

Blue Mountain Community College Administrative Procedure

Procedure Title: Program Deviations

Procedure Number: 07-2006-0015

Board Policy Reference: I.B. Educational Opportunities

NWCCU Standard:

Accountable Administrator: Vice President, Instruction

Position responsible for updating: Registrar

Original Date: August, 2006

Date Approved by Cabinet: 10-11-11

Authorizing Signature: Signed original on file

Date Posted on Web: 10-13-11

Revised: 09-11 Reviewed: 09-11

Purpose/Principle/Definitions:

In order to allow flexibility in granting certain degrees, changes must occasionally be made to the published degree requirements. To facilitate this process, students, advisors, instructors, or department heads requesting a deviation or substitution for a requirement of a degree or certificate program must submit either a Curriculum Deviation Request or a Programmatic Waiver or Course Substitution form.

Guidelines:

Curriculum Deviation Requests are used to request a curriculum deviation for a specific student's associate of applied science (A.A.S.) degree or certificate.

Programmatic Waiver or Course Substitution forms are used to request a waiver or substitution for a specific degree or certificate that is offered by BMCC. That waiver or substitution will be kept on file and will apply, whenever necessary, to any student seeking that specific A.A.S. degree or certificate.

In order to be processed, all of the requested information on the appropriate form must be completed. Once the signatures of the person submitting the request or waiver/substitution, the discipline chair, the instructor of the class involved (if a course is being substituted or waived), and the vice president of instruction have been obtained, the form will be submitted to the registrar to be processed.

The determination by the discipline chair, the instructor of the class involved (if necessary), and the vice president of instruction (who retains the final decision–making authority to either accept or deny the deviation or waiver/substitution) will become a part of the student's permanent record.

Special Forms:

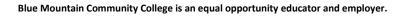
Curriculum Deviation Request



CURRICULUM DEVIATION

Blue Mountain Community College 2411 NW Carden, P.O. Box 100 Pendleton, OR 97801 (541)278-5930 Office of Instruction (541)278-5173 Fax www.bluecc.edu

BMCC ID: LAST NAME:	FIRST NAME:
Degree Intent:	Catalog Year used for Graduation:/
Term and Year of Graduation (Circle Term): Fall	Winter Spring Summer Year:
COURSE WAIVER- <i>Note</i> : May not waive credits belo	ow the minimum 90 credits required for an A.A.S. degree.
Course #: Course Title:	
Reason for request (Must include reason for request)	
COURSE SUBSTITUTION/S	
_	stitutes for
Course Number Course Title	Course Number Course Title
Subs	
Course Number Course Title	Course Number Course Title
Reason for request (Must include reason for request)	
Submitted by:	Date:/20
Discipline Chair Signature:	
If Denied, Reason for Denial	
Vice President, Instruction Signature:	Date:/20
If Denied, Reason for Denial	
Registrar Office Use Only:	
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