

BLUE MOUNTAIN COLLEGE

PROCEDURES

POLICY 2.03 ADMISSIONS

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 a minimum composite score of 15 on the ACT or the equivalent SAT score 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 or with a GPA below 2.0 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.

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8. Transfer credit earned at institutions that are not regionally accredited may be provisionally accepted. Once the student has earned a 2.0 GPA in a minimum of 12 hours of coursework at Blue Mountain College, the credit is fully accepted and posted to the student's transcript of academic credit.
9. All other applicants will be reviewed by the admissions committee.
10. Current practice of offering preliminary admission only to those still enrolled in school will continue.
11. The Office of Admissions periodically submits electronic memos reflecting the decisions made by the Director of Admissions.
12. Committee members will continue to review all other applicant files.
13. Any applicant who is denied admission to Blue Mountain College may appeal. 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 following list gives the order in which student appeals are considered.
 1. Director of Admissions
 2. Admissions and Academic Standards Committee
 3. Dean of Students
 4. Executive Vice President for Student Affairs and Graduate/Special Programs
 5. The decision of the President is final.
14. Applicants for readmission who have withdrawn either voluntarily or involuntarily after a threat or harm to himself/herself or others may appeal denial of readmission by presenting a written appeal to the Vice President for Academic Affairs. The decision of the VPAA is final.
15. International applicants must present acceptable English Proficiency Examination scores on the TOEFL (Test of English as a Foreign Language) or IELTS (International English Language Testing System). Acceptable TOEFL scores are a minimum of 500 paper-based, 173 computer-based and 61 Internet based. Six (6) is the acceptable score on the IELTS. IELTS is jointly owned by the British Council, IDP: IELTS Australia, and the University of Cambridge ESOL Examination.
16. All transcripts with credit earned outside the country must be evaluated by an approved service. The following services are used by Blue Mountain College for evaluation of transcripts.

Education Credential Evaluators, Inc., P. O. Box 92970, Milwaukee, WI 53202-0970, USA. Fax: 414-289-3411; Phone: 414-289-3400.

World Education Services, Inc., P. O. Box 745, Old Chelsea Station, New York, NY 10113-0745. Phone: 212-966-6311 or 800-937-3895; Fax: 212-966-6395; E-mail: info@wes.org; Web site: www.wes.org

American Association of Collegiate Registrars and Admissions Officers (AACRAO), Office of International Education Services, One Dupont Circle, NW, Suite #520, Washington, D.C. 20036-1135. Phone: 202-296-3359; Fax: 202-822-3940; E-mail: ies@aacro.org Web site: www.aacro.org

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.

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1. The Dean of Graduate Studies 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 Dean of Graduate Studies 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.
4. International applicants must present acceptable English Proficiency Examination scores on the TOEFL (Test of English as a Foreign Language) or IELTS (International English Language Testing System). Acceptable TOEFL scores are a minimum of 500 paper-based, 173 computer-based and 61 Internet based. Six (6) is the acceptable score on the IELTS. IELTS is jointly owned by the British Council, IDP: IELTS Australia, and the University of Cambridge ESOL Examination.
5. All transcripts with credit earned outside the country must be evaluated by an approved service. The following services are used by Blue Mountain College for evaluation of transcripts:
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All policies related to admissions may be accessed from the Blue Mountain College Web site at www.bmc.edu/policies.

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