

BLUE MOUNTAIN COLLEGE

Policies and Procedures

AREA: Academic Affairs

NUMBER: Policy 2.06

SUBJECT: Transfer Credit

1. **Undergraduate**

A. Requirement for Official Transcripts for Transfer Students

All entering transfer students must provide official transcripts of all prior college work; transcripts must be mailed directly from the college or university attended. Transcripts will be evaluated as promptly as possible by the Registrar implementing the faculty-approved guidelines prescribed in this policy. In general, full credit is given for courses taken at accredited institutions if a comparable course is offered at Blue Mountain College. No credit is awarded for non-credit course work taken at another institution nor is remedial (below college level) course work transferable. 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 2.03]

B. Use of Transfer Grades

Entering grades and cumulative grade point average(s) based on face value of the student's transcript(s) are only used for the initial admissions decision and for the determination of financial aid and athletic eligibility. Grades earned in course work at other educational institutions are not used in calculating grade point averages (GPA) at Blue Mountain College. In addition, courses in which students have earned "D's" or "F's" are not transferable to Blue Mountain College.

Transfer students making application and on probation from the last college attended will enter on academic probation at Blue Mountain College. Transfer students making application and on academic suspension from the last college attended are eligible for admission after serving one fall or spring semester on suspension. If admitted, the student will enter on academic probation. Credits earned at another institution while a

student is on academic suspension at Blue Mountain College (or any other college) will not be accepted toward a degree at Blue Mountain College.

C. Guidelines for Awarding Credit for Course Equivalencies

In assessing and documenting course equivalencies of transfer credit, Blue Mountain College generally accepts transfer credit at face value as shown on the official transcript of the college or university initially awarding the credit. If a local junior/community college course is in question, the *Guidebook for Course Equivalency*, an in-house reference book, is consulted. Credits from other colleges and universities are subject to review, consideration, and approval granted on a course-by-course basis. When course titles are non-descriptive, course equivalencies are determined using input from faculty, department chairs, and/or the Vice President for Academic Affairs as well as one or more of the following resources: course descriptions; course syllabi; and guides published by the American Council on Education, the American Association of Collegiate Registrars and Admissions Officers, and NAFSA (Association of International Educators). In order to determine course equivalencies of transcripts from institutions located outside the United States and in accordance with Admissions *Policy 2.03: Admissions*, all such transcripts must be evaluated course by course by Education Credential Evaluators, Inc., P.O. Box 92970, Milwaukee, WI 53202-0970.

D. Prior Approval for Earning Off-Campus Credit

Students must obtain permission in advance from their advisor and the Vice President for Academic Affairs before taking a course or courses from another college while pursuing a degree from Blue Mountain College. A form for this purpose is available from the Registrar. After a student has been accepted for a degree at Blue Mountain College and has earned a total of 64 hours toward a degree (including transferred work whether from a community or senior college), all additional credit must be earned at a senior college. See the Blue Mountain College catalog for specific information concerning minimum number of total credits and major and/or minor credits required in residence at Blue Mountain College.

2. **Graduate**

Six semester hours of graduate credit may be transferred from another regionally accredited college or university provided the student has maintained a B average, the courses are appropriate for the student's program, and the courses are approved by the Office of Graduate and Continuing Education. Transfer credit must be earned within the six-year time limit in order to be considered. [Cross reference with Policy 2.16: Requirements for Graduation, 2.E.]