

**Procedure Title:** Accepting Prior Learning Credits  
**Procedure Number:** 07-2005-0004  
**Board Policy Reference:** I.B.

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**Accountable Administrator:** Vice President, Instruction  
**Position responsible for updating:** Registrar  
**Original Date:** 11/21/05  
**Date Approved by Cabinet:** 07-21-09  
**Authorizing Signature:** *Signed original on file*  
**Dated:** 07-22-09  
**Date Posted on Web:** 07-22-09  
**Revised:** 03-11  
**Reviewed:** 03-11

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**Purpose/Principle/Definitions:**

BMCC is committed to ensuring that students have every opportunity to document on their BMCC transcripts certain kinds of prior learning. BMCC therefore will allow students to receive college credit for prior learning in the following areas: Credit by Examination (CBE), College-Level Examination Program (CLEP), Credit for Prior Certification (Apprenticeship), Early Childhood Education (ECE) Credit for Prior Experiential Learning, Credit for Prior Experiential Learning (EL), Advanced Placement (AP), and Military Credit.

**Guidelines:**

BMCC considers awarding credit only when the subject matter is equivalent to regular course offerings; the prior learning courses and credits are transcribed on the BMCC transcript under the BMCC course number and title. The fee for these credits will be based on the fee structure in place at the time the student applies for the credit. There will be no fee charged for the transcription of military credits. Students applying for prior learning credits must be enrolled in a minimum of one (1) BMCC credit during the term in which the request for credit is made and transcribed. The maximum number of credits that may be earned through credit for prior learning (a combination of CBE, ECE Credit for Prior Experiential Learning, CLEP, AP, FEL, and Military Credit) may not constitute more than 25% of the credits needed for a certificate or degree.

Credit By Examination (CBE):

See Procedure Number 07-2003-0029 for complete procedure.

Credits will be awarded based on the credits and grade recorded on the completed CBE form.

### ECE Credit for Prior Learning

Credits will be awarded to students who have obtained the Child Development Associate Credential or Step 7 of the Oregon Registry for Childhood Care and Education. A maximum of 10 credits can be granted upon approval by the ECE Coordinator for the following credits and courses: 4 credits of ECE280, 3 credits of ECE226 Child Development, and 3 credits for ECE252 Creativity for Young Children. Students will earn a grade of "P" for each course awarded.

### Credit for Prior Experiential Learning (EL)

Credits will be awarded for specific courses based on the recommendation of the faculty assessment of the students completed portfolio. Credits earned in this manner will be identified on the transcript with a designation of EL with a P grade.

### College-Level Examination Program (CLEP):

Credits will be awarded based on the official CLEP scores received from the College-Level Examination Program of the College Board. CLEP test scores must be dated within three years of the exam completion date. The BMCC course number, title, and the number of credits awarded will be based on BMCC's approved CLEP credit chart. Credits earned in this manner will be identified on the transcript with a designation of CL with a P grade.

### Advanced Placement Test (AP):

Credits will be awarded based on the official scores received from the Advanced Placement Program of the College Board. AP test scores must be dated within three years of the exam completion date. The BMCC course number, title, and number of credits, will be awarded based on BMCC's approved AP Credit Chart. Credits earned in this manner will be identified on the transcript with a designation of AP with a P grade.

### Military Credit:

BMCC follows American Council of Education guidelines for evaluating military credit. The BMCC course number, title, and number of credits awarded will be determined by the Records Office and the appropriate instructional departments. Credits earned in this manner will be identified on the transcript with a designation of ML with a P grade.

Special Forms: ECE Request for Prior Learning Credit  
Advanced Placement Credit Chart  
Advance Placement Credit form  
Credit for Prior Certification (Apprenticeship)  
Credit by Exam form

CLEP Credit form  
CLEP Credit Chart  
American Council of Education (Military) Credits  
2009-10 Application for Credit for Prior Experiential Learning

(EL)



## ECE Request for Prior Learning Credit

Blue Mountain Community College  
2411 NW Carden, P.O. Box 100  
Pendleton, OR 97801  
(541)278-5759 Service Center  
(541)278-5871 Fax  
[www.bluecc.edu](http://www.bluecc.edu)

To request Early Childhood Education (ECE) Prior Learning Credits at Blue Mountain Community College (BMCC), the student must initiate the process to request this option. The following criteria apply to this process:

- Student must be enrolled in BMCC courses during the term in which they are requesting these credits. NOTE: Students should **not** register for the course that they are requesting prior learning credits for.
- Payment for each course must be done prior to transcription of each course. The fee is \$10 per course.
- Students will receive a grade of "P" for each approved course.

Transcription of credit will not be done until all fees have been paid and all appropriate signatures have been obtained. Steps in the approval process are sequential and must be done in the order listed below. **NOTE: Request MUST be made and paid for in the same academic term as enrollment is verified and documentation is reviewed by the ECE Program Coordinator.**

**Step 1: Student:** Complete this step and provide appropriate documentation for prior learning.

**BMCC Student ID:** \_\_\_\_\_ - \_\_\_\_\_

**Last Name:** \_\_\_\_\_

**First Name:** \_\_\_\_\_

**Home/Cell Phone:** (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

**Date of Birth:** \_\_\_\_/\_\_\_\_/\_\_\_\_

**Email Address:** \_\_\_\_\_ @ \_\_\_\_\_

**I request to earn prior learning credits for the following course (mark all that apply):**

- ECE 226: Child Development (3 credits)
- ECE 152: Creativity for Young Children (3 credits)
- ECE 280: Cooperative Work Experience (4 credits)


I understand that the cost for these credits is \$10 per course. In addition, I understand that, once approved, payment must be made prior to transcription of each approved course.

**Student Signature:** \_\_\_\_\_

**Date:** \_\_\_\_/\_\_\_\_/20\_\_\_\_

**Take completed form, along with appropriate documentation, to ECE Program Coordinator for review.**

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**Continued on back** 

BMCC ID: \_\_\_\_\_ - \_\_\_\_\_ Student Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

**Step 2: ECE Program Coordinator Review:**

The Early Childhood Education Program Coordinator has received and evaluated your

- Child Development Associate Credential from the Council for Early Childhood Professional Recognition (copy attached) **OR** your
- Step 7 (or higher) certificate from the Oregon Registry: Pathways to Professional Recognition in Childhood Care and Education (copy attached)

BMCC can now transcript credits for the identified Early Childhood Education courses:

- ECE 226: Child Development (3 credits)
- ECE 152: Creativity for Young Children (3 credits)
- ECE 280: Cooperative Work Experience (4 credits)

The courses indicated above can be accepted toward the degree or certificate the student has have indicated in BMCC's records.

\_\_\_\_\_/\_\_\_\_\_/20\_\_\_\_\_  
**Signature:** Early Childhood Education Coordinator Date

**Attach documentation and forward to Vice President of Instruction for final review and approval.**

\*\*\*\*\*

**Step 3: Review and Approval of Vice President of Instruction**

The above recommendation for credits has been reviewed and:

- Approved
- Denied If denied, basis for denial: \_\_\_\_\_

\_\_\_\_\_/\_\_\_\_\_/20\_\_\_\_\_  
**Signature:** Vice President of Instruction Date

**Forward form and documentation to Service Center for processing**

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**Step 4: Service Center: Verification of Enrollment & Fee Payment**

Contact student and notify them of decision made. Verify current enrollment, record and apply payment made by student when received. Fee is \$10 per course.

Fee Amt Paid: \$ \_\_\_\_\_ Verification of Enrollment: \_\_\_\_\_

Service Center Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/20\_\_\_\_\_

**Please forward form to Records for transcription of credits.**

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**Step 5: Records Office: Record Credits**

Records Office: Date Received: \_\_\_\_/\_\_\_\_/20\_\_\_\_\_ Date Contacted OI to set up course: \_\_\_\_/\_\_\_\_/20\_\_\_\_\_

Course Setup By: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/20\_\_\_\_\_

Course registered in system and grade posted by: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/20\_\_\_\_\_  
Staff Name (printed)

Date Student Notified: \_\_\_\_/\_\_\_\_/20\_\_\_\_\_ Contacted by: \_\_\_\_\_  
Staff Name (printed)



## Advanced Placement Credits

Blue Mountain Community College  
 2411 NW Carden, P.O. Box 100  
 Pendleton, OR 97801  
 (541)278-5759 Service Center  
 (541)278-5871 Fax  
[www.bluecc.edu](http://www.bluecc.edu)

To request that your Advanced Placement Credits be transcribed at Blue Mountain Community College (BMCC) you must be attending BMCC, taking at least 1 credit, during the term that you want your credits to be applied.

Please complete Part A and return it to the Pendleton Service Center along with your payment. The fee is \$10 per course for each course you wish to have transcribed. This form will not be processed until all fees have been paid and your enrollment status has been verified.

### PART A: STUDENT INFORMATION - To be completed by student

BMCC Student ID: \_\_\_\_\_ - \_\_\_\_\_ OR SSN: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

LAST NAME: \_\_\_\_\_ FIRST NAME: \_\_\_\_\_

Home/Cell Phone: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_  
Month / Day / Year

Email Address: \_\_\_\_\_@\_\_\_\_\_

Blue Mountain Degree or Certificate Intent: \_\_\_\_\_

Please transcript the following courses to my BMCC transcript. I understand that the fee is \$10 per course and must be paid in full prior to my course or courses being transcribed.

Course ID	Course Title	Credits

\_\_\_\_\_/\_\_\_\_/20\_\_\_\_  
 Student's Signature                      Date                      Parent Signature- Required if under 18 years old

Please return the completed form and payment to: Blue Mountain Community College, Attn: Service Center

### PART B: FEE PAYMENT & ENROLLMENT VERIFICATION - Completed by BMCC staff

- Fee Paid
- Enrollment Verified. By: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/20\_\_\_\_

Registrar's Office Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/20\_\_\_\_

Blue Mountain Community College is an equal opportunity educator and employer.

Admin. Procedure 07-2005-0004 Rev.: 05-09



## Credit by Examination

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](http://www.bluecc.edu)

In order to earn credits by examination (CBE) at Blue Mountain Community College (BMCC), the student must initiate this process and be enrolled and attending BMCC at the time they make the request. Students still enrolled in high school **do not** qualify to apply for challenge credit.

- Student must be enrolled in and attending at least 1 BMCC credit course (high school dual credit courses do not count) during the term in which they are requesting the credit by examination. NOTE: Students should **not** register for the course that they are requesting CBE credits for.
- Student must pay the CBE fee prior to taking the examination. **Fee:** ½ the tuition rate in effect at the time the student applies for and takes the CBE exam
- Students must choose whether to take the exam for a grade or Pass/No Pass and may not change once the exam has been taken.

### Instruction and Process:

1. Student completes Step 1 and takes form to the Office of Instruction for approval.
2. The Office of Instruction reviews request (Step 2). Upon review and approval or denial by the VP of Instruction, the Office of Instruction forwards request to the Service Center for payment.
3. OI contacts student regarding request and, if applicable, payment of fees.
4. Student pays fees at Service Center.
5. Service Center sends CBE form to the Office of Instruction to set up test day and time for exam. Office of Instruction notifies student of date and time for exam and forwards Credit by Examination form to appropriate Instructor.
6. Once exam is completed and graded, Instructor of Record returns form to Service Center for processing.
7. Service Center records receipt of form in module and forwards form to Student Records for processing.
8. Student Records notifies student by email when exam grade has been processed.

This form will not be processed until all fees have been paid and all appropriate signatures have been obtained. Steps in the approval process are sequential and must be done in the order listed below. **IMPORTANT NOTE: Exam MUST be taken in the same academic term as enrollment is verified and payment is made.**

### Step 1: Student: Complete and take form to the Office of Instruction for approval.

BMCC Student ID: \_\_\_\_\_ - \_\_\_\_\_      BMCC Location for Exam: \_\_\_\_\_

Last Name: \_\_\_\_\_      First Name: \_\_\_\_\_      Home/Cell Phone: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_      Email Address: \_\_\_\_\_ @ \_\_\_\_\_

I request to earn credit by examination for the following course: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
(Course #)      (Course Title)      (# of Credits)

**Identify Grade Option (check ONE):**       For a grade (A, B, C, D, F)       As Pass/No Pass

NOTE: Some challenge courses may only offer the option of a "P" or "NP" grade

Student Signature: \_\_\_\_\_      Date \_\_\_\_/\_\_\_\_/20\_\_\_\_

Parent Signature (required if student is under 18 years old): \_\_\_\_\_      Date \_\_\_\_/\_\_\_\_/20\_\_\_\_

**COMPLETE BACK SIDE OF FORM**

BMCC ID: \_\_\_\_\_ - \_\_\_\_\_ Student Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Course : \_\_\_\_\_

**Step 2: Instructor Name and Approval of VP, Instruction**

Instructor Name: \_\_\_\_\_ Approved \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/20\_\_\_\_  
(Signature – VP, Instruction)

**Please forward form to Service Center 541-278-5871 (fax)**

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**Step 3: Fee Payment (must take place prior to examination) & Verification of Enrollment**

Fee: ½ the tuition rate in effect at the time exam is paid for. No additional fees to be charged.

Fee Amt Paid: \$ \_\_\_\_\_ Enrollment Verified: \_\_\_\_\_ By: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/20\_\_\_\_

**(Staff – Print Name)**

**Service Center:** Fax form to Office of Instruction 541-278-5173 for exam with instructor and student.

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**Step 4: Examination:** This form, completed to this step, must be given to the instructor in charge of the exam at the time the exam is taken. After the exam, it must be delivered to the Pendleton Campus Service Center by the undersigned instructor.

Examination Date: \_\_\_\_/\_\_\_\_/20\_\_\_\_ Grade: \_\_\_\_\_ Instructor Signature: \_\_\_\_\_

**Please forward form to Service Center for processing.**

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**Office Use Only:**

Records Office: Date Received: \_\_\_\_/\_\_\_\_/20\_\_\_\_ Date Contacted OI to set up course: \_\_\_\_/\_\_\_\_/20\_\_\_\_

Course Setup By: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/20\_\_\_\_ Course # \_\_\_\_\_

Course registered in system and grade posted by: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/20\_\_\_\_  
Staff Name (printed)

Date Student Notified: \_\_\_\_/\_\_\_\_/20\_\_\_\_ Contacted by: \_\_\_\_\_  
Staff Name (printed)

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CLEP Credit Chart

Exam Subject	Score	Credit	BMCC Course Equivalency
<b>BUSINESS</b>			
Information System & Computer Applications	-	-	No credit awarded
Principles of Management	50	4	BA206
Principles of Accounting	50	12	BA211,212,213
Introductory Business Law	50	4	BA226
Principles of Marketing	50	4	BA223
<b>COMPOSITION AND LITERATURE</b>			
COMPOSITION AND LITERATURE	50	9	ENG253, 254, 255
English Literature (with essay)	50	9	ENG204, 205, 206
<b>HISTORY AND SOCIAL SCIENCES</b>			
American Government	50	3	PS201
History of the U.S. I	50	3	HST201
American History II	50	3	HST203 OR w/Part I test HST201, 202, 203
General Psychology	50	6	PSY201,202
Human Growth and Development	50	3	PSY237
Principles of Microeconomics	50	3	EC201
Principles of Macroeconomics	50	3	EC202
Introductory to Sociology	50	3	SOC204
Western Civilization I	50	3	HST101
Western Civilization II	50	3	HST103 OR w/Part I test, HST101, 102, 103
<b>SCIENCE AND MATHEMATICS</b>			
Calculus	50	4	MTH251
College Algebra	50	4	MTH111
Trigonometry	50	4	MTH112
College Algebra - Trigonometry	50	4	MTH111
College Mathematics	50	4	MTH105
General Chemistry	50	15 OR 15	CH121,122,123 OR CH221,222,223
General Biology	50	15	BI211,212,213



American Council of Education (Military) Credits

Blue Mountain Community College
2411 NW Carden, P.O. Box 100
Pendleton, OR 97801
(541)278-5759 Service Center
(541)278-5871 Fax
www.bluecc.edu

There is no fee for these credits, however, the student must be enrolled in at least 1 credit at Blue Mountain Community College during the term in which the request is being made

PART A (To be completed by student)

BMCC ID: \_\_\_\_\_ - \_\_\_\_\_ OR SSN: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

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

Home/Cell Phone: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_

BMCC Degree or Certificate Intent: \_\_\_\_\_

Please transcript the following courses to my BMCC transcript.

Table with 3 columns: Course ID, Course Title, Credits. Three empty rows for transcription.

\_\_\_\_\_/\_\_\_\_\_/20\_\_\_\_
Student's Signature Date

Mail, fax or bring completed form to: Blue Mountain Community College, Attn: Pendleton Service Center, PO Box 100, Pendleton, OR 97801

PART B (To be completed by BMCC staff): Verification of Enrollment

- Must be taking at least 1 credit during the term in which they are paying for the transcription of these credits.

Enrollment Status: \_\_\_Full-time \_\_\_Part-time \_\_\_Not-Enrolled

Verified By (Print name): \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/20\_\_\_\_

PART C (To be completed by Registrar's Office): Transcription of credits

\_\_\_\_\_/\_\_\_\_\_/20\_\_\_\_
Signature - Registrar's Office Date processed by Registrar's Office

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Admin. Procedure 07-2005-0004 Rev.: 05-09



2009-10 Application for

Blue Mountain Community College
2411 NW Carden, P.O. Box 100
Pendleton, OR 97801
(541)278-5759 Service Center
(541)278-5871 Fax
www.bluecc.edu

## Credit for Prior Experiential Learning (EL)

**Step 1: Department/Academic Advisor/Office of Instruction Section** - Meet with Business Technology Department Head and your Academic Advisor to discuss the EL procedure, available courses, etc. If you meet the basic qualifications for EL consideration, you may proceed. The Business Technology Department, your Academic Advisor and the Office of Instruction (OI) will then complete their sections of your application.

<b>Academic Advisor Signature:</b>	<b>Date:</b> /     /
<b>Department Head Signature:</b>	<b>Date:</b> /     /
<b>Verification of completion of 12 or more credits at BMCC</b> *12 credits cannot include AP, ACE, CH, CLEP, or Dual Credit courses	_____ Yes    _____ No
By signing below I acknowledge the process and procedure to earn EL credit at Blue Mountain Community College.	
<b>Student Signature:</b>	<b>Date:</b> /     /
<b>Office of Instruction Signature:</b>	<b>Date:</b> /     /
<b>Approval to Proceed with EL Credit By Office of Instruction and enroll in CPL 120</b>	_____ Yes    _____ No
<b>Notes:</b>  	

**Step 2: Student Information Section (PLEASE PRINT)** - Complete this section and take application to the Office of Instruction in Pioneer Hall, Room P-102.

<b>BMCC Student ID:</b> -	<b>Student Last Name/First Name:</b>	
<b>Student Phone Number :</b> (    )    -	<b>Student Email Address:</b> @	
<b>Course Information:</b>	<b>CPL120 Course Approval:</b>	<b>Term &amp; Year Completed:</b>
<b>Requested Classes For EL Portfolio Review (Example: BA206, Principles of Management, 4 credits)</b>		
<b>Student Signature:</b>		
<b>Course Number/s and Course Title/s:</b>	<b>Grade/s Earned (P or NP only)</b>	<b>Number of Credits Earned:</b>
1.	1.	1.
2.	2.	2.
3.	3.	3.
4.	4.	4.

**Step 3: Service Center Section** - Payment of fees must be done prior to portfolio review. Once payment is made and verified by the Service Center return your application to Office of Instruction.

<b>Payment Amount Collected:</b> <b>Rate: 50% of Current Tuition Rate, No Additional Charges</b>	
<b>Date Paid:</b> /     /	<b>Service Center Staff Collecting Payment from Student (Print Name)</b>

**Step 4: Portfolio Review** – Your application will be given to the Instructor of Record for the portfolio review at the time the portfolio is collected. The Instructor of Record will then complete this section and return the completed application to Office of Instruction.

<b>Portfolio Name:</b>			
<b>Instructor 1 Signature:</b>		<b>Date:</b> /     /	
<b>Instructor 2 Signature:</b>		<b>Date:</b> /     /	
<b>Department Head Review:</b>		<b>Date:</b> /     /	
<b>Course Name(s)</b>	<b>Course Number</b>	<b>Course Credit</b>	<b>Instructor Initials</b>

**Step 5: Registrar’s Office** - The Office of Instruction will send your completed application to the Registrar’s office to post and credit/s and grade’s received to your official BMCC transcript. Email notification will be sent to you, the Office of Instruction, the Business Technology Department Head, and your Academic Advisor notifying them of the results of your application.

<b>Date received by Registrar’s Office:</b> /     /	
<b>Course(s) Setup By:</b>	
<b>Date Course(s) and Grade/s Posted to Students transcript:</b> /     /	
<b>Course/s and Grades Recorded By:</b>	
<b>Date Student Notified:</b> /     /	<b>Student Notified by:</b> ___ Email   ___ Mail
<b>Other Notations:</b>	
<b>Registrar’s Signature:</b>	<b>Date:</b> /     /

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