



**Blue Mountain Community
College**
Administrative Procedure

Procedure Title: HD109 Requirement
Procedure Number: 07-2011-0001
Board Policy Reference: I.B.

Accountable Administrator: VP, Instruction
Position responsible for updating: Registrar
Original Date: June 2011
Date Approved by Cabinet: 05-22-12
Authorizing Signature: *signed original on file*
Dated: 05-22-12
Date Posted on Web: 05-23-12
Revised: 04-12
Reviewed:

Purpose/Definitions:

First-year experience courses have been shown to increase student success at colleges across America. Students who successfully complete a first-year experience course are more likely to complete and attain their academic goals. Therefore, BMCC has designed and implemented a one-credit course entitled HD109 Academic Planning. HD109 was created to improve the success rate of our students and to help with their transition into college.

Guidelines:

All degree- and certificate-seeking students are required to take HD-109 Academic Planning within the first term of enrollment. Students who qualify for a waiver of this requirement are:

- Students with a minimum of 24 transfer credits from another institution and a cumulative GPA of 2.0 or greater

- Students who have minimum of 12 or more credits at BMCC with a cumulative GPA of 2.0 or greater; credits earned while in high school do not count (e.g., dual credit/Expanded Options courses)
- Students with an associate's, bachelor's, or master's degree

Students who qualify for a waiver must submit a waiver request form along with supporting documentation to the Pendleton Service Center. The registrar or his/her designee, will review and process approved waivers within three to five business days. The registrar will contact students by email regarding the status of their waiver request. A corresponding comment will be made in the student's record within the Advisor module. Students may appeal the registrar's decision to the AVP of Enrollment Management.

The following courses can be substituted for HD 109:

- AGR101
- BA109
- CET111
- CJ101
- ED100

Students should work with their advisors to determine the best Academic Planning course for their program.

Special Forms: HD109 Waiver Request Form



HD109 Waiver Request

Blue Mountain Community College
2411 NW Carden, P.O. Box 100
Pendleton, OR 97801

BMCC ID: _____ - _____ OR SSN: _____ - _____ - _____

LAST NAME: _____ FIRST NAME: _____

All first-term first-time degree seeking students are required to take HD109 Academic Planning **or** an equivalent course during their first term of attendance. Course options are:

HD109	AGR101	BA109
CJ109	CET111	ED100

A challenge exam is also available. Those interested in taking the challenge exam should contact the Advising and Testing Department at 541.278.5931.

Transfer students

You may be eligible to apply for a waiver if you meet one of the following criteria.

1. Indicate which of the following criteria you meet in order to qualify for this waiver:

- A. ____ Have a minimum of 24 transfer credits from another institution with a cumulative grade point average (G.P.A.) of 2.0 or better.
 - **Attach** an unofficial transcript from your prior college/s that includes your name.

- B. ____ Have an associates, bachelors or masters degree.
 - **Attach** an unofficial transcript from your prior college/s that includes your name and degree earned.

2. **Sign and date your request below.**
3. **Fax, mail or email your signed form and supporting documentation to BMCC's Pendleton Service Center (address above).** Waiver requests received without supporting documentation will not be processed.
4. You will receive an email regarding the status of your request within 24 – 48 business hours. If you have been assigned a BMCC email account your email will be sent to that account.

I am requesting a waiver of HD109 based on meeting one of the qualifications listed above and have attached supporting documentation for my request.

Student Signature

Date

Office Use Only:	
<input type="checkbox"/> Meets requirements for waiver	<input type="checkbox"/> Does not meet requirements for waiver

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6/2011, 5/2012, 11/2011
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Blue Mountain Community College is an equal opportunity educator and employer **Admin Proc. 07-2011-**