



## Blue Mountain Community College *Administrative Procedure*

---

**Procedure Title:** Accepting Transfer Credits  
**Procedure Number:** 07-2003-0019  
**Board Policy Reference:** I.B. Educational Opportunities

---

**Accountable Administrator:** Vice President Student Affairs  
**Position responsible for updating:** Registrar  
**Original Date:** 10/10/03  
**Date Approved by Cabinet:** 11-08-11  
**Authorizing Signature:** *Signed original on file.*  
**Date Posted on Web:** 11-09-11  
**Revised:** 10-11 **Reviewed:** 10-11

---

### **Purpose/Principle/Definitions:**

BMCC is committed to maintaining regional accrediting standards when accepting credits from other institutions to fulfill the student's chosen degree, certificate or module requirements.

### **Guidelines:**

When a student transfers to BMCC and wishes to have transfer credits counted toward his or her chosen course of study, the student must complete and return a Transcript Evaluation Request form to the Registrar. In addition, the student must request official transcripts from all school(s) they wish to have credits evaluated. During the evaluation, the Registrar staff will look not only at the course(s) being considered, but also at the accreditation status of the institution at which the credits were earned. The evaluation will be performed in relation to the degree in which the student is interested. BMCC does not accept credits earned at foreign institutions or credit for prior learning, AP, military, or CLEP credit granted by other institutions.

In order for credits to be accepted, the institution at which the credits were earned must be accredited by a regional accrediting agency and the course(s) must be equivalent in content and academic quality to the course(s) offered at BMCC.

The Registrar will use school catalogs or course descriptions from other schools to review course equivalencies when determining course equivalencies. If there is any question about the transferability of a course, The Registrar's staff may: a) ask students to provide additional information, such as a syllabus or course information guide, or; b) contact the school for additional information, or c) send information to the appropriate BMCC department for review and final determination. All credits accepted must be validated and relevant documentation must be kept in the student's file. The Registrar will attest to the appropriateness and applicability of the credit earned.

*AAOT and AS Degrees:*

In the case of Associate of Arts Oregon Transfer (AAOT) and Associate of Science (AS) degrees, courses listed in BMCC's catalog, or their equivalents from other schools, are the only courses that will satisfy the degree requirements.

When accepting courses from an Oregon community college, the Registrar will consider the following:

- If BMCC offers the course and it meets internal discipline studies requirements at the originating college, BMCC will honor the credits accordingly;
- If BMCC does not offer the course, but it meets discipline studies requirements at the originating college, BMCC will honor the credits accordingly;
- If BMCC does not offer the course and it does not meet the discipline studies requirements at the originating college, the course will be counted as an elective.

When accepting courses from a private or four-year school in Oregon or from out-of-state schools, the Registrar will consider the following:

- If BMCC offers the course and it meets internal discipline studies requirements, BMCC will honor the credits accordingly;
- If BMCC does not offer the course, course information will be sent to the appropriate academic department for a recommendation on whether to accept the credits and in what manner to apply them.

If there is a question regarding the appropriateness and acceptability of transfer credits, the appropriate academic department will be contacted for final articulation. During the summer or in the case of a dispute, the Vice President of Instruction will make the final determination.

Course and program deviations may be accepted towards an Associate of Applied Science (AAS) degree or certificate. In this case, the instructor and the Vice President of Instruction must all sign off on the deviation request. Approved deviations will then be sent to the Registrar for processing. Documentation is to be placed in the student's record.

Maintenance of forms for this policy is the responsibility of the Registrar's Office.

### **Special Forms:**

Transcript Evaluation Request form  
Program Deviation Request form  
Course Deviation Request form