to 12 semester hours with provisional admission. For advancement from provisional to regular admission, the student must have obtained a grade average of B or higher on the first 12 semester hours of graduate-level courses attempted in an approved program and must clear any other deficiencies.

F. Admission as Non-degree Student

Students desiring graduate-level study for purposes other than an advanced degree may be admitted to a non-degree status. Applications for non-degree admission are available in the Office of Graduate and Continuing Education. An official baccalaureate transcript is required.

Students entering under this classification are not admitted to the Graduate Program. Should a student later apply for admission to the Graduate Program, any graduate work taken under the non-degree classification may not be counted toward a graduate degree except by specific approval of the Graduate Council. No more than 6 semester hours of academic credit taken as a non-degree student will not be counted toward a degree.

G. Undergraduates Receiving Graduate Credit

An undergraduate who needs no more than 9 semester hours to complete all of the requirements for a bachelor's degree may be allowed to register for graduate work. During this semester, all undergraduate work should be completed. The total semester hours shall not exceed 12. The permission of the Graduate Program Coordinator and the Vice President for Academic Affairs must be obtained before registration. Admission to the graduate program is provisional until the student fulfills the requirements for the undergraduate degree.

H. Readmission

Graduate students, after missing a semester, summer session, or longer length of time, must apply for readmission three weeks before registration.

SOURCE: Board of Trustees: February 22, 2002; October 04, 2002; October 01, 2004; February 25, 2005; October 07, 2005; February 24, 2006; November 27, 2006.

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