

**Procedure Title:** Applying for and Meeting Graduation Requirements  
**Procedure Number:** 07-2003-0025  
**Board Policy Reference:** I.B.

---

**Accountable Administrator:** Vice President Student Affairs  
**Position responsible for updating:** Registrar  
**Original Date:** November 2003  
**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:** 05-12  
**Reviewed:** 09-11

---

**Purpose/Principle/Definitions:**

When a student is close to completing his or her program of study, she or he must apply for graduation to ensure that all degree requirements have been met.

**Guidelines:**

When a student is within two (2) quarters of completing his or her chosen course of study, he/she is encouraged to apply for graduation. It is the student's responsibility to obtain the Application for Certificate/Degree Completion form, fill it out, and take it to his or her advisor for signatures. Completed forms are to be submitted to the BMCC Service Center. Incomplete forms will be returned to the student.

Upon receipt of the application form and fee(s), the registrar's office will process a degree audit and email the student and his/her advisor that the degree audit has been completed. The student and advisor will be asked to notify the registrar should there be any discrepancies. A graduation file for the student will be established at that time and the degree audit will become the student's official degree check off.

After the final term is completed, the registrar's office will run a final degree audit. If the student has completed all of the requirements to graduate, the degree will be posted and a diploma issued to the student.

If the student did not complete degree requirements in the term intended, the registrar's office will identify the final graduation requirements and mail a copy of the degree audit to the student. The graduation file will be retained with the active files for a period of one (1) year from the intended date of graduation.

If, after one year, the student still has not graduated, the application will be returned to the student file and the student will be required to reapply for graduation and to pay fees

again. The student will be notified, in writing, of the status of his/her application at that time.

If a student graduates with more than one degree, a separate application must be filed for each degree.

If the student does not complete and return the Application for Certificate/Degree completion and the registrar finds that the student has completed all coursework necessary for the student's recorded program of study, the college will grant degrees and/or certificates upon completion of those requirements. 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. See Administrative Procedure 07-2003-0024.

**Additional Guidelines:**

BMCC reviews and updates degree requirements annually. Students should note that some of the requirements for graduation may change if their studies are interrupted by one or more years or if a course of study extends beyond five years. Depending upon degree program or course of study, a student may be asked to complete updated requirements in order to earn a certificate or degree.

The following table outlines which catalog the student may use in determining degree requirements for graduation:

<b>Enrollment Status</b>	<b>Catalog of year started</b>	<b>Catalog of year re-started</b>	<b>Catalog of year graduating</b>
1. Attend concurrently for less than five academic years; <b>AND</b> 2. Break of enrollment of no more than one academic year	X	X	X
Re-attend after a break of enrollment of more than 1 academic year.		X	X
1. Attend concurrently for no longer than five academic years; <b>AND</b> 2. Have no breaks of enrollment of more than one academic year	X		X
1. Attend for longer than five academic years; <b>AND</b> 2. Has break of enrollment of more than one academic year		X	X

**Program Suspension**

If a student is currently attending a degree program that is suspended by the college and the student is involved in the "teach-out" of that program, the student has up to three years from the date of the suspension to obtain that degree. Following the three year period, if the student has not satisfied the requirements for that degree/certificate,

but still wishes to obtain a degree/certificate, he or she must either apply earned credits to a different program or transfer them to another institution.

Students ***previously*** enrolled in the suspended degree program, but who have not yet received that degree/certificate and are not involved in the “teach-out” are no longer eligible to receive that degree/certificate once the program is suspended. Those students must either apply their earned credits to a different program or transfer them to another institution.

**Special Forms:**

Application for Certificate/Degree Completion



# Application for Certificate/Degree Completion

## COMPLETE ONE APPLICATION PER CERTIFICATE OR DEGREE YOU ARE COMPLETING

Students are encouraged to apply for certificate/degree completion at least **two** terms prior to the term and year they plan to complete their certificate/degree requirements. **Example: Term/Year completing:** Spring 2013 **Term/Year to submit application:** Fall 2012

### **COMPLETING THE APPLICATION:**

1. Complete the Student Information section. Select the certificate/degree from the list on Page Two and indicate same on your application.
2. Take application to your advisor for their review and signature. Your advisor must sign and indicate what catalog year you will be completing your degree requirements under.
3. Sign your application and mail or return it to any BMCC location. **You must submit a separate application for each certificate or degree you are applying for. Mailing address and fax number are on application form.**

Your application is valid for one year from your stated term and year of graduation. If you do not complete your certificate/degree on or prior to the term/year stated on your application your application will be considered “active” for a period of one (1) year. If, after one year, you have not completed the requirement for your intended degree and/or certificate your application will be considered “inactive” and you may be required to complete requirements for your stated degree under the catalog year in which you complete your final certificate/degree requirements.

### **Selecting a catalog year:**

- See the chart below to determine which catalog year you may complete under.
- You may not use a catalog year that is more than five (years) old.
- As of 2012-2013 you may only complete requirements under academic catalog year’s 2008/09 through 2012/2013.
- You must have attended at least one term during the catalog year in which you are completing your requirements.

Enrollment Status	Catalog of year student started (after high school completion)	Catalog year that student re-started	Catalog year student completes certificate/degree requirements
1. Attend concurrently for less than five (5) academic years; <b>AND</b> 2. Break of enrollment of no more than one (1) academic year	X	X	X
Re-attend after a break of enrollment of more than one (1) academic year.		X	X
1. Attend concurrently for less than five (5) academic years; <b>AND</b> 2. Have no breaks of enrollment of more than one (1) academic year	X		X
1. Attend for longer than five (5) academic years; <b>AND</b> 2. Has break of enrollment of more than one (1) academic year		X	X
1. Attend for longer than five (5) or more academic years <b>AND</b> 2. Have no break of enrollment of more than one (1) academic year	May only use academic catalog year 2008/2009 through 2012/13. Work with your advisor to determine which catalog year to follow.		

### **Commencement:**

- Commencement will take place on June 14, 2013 on the Pendleton campus. Those completing their certificate and or degree requirements during or prior to summer 2013 qualify to participate in the June 2013 ceremony. Those completing after that time do not qualify to participate in our June 2013 ceremony but are invited to participate in the June 2014 ceremony.
- Only those students completing 1-year certificates and or 2-year degrees qualify to participate in the commencement ceremony.
- All applicants, with the exception of those that have elected to not allow their name to be published, will be included in our commencement program regardless of their participation in our ceremony.
- Those not planning to participate in our commencement ceremony will have the option of purchasing a diploma cover through the BMCC Bookstore.
- Those participating in our ceremony will receive information in April regarding practice, how to order caps and gowns, etc.

## BMCC CERTIFICATE AND DEGREE OPTIONS

Two Year Degree's		
Associate of Arts Oregon Transfer	Associate of Science	Associate of General Studies
<b>ASSOCIATE OF APPLIED SCIENCE:</b>		
Accounting Technology	Agriculture Production: Livestock	Drafting Technology
Administrative Office Professional (Statewide)	Business Administration	Early Childhood Education
Administrative Office Professional: Legal	Business Administration: Hospitality & Gaming	Electrician Apprenticeship Technologies (Statewide)
Administrative Office Professional: Medical	Civil Engineering Technology	Hospitality Management
Agriculture Business	Construction Trades, General Apprenticeship	Industrial Mechanics & Maintenance Technology Apprenticeship (Statewide)
Agriculture Production	Criminal Justice	Nursing (Statewide)
Agriculture Production: Crops	Diesel Technology	Paraeducator
<b>CERTIFICATES: 1 YEAR</b>		
Accounting Technician	Emergency Medical Technician (Statewide)	Office Assistant
Construction Trades, General Apprenticeship (Statewide)	Green Technician (Statewide)	Office Assistant: Medical
Dental Assisting Technician	Hospitality, Tourism and Management	Paraeducator (Statewide)
Early Childhood Education	Industrial Mechanics & Maintenance Technology Apprenticeship (Statewide)	Retail Management (Statewide)
Electrician Apprenticeship Technologies (Statewide)		
<b>CERTIFICATES: LESS-THAN 1-YEAR</b>		
English Language Development	Professional Truck Driver (Statewide)	Welding
Paraeducator Autism	Retail Management (Statewide)	
<b>CAREER PATHWAYS CERTIFICATE OF COMPLETION</b>		
Accounting: Bookkeeping Support Specialist	Criminal Justice: Corrections	Electrician Apprenticeship Technologies: Limited Electrician Apprenticeship Technologies (Statewide)
Administrative Office Professional: Office Support Specialist	Criminal Justice: Court Technician	Electrician Apprenticeship Technologies: Trade Worker Apprenticeship Technologies (Statewide)
Agriculture: Production: Crops: Pest Management	Criminal Justice: Law Enforcement	Industrial Mechanics & Maintenance Technology Apprenticeship: Mechanical Maintenance Apprenticeship
Agriculture: Production: Livestock: Beef Production	Diesel Technology: Diesel Technician Assistant	Industrial Mechanics & Maintenance Technology Apprenticeship: Trade Worker Apprenticeship Technologies (Statewide)
Business Administration: Business Operations Support Specialist	Drafting Technology: Survey Technician	Paraeducator: Elementary Educator
Construction Trades, General Apprenticeship: Trade Worker Apprenticeship Technologies (Statewide)		



# Application for Certificate/Degree Completion

Blue Mountain Community College  
2411 NW Carden, Pendleton, OR 97801  
(541)278-5759 Service Center  
(541)278-5871 Fax  
[getinfo@bluecc.edu](mailto:getinfo@bluecc.edu)

## STUDENT INFORMATION:

**COMMENCEMENT:** Will you be participating in our commencement ceremony in June:  YES  NO

**TERM/YEAR OF COMPLETION:**  Summer 2012  Fall 2012  Winter 2013  Spring 2013  Summer 2013

**PLEASE PRINT – This will be the way your name will appear on your diploma.** If our records have a **different** last name you must complete and return a Student Information Correction form along with appropriate documentation.

BMCC ID: \_\_\_\_\_ - \_\_\_\_\_ Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ Phone Number: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

First Name: \_\_\_\_\_ Middle Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**Do you want your name listed in your hometown newspaper? If yes, please complete the information below.**

Hometown Newspaper: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

**Do you give Blue Mountain Community College permission to publish your name in all commencement related publications (i.e. graduation program, news releases, etc.)**  YES  NO

**CERTIFICATE/DEGREE INFORMATION:** Complete **one** application per certificate or degree you plan to complete.  
 Associate of Arts Oregon Transfer  Associate of General Studies  Associate of Science  
 Associate of Applied Science (A.A.S): \_\_\_\_\_ (degree designation)  
 Certificate: \_\_\_\_\_ (certificate designation)  
 Certificate (Less than One Year): \_\_\_\_\_ (certificate designation)  
 Career Pathway Certificate (CPCC): \_\_\_\_\_ (CPCC designation)

**OTHER COLLEGE’S ATTENDED:** List other colleges attended that you wish to have credits evaluated and applied toward your certificate/degree at BMCC. Attach a separate sheet if more than 3 colleges. Please do not abbreviate college names.  
1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_

**ADVISOR:** Indicate what catalog year the student will be completing their certificate or degree requirements under. **Sign and return application to student.**  
Catalog Year: \_\_\_\_/\_\_\_\_ Advisor Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**Please process my application for certificate/degree completion as indicated above.**  
**Student Signature:** \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**REGISTRAR:** TERM/YR for GPA Calc: \_\_\_\_\_ GPA: \_\_\_\_\_.\_\_\_\_ HONORS QUALIFICATION:  Honors  High Honors  
Other College Credits: College: \_\_\_\_\_/Credits\_\_\_\_\_ College: \_\_\_\_\_/Credits\_\_\_\_\_  
Other College Credits: College: \_\_\_\_\_/Credits\_\_\_\_\_ College: \_\_\_\_\_/Credits\_\_\_\_\_  
Date Degree Posted: \_\_\_\_/\_\_\_\_/\_\_\_\_ By: \_\_\_\_\_ 3  
Date Diploma Mailed: \_\_\_\_/\_\_\_\_/\_\_\_\_ By: \_\_\_\_\_