



Blue Mountain Community College *Administrative Procedure*

Procedure Title: Program Deviations
Procedure Number: 07-2006-0015
Board Policy Reference: I.B.

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*
Dated: 10-12-11
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 REQUEST

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-Note: May not waive credits below 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

_____ Substitutes for _____
Course Number Course Title Course Number Course Title

_____ Substitutes for _____
Course Number Course Title Course Number Course Title

Reason for request (Must include reason for request)

Submitted by: _____ Date: ____/____/20__

Discipline Chair Signature: _____ Date: ____/____/20__ Accepted Denied

If Denied, Reason for Denial _____

Vice President, Instruction Signature: _____ Date: ____/____/20__ Accepted Denied

If Denied, Reason for Denial _____

Registrar Office Use Only:

Date Received: ____/____/20____

Registrar Signature: _____

Date Processed: ____/____/20____

Processed by: _____

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Admin Proc. 07-2006-0015 rev: 09/06; 08/09