

# BLUE MOUNTAIN COLLEGE

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## POLICIES AND PROCEDURES

**AREA:** Academic Affairs

**NUMBER:** Policy 2.06

**SUBJECT:** Transfer Credit

### 1. Undergraduate

In general, Blue Mountain College gives full credit for courses determined to be comparable or equivalent to courses offered by the College which are taken at another regionally accredited institution. Blue Mountain College offers some degrees, majors, minors or programs which require transfer of courses not comparable or equivalent to courses the College offers. The transfer of such courses is approved by the faculty of the department in which the major/minor is housed. In addition, the student must have earned a **C** or better in the course being transferred.

#### 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. 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: Admissions.]

#### B. Transfer of Courses Comparable or Equivalent

Blue Mountain College transfers courses which are deemed to be comparable or equivalent to courses the College offers. The guidelines for awarding such credits are outlined below in *E. Guidelines for Awarding Credit for Course Equivalencies*.

#### C. Transfer of Courses Not Comparable or Equivalent

The College may accept college level courses in transfer that are determined to be not comparable or not equivalent to specific courses taught at Blue Mountain College. If such college level but not comparable or equivalent courses are accepted in transfer, they may be approved to meet specific degree, major, minor, or other program requirements, or else shall be accepted as electives. The faculty of the academic department housing the major, minor, or other program, will determine applicability of transfer courses toward the major, minor, or other program.

#### D. 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

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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. [Cross reference with Policy 2.18: Academic Standards 1. A.] 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.

## E. 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.

## F. Prior Approval for Earning Off-Campus Credit

Students must obtain permission in advance from their advisor, the Chair of the Department 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.

## G. Institutions With Which There Are Articulation Agreements

The College has established articulation agreements for transfer of credit with a number of institutions. A current listing of articulation agreement programs is maintained in the Office of the Vice President for Academic Affairs and is published on the BMC Web site and

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in the *Blue Mountain College Undergraduate Catalog*.

## 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.]

SOURCE: Board of Trustees: October 02, 2009; October 03, 2008; November 27, 2006; October 07, 2005; October 01, 2004; February 20, 2004; October 03, 2003; October 04, 2002