



## Blue Mountain Community College *Administrative Procedure*

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**Procedure Title:** Granting Degrees and Certificates  
**Procedure Number:** 07-2003-0024  
**Board Policy Reference:** I.B.

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**Accountable Administrator:** Vice President Student Affairs  
**Position responsible for updating:** Registrar  
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### **Purpose/Principle/Definitions:**

Blue Mountain Community College will be in compliance with State of Oregon guidelines when granting degrees.

### **Guidelines:**

To earn an associate's degree or a certificate, students must meet the requirements in the catalog that is current when they earn their first credit(s) at BMCC, unless they choose to meet the requirements of a later catalog. However, students who do not earn at least one BMCC credit each academic year lose the right to meet the requirements of their original catalog. They must then meet requirements of the current catalog at the time they resume work on their degree or certificate at BMCC, or a later catalog. If a student has not been consecutively enrolled (earning at least one credit per academic year) at the time of degree or certificate completion, he/she must meet the requirements of the most current catalog. See Administrative Procedure 07-2003-0025 for additional information on graduation requirements.

Students at Blue Mountain Community College will receive degrees and/or certificates based upon an institutional awarding standard. The college will grant degrees and/or certificates upon completion of requirements for the student's recorded program of study. Opting out of an institutional award requires completing the appropriate request through the Registrar's office. Multiple credentials may be institutionally awarded within a student's program of study.

An edition of the catalog is valid for five academic years. However, some programs may impose shorter time limits on accepting credits for degree or certificate requirements.

### **Associate of Arts Oregon Transfer Degree (AAOT)**

The AAOT is a *non-designated* degree. Oregon universities will accept this degree as meeting their institutional lower division general education requirements but not necessarily school, department, or major requirements with regard to courses or GPA. This degree requires a minimum of 90 credit hours of college transfer courses. All coursework must be passed with a grade of “C” or better.

### **Associate of Science Degree (A.S.)**

This degree is a *non-designated* college transfer degree designed for students who intend to transfer to a four-year college or university to complete a bachelor of science degree and whose program requirements do not fit the AAOT degree pattern. Students are encouraged to verify course transferability to receiving four-year colleges or universities. The associate of science degree requires a minimum of 90 credit hours of college transfer courses. Students are allowed a maximum of 12 credits of career technical coursework in the elective area of this degree. Students may, if an articulation agreement is in place with the institution to which the students plan to transfer, have a maximum of 30 credits of career-technical coursework applied in the elective area of this degree. The courses must be within the discipline area of the approved articulation agreement and students must provide proof of their intent to transfer such as a copy of their letter of admission.

### **Associate of Applied Science Degree (A.A.S.)**

The associate of applied science degree is a nationally recognized award that is approved by the Oregon Board of Education and is granted for completion of a two-year designated career-technical program. The associate of applied science degree requires a minimum of 93 credit hours.

### **Associate Degree in General Studies**

The associate degree in general studies is a *non-designated* degree that requires a minimum of 90 credit hours. It is not a transfer degree; however, some or all of the courses taken to satisfy this degree may be accepted at another institution. All coursework must be passed with a grade of “C” or better.

### **A.A.O.T., A.S. and, A.G.S. Requirements**

1. At least 24 credits must be earned at BMCC, 18 of which must apply to the certificate requirements.
2. A maximum of 24 credits of Pass/No Pass grades will apply to any two year certificate. Specific two year certificates that deviate from this maximum will state their Pass/No Pass maximum in the requirements for the specific two year certificate.

### **Oregon Transfer Module (O.T.M.)**

The OTM is a one-year module designed for transfer to any college or university in the Oregon University System. The module requires 45 credits. The course work must be chosen from courses approved for the AAOT degree and all courses must be passed with a grade of “C” or better. Coursework must be at least 3 credits. The module is not a degree or certificate, but can be selected as a goal, and completion of the module is noted on the transcript of students who select this goal.

### **Certificate of Completion**

Some career technical departments offer certificates ranging from 12- 96 credits to students who complete the course of study with a minimum 2.0 grade point average. Specific courses required for each certificate program, including any foundational requirements, are listed under their appropriate programs in the Degrees and Certificates section of the catalog.

Please note the following requirements:

#### **Two-Year Certificate Requirements**

1. At least 24 credits must be earned at BMCC, 18 of which must apply to the certificate requirements.
2. A maximum of 24 credits of Pass/No Pass grades will apply to any two-year certificate. Specific two year certificates that deviate from this maximum will state their Pass/No Pass maximum in the requirements for the specific two-year certificate.

#### **One-Year Certificate Requirement**

1. At least 12 credits must be earned at BMCC, nine of which must apply to the certificate requirements.
2. A maximum of 12 credits of Pass/No Pass grades will apply to any one-year certificate. Specific one-year certificates that deviate from this maximum will state their Pass/No Pass maximum in the requirements for the specific one-year certificate.

#### **Less Than One-Year Certificate Requirements**

1. At least 6 credits must be earned at BMCC, all of which must apply to the certificate requirements.
  2. A maximum of 8 credits of Pass/No Pass grades will apply to any less than one-year certificate.
- Specific less than one-year certificates that deviate from this maximum will state their Pass/No Pass maximum in the requirements for that specific certificate.

### **Career Pathway Certificate of Completion (C.P.C.C.)**

Career Pathway Certificates are short-term credentials (17-44 credits) that prepare individuals for entry-level employment within an occupational area. Career Pathway Certificates may be the first certificate a student earns while pursuing a certificate of greater length or an associate of applied science (AAS) degree. Information about Career Pathways in specific areas of study can be found in the Degrees and Programs section of the catalog under individual career technical programs. Based upon credit hours, career pathway certificates need to meet less than one year or one year certificate requirements.

Note: Students enrolled in high school but working on a certificate and/or degree will be required to complete the requirements of the catalog year in which the student completes their certificate/degree coursework. In order to complete under an earlier catalog year students must contact the Registrar's Office and declare their degree intent.

#### **Special Forms:**

Degree Check-Off Sheets