

# PROCEDURES

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## Policy 2.03: ADMISSIONS

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### UNDERGRADUATE:

The Admissions Committee complies with the following standards and procedures for admissions in conjunction with the requirements for admission as stated in the *Blue Mountain College Catalog*.

1. All applicants are required to present ACT or SAT scores before given final admission. The residual ACT will be given at Blue Mountain College at the applicant's expense.
2. One copy of the ACT/SAT score report of each student will be sent to the Office of the Registrar when the applicant's file is transferred and the second copy will be made available to the respective faculty advisor.
3. The Director of Admissions is authorized to grant preliminary and final admission to freshman applicants who present:
  - A. A high school average of "B" or above in academic subjects and an ACT of 16 or above; or
  - B. A high school average of "C" or above in academic subjects and an ACT of 19 or above.
4. The Director of Admissions is authorized to grant preliminary and final admission to transfer applicants who have completed twelve (12) semester hours or more with a GPA of 2.500 or above on a 4.000 scale based on face value of a student's transcript(s).
5. The Director of Admissions is authorized to grant admission to students who have submitted an official passing GED providing that all other requirements are met.
6. The Director of Admissions is authorized to grant early admission to a high school student who has met the following requirements:
  - A. Completed the junior year
  - B. Completed 15 units (listed in Policy 2.03)
  - C. Earned a "B" average
  - D. ACT of 23 or above
  - E. Letter of recommendation from the high school principal
  - F. Conference with the Vice President for Academic Affairs
7. Transfer students making application and on probation from the last college attended will be placed on academic probation at Blue Mountain College. Transfer students making application and on academic suspension from the last college attended are not eligible for admission until they serve out the period of suspension. If admitted, the student will enter on academic probation. If the transcript does not show standing, the student must submit an official letter of standing from the Registrar at the last college attended.

8. All other applicants will be reviewed by the admissions committee.
9. Current practice of offering preliminary admission only to those still enrolled in school will continue.
10. The Office of Admissions periodically submits electronic memos reflecting the decisions made by the Director of Admissions.
11. Committee members will continue to review all other applicant files.
12. Any applicant who is denied admission to Blue Mountain College may appeal.
  - A. The Office of Admissions will notify the applicant of the denial in writing and the applicant is allowed 10 days to appeal the decision. The reason for the denial is not included in the denial letter.
  - B. The applicant must contact the Director of Admissions asking for the appeal and the Director of Admissions will schedule the hearing with the Admissions Committee.
  - C. Based upon information presented by the applicant, the Admissions Committee will decide, by majority decision, either to uphold or change the previous decision.
  - D. If the Admissions Committee upholds the denial of admission, the applicant may appeal to the President's Cabinet.
  - E. The Office of Admissions will notify the applicant of the decision of the Admissions Committee regarding the denial of the appeal in writing.
  - F. The applicant is allowed 10 days to appeal the decision.
  - G. The applicant must contact the Director of Admissions asking for the appeal and the Director of Admissions will schedule the hearing with the President's Cabinet.
  - H. The decision of the President's Cabinet is final.

## **GRADUATE:**

The Blue Mountain College Graduate Council complies with the following standards and procedures for admission in conjunction with the requirements for admission as stated in the Blue Mountain College Graduate Catalog.

1. The Program Coordinator for the Graduate Program in Elementary Education is authorized to grant regular admission to applicants who present:
  - A. an official transcript verifying a bachelor's degree from a regionally accredited education institution and cumulative grade point average of at least a 2.50 on a possible 4.00 on all undergraduate work presented for the baccalaureate degree,

- B. a photocopy of the initial level teaching certificate/license issues from the state in which they are certified, and
  - C. acceptable Standardized Test Scores on the Praxis II, GRE or MAT.
2. The Graduate Council may grant provisional admission (probationary period of one semester) when the applicant lacks any one of the following:
- A. undergraduate prerequisites
  - B. teaching certificate/license issues from the state in which they are certified
  - C. the required Praxis II, GRE, or MAT scores
  - D. the required undergraduate grade point average
3. The Vice President for Academic Affairs and the Graduate Program Coordinator may grant permission to an undergraduate to enroll in graduate courses but the student will not be allowed to take more than 12 semester hours including undergraduate work. The student must need no more than 9 semester hours to complete all of the requirements for a Bachelor's degree. Admission to the graduate program is not granted until the student fulfills the requirements for the undergraduate degree. The credit earned will not be applied to the Master's Degree until the student meets all the requirements for admission to the program.

All policies related to admissions may be accessed from the Blue Mountain College web site at [www.bmc.edu/policies](http://www.bmc.edu/policies).

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