

BLUE MOUNTAIN COLLEGE

Policies and Procedures

AREA: Academic Affairs

NUMBER: Policy 2.16

SUBJECT: Requirements for Graduation

1. **Undergraduate**

A. General Requirements

The general requirements for graduation are:

1. Hours Required

A minimum of 120 semester hours of academic credit (excluding credit in non-academic courses such as physical education activity courses, handbell choir, and chorale) is required for a Blue Mountain College degree. Not more than twelve semester hours earned by independent study (correspondence) and not more than twelve semester hours earned by AP (Advanced Placement) will be accepted toward a degree. A maximum combined total of 30 semester hours of independent study (correspondence), CLEP (College Level Examination Program) and/or AP (Advanced Placement) can be applied toward a Blue Mountain College degree.

Credits are measured in terms of semester hours. A semester hour represents one hour of recitation or lecture, or two hours of laboratory work a week for one semester of approximately fifteen weeks or the equivalent.

2. Residence Hours Required

Blue Mountain College requires of each candidate for a degree a minimum residence of thirty-two weeks. Also, 25% of the total hours required for a degree must be earned in residence. Of a student's last eighteen semester hours, twelve must be earned at Blue Mountain College except for those credits earned by students working toward a major in the combined biology/chemistry and medical technology; biology/chemistry and nursing; natural science and nursing; psychology and nursing; or social science and nursing.

3. Major and Minor Required

For a bachelor's degree the student must complete an approved major and minor, with the exception that certain comprehensive majors do not require a separate minor.

4. Minimum Elective Hours Required

The numbers of hours of electives varies with the degree selected; however, a minimum of three semesters hours of elective academic credit must be chosen from a discipline outside the degree candidate's major or minor.

Requirements for Graduation

Policy 2.16

Page 2

5. GPA Required: Overall and Major

A cumulative grade point average (CGPA) of 2.00 (“C”) based on hours attempted on all courses taken at Blue Mountain College, excluding repeated courses. (Note: Students --seeking teacher licensure must maintain a 2.50 CGPA.)

A grade point average of 2.00 (“C”) based on hours attempted on all courses in the major at Blue Mountain College, excluding repeated courses. (Note: Students seeking teacher licensure must maintain a 2.50 GPA in their major course work.)

Courses Included in Calculating Grade Point Average (GPA) in the Major. All courses required in a major are included in calculating a student’s GPA in the major. If a major requires courses from a discipline outside the major emphasis, these courses are included in the calculation of the GPA in the major.

6. Chapel Attendance

Chapel Requirements, as specified [See Academic Affairs, Policy 2.23.]

7. Junior English Proficiency

All degree-seeking students of junior standing who score lower than a “B” on one or both semesters of EN100-101 (English Composition I and II) must demonstrate proficiency in basic English grammar, usage, and writing skills by passing the Junior English Proficiency Test (an examination administered by a member of the Department of Language and Literature). Students who fail the examination are required to enroll in and pass EN050, Basic English Composition.

8. Mathematics Proficiency

Every degree program has a core requirement of a mathematics course. Students having an ACT mathematics score of less than 19 are required to complete the appropriate course of study which will enable them to successfully complete the required mathematics course. Placement in an appropriate mathematics course of study is based on the ACT mathematics score, Accuplacer scores in elementary algebra, and mathematics courses taken in high school and the grades in those courses. Students may be placed in MA 090, Beginning College Mathematics and/or MA 100, Intermediate Algebra, (neither course may be used for credit toward graduation) to enable them to demonstrate mathematics proficiency. After proficiency has been demonstrated, the student may enroll in the higher level mathematics course required for a degree program.

9. Junior-Senior Level Courses

A minimum of 40 semester hours of credit in 300- and 400- level courses are required for a Blue Mountain College degree. Twenty-four of these semester hours must be earned at Blue Mountain College. A minimum of twelve semester hours of 300- and 400-level major course work is required for a Blue Mountain College degree of which six must be earned at Blue Mountain College. A minimum of six semester hours of 300- and 400-level minor course work is required for a Blue Mountain College degree of which three must be earned at Blue Mountain College.

10. Degree Audits

Each degree-seeking student, with assistance from her/his academic advisor, should maintain a careful check of progress toward her/his degree goal. Progress may be tracked through degree audits.

a) The junior-year degree audit

Each student must request a degree audit from the Registrar upon attaining junior standing (60 semester hours). This degree audit shows hours and quality points earned and outlines those courses and the number of credit

Requirements for Graduation

Policy 2.16

Page 3

hours still to be taken. The student and his/her advisor should update this degree audit each semester.

- b) The final graduation degree audit
The Registrar, early in a student's first semester of his/her senior year, will conduct a degree conference with each candidate for degree. Following this conference and prior to the student's last semester of enrollment, she will complete a final degree audit.

11. Application for Degree

An application for degree must be filed with the Registrar early in a student's first semester of his/her senior year. All tuition and fees, including an assessed graduation fee, must be paid before a candidate for degree is awarded a diploma.

12. Attendance at Graduation

Degrees are not conferred in absentia. All graduates are required to participate in the commencement program. May and August degree candidates march in May of the degree year. Students completing degree requirements in December will march the following May.

13. Graduation with Honors

Blue Mountain College recognizes outstanding academic achievements of a student at his/her graduation. The honors designations are as follows:

<i>summa cum laude</i>	3.90 to 4.00
<i>magna cum laude</i>	3.75 to 3.89
<i>cum laude</i>	3.50 to 3.74

To be eligible for honors, a student must have earned the required grade point average on all hours attempted, less repeated courses, at Blue Mountain College. These academic honors are announced in the commencement ceremony and recorded on the academic transcript.

B. Academic Major and Minor Requirements

1. General Requirements for a Major and Minor

For a bachelor's degree, the student must complete an approved major and minor, with the exception that certain comprehensive majors do not require a separate minor. A major is a specified program of at least 30 semester hours in one field. (Refer to the departmental descriptions in the Blue Mountain College catalog or Status Sheets for the specific course requirements for each major offered at Blue Mountain College.)

A minor is a specified program of at least 18 hours in a field different from the major. (Refer to the departmental descriptions in the Blue Mountain College catalog for specific course requirements for each minor offered at Blue Mountain College.) Students majoring in Elementary Education (K-8) are required to have two areas of concentration. These concentration options are delineated on the K-8 Status Sheets.

2. Double Major

Students who wish to graduate from Blue Mountain College with a double major must complete all of the required course work for each of the two majors selected. Furthermore, each major must be allowed within the same degree program. For example, a student may double major in Biblical Studies and English because both of these majors are available in a B.A. degree program. A student may not,

Requirements for Graduation

Policy 2.16

Page 4

however, get a double major in Psychology and Biblical Studies because Psychology is only available in a B.S. degree program and Biblical Studies is only available as a B.A. degree option. These double majors will be printed on the student's diploma. If a double major is earned, a minor is not required.

3. Second Major

A student pursuing a degree from Blue Mountain College may choose to add a second major by completing all of the required course work (including any core courses) deemed necessary by the department of the second major. The course requirements for any second major are available from the chair of the department in which the second major resides. A second major cannot be converted to a first major unless the student also changes his/her degree program to one in which the major is allowed as a first major. For example, a student pursuing a B.A. degree with a first major in Biblical Studies and a second major in Psychology cannot change to a first major in Psychology without also changing his/her degree program to a B.S. degree. A student who chooses to add a second major will have that second major appear on his/her transcript. If a second major is earned, a minor is not required.

(Note: Refer to item A. 10 for minimum number of 300- and 400-level major and minor semester hours.)

C. Second Bachelor's Degree

A student who wishes to earn two degrees from Blue Mountain College must present a total of not fewer than 150 semester hours and must satisfy the specific requirements for both degrees. A minimum of 64 semester hours must be at the 300- and 400-level. A student cannot earn the same degree twice even if a second major is earned. A transfer student with a degree from another institution who wishes to earn a Blue Mountain College degree must fulfill the Blue Mountain College degree requirements as outlined in the college catalog.

D. Semester Hour Limits in One Department

Not more than 42 semester hours of course work that carries the same prefix may be credited toward the 120 semester hours required for any degree at Blue Mountain College. Some exceptions to this rule are allowed as outlined in the Academic Information section of the Blue Mountain College catalog. Students working toward a BS in Education degree must, of course, follow the requirements for the various majors at the elementary or secondary level, which (in some instances) will result in students having more than 42 semester hours of course work with the same prefix.

2. Graduate

A. General Requirements

1. The minimum credit requirement for master's degrees is thirty (30) semester hours credit.
2. Only those courses listed on a graduate program are applicable toward graduate degree credit requirements.

B. Standardized Examination

Every student applying for graduate study at Blue Mountain College is required to take either the Graduate Record Examination, Miller Analogy Test or the Praxis II - Principles of Learning and Teaching K-6 and Elementary Education: Curriculum, Instruction, and Assessment (K-5), dependent upon the program of studies. [Cross Reference with Policy 2.03: Admissions.]

Requirements for Graduation

Policy 2.16

Page 5

No student will be admitted to candidacy at Blue Mountain College until the score on the appropriate examination has been received from the examining agency. Students are advised to request that a copy of the score be sent to the Office of Graduate and Continuing Education at the time the examination is taken.

If a standardized test was taken at another institution, it is the student's responsibility to see that the Office of Graduate and Continuing Education receives a copy of that score.

All degree-seeking students must take the required test(s) the first time it is offered after enrolling. No course work beyond twelve hours will be credited toward a degree until the requisite test has been taken. The student is responsible for requesting that test scores be sent to the Office of Graduate and Continuing Education.

C. Admission to Candidacy

All requirements for degree candidacy should be completed when a student has earned 12 hours of graduate work and must be completed before the student receives credit for more than 15 hours of work toward a degree. The will notify the eligible student by letter.

To be eligible for admission to candidacy for a graduate degree, a student must:

1. Complete an Application to Candidacy Form.
2. Have satisfied all requirements for regular admission to graduate study.
3. Have satisfactorily completed a minimum of 12 semester hours of graduate work at Blue Mountain College. Satisfactory completion is interpreted as having a B average on all graduate work pursued. Please check the appropriate catalog section describing requirements for the specific degree you seek.
4. Have on file in the Office of Graduate and Continuing Education a record of an acceptable score from the General Test of the Graduate Record Examination, the Miller Analogy Test or the Praxis II. No student will be admitted to candidacy until scoring at or above the minimal level required by the program of studies. (See the individual degree programs for specific requirements.)

D. Full-time Status

One must be enrolled for a minimum of 9 semester hours to be classified as a full-time graduate student during a regular semester. In summer school a graduate student who is enrolled for a minimum of 6 semester hours across a full summer session will be classified as a full-time student. International students (F-1) must maintain full-time enrollment pursuing their degree in compliance with Immigration and Naturalization regulations. [Cross Reference with Policy 2.09: Academic Load.]

E. Transfer Credit [Cross Reference with Policy 2.06.]

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.

Students who have credits and or degrees granted by international institutions must have a detailed credential evaluation completed by the service listed in the graduate bulletin. No transfer credit will be considered without this documentation.

Once a student has been admitted to graduate study at Blue Mountain College, he/she may not take graduate courses elsewhere without prior approval of the Office of Graduate and Continuing Education .

Requirements for Graduation

Policy 2.16

Page 6

Only a grade of B or higher will transfer. Transferred credit will not be used to pull up grades earned at Blue Mountain College--e.g., a transferred A will not be used to pull up a C earned at Blue Mountain College.

F. Time Limitation

All students pursuing the graduate degree must complete the program within six years from the time of the first graduate course taken.. No credit will be allowed for any course taken prior to six years before graduation unless recommended by the Graduate Program Coordinator and approved for extenuating circumstances by the Office of Graduate and Continuing Education and the Vice President for Academic Affairs.

G. Grade Requirement

In qualifying for a graduate degree the student must earn a cumulative grade point average of 3.00 or better on all courses taken to fulfill requirements for a graduate degree.

An INCOMPLETE grade may be given to a student who fails to complete all requirements for a course within the required semester or term due to extenuating circumstances and with the approval of the Graduate Program Coordinator. A grade of I becomes an F if not removed by the end of the next semester or summer term.

H. Comprehensive Examination

Depending upon the graduate program, comprehensive examinations written and or oral will be required by the appropriate department as part of the degree requirement.

Students will be notified by the of the time for comprehensive oral/written examinations. Comprehensive exams will be scheduled during the last semester of graduate work.

No comprehensive examination will be authorized unless the student, at the time of application for the examination, has a 3.00 average or higher.

I. Application for Degree

Candidates for a graduate degree should file application with the Office of the Registrar for the degree a semester in advance of completion of degree requirements and pay the graduation fee in the Office of Business Affairs during the last semester of attendance. The graduation fee is a mandatory, comprehensive fee that covers the cost of the diploma, cap, gown, and hood rental, and other incidental costs related to graduation.

The graduate student must have a 3.00 average or higher on Blue Mountain College graduate work at the time the student applies for graduation.

J. Attendance at Graduation

Students who meet graduation requirements are expected to march at commencement. If for good reason the student cannot march, he/she should notify the Vice President for Academic Affairs.

SOURCE: Board of Trustees: February 21, 2003; October 03, 2003; October 01, 2004; June 19, 2006; November 27, 2006.