

# BLUE MOUNTAIN COLLEGE

---

## POLICIES AND PROCEDURES

**AREA:** Academic Affairs

**NUMBER:** Policy 2.16

**SUBJECT:** Requirements for Graduation

1. Undergraduate

A. General Requirements

The general requirements for graduation are as follows:

1. Hours Required

A minimum of 120 semester hours of academic credit is required for a Blue Mountain College degree. Not more than twelve semester hours earned by independent study (correspondence) and not more than twelve semester hours earned by AP (Advanced Placement) will be accepted toward a degree. A maximum combined total of 30 semester hours of independent study (correspondence), CLEP (College Level Examination Program), and/or AP (Advanced Placement) can be applied toward a degree at the College.

Credits are measured in terms of semester hours. A semester hour represents one hour of recitation or lecture, or two hours of laboratory work a week for one semester of approximately fifteen weeks, or the equivalent.

2. Residence Hours Required

The College requires of each candidate for a degree a minimum residence of 32 weeks. Also, 25 percent of the total hours required for a degree must be earned in residence. Of a student's last 18 semester hours, 12 must be earned at the College except for those credits earned by students pursuing degrees awarded through collaborative academic arrangements.

3. Major and Minor Required

For a bachelor's degree the student must complete an approved major and minor, with the exception that certain comprehensive majors do not require a separate minor.

4. Minimum Elective Hours Required

The numbers of hours of electives varies with the degree selected; however, a minimum of three semester hours of elective academic credit must be chosen from a discipline outside the degree candidate's major or minor.

5. GPA Required: Overall and Major

A cumulative grade point average (CGPA) of 2.00 (C) based on hours attempted, excluding repeated courses. (Note: Students seeking teacher licensure must maintain a 2.75 GPA.)

# BLUE MOUNTAIN COLLEGE

---

## POLICIES AND PROCEDURES

A grade point average of 2.00 (C) based on hours attempted on all courses in the major excluding repeated courses. (Note: Students seeking teacher licensure must maintain a 2.75 GPA in their major course work.)

*Courses Included in Calculating Grade Point Average (GPA) in the Major.* All courses required in a major are included in calculating a student's GPA in the major. If a major requires courses from a discipline outside the major emphasis, these courses are included in the calculation of the GPA in the major.

6. Chapel Attendance  
Chapel Requirements, as specified [See Policy 2.23: *Chapel Requirements.*]
7. Junior English Proficiency  
To graduate with a baccalaureate degree, all students must demonstrate proficiency in the use of the English language. Procedures to this policy include ways in which proficiency may be met.
8. Mathematics Proficiency  
To graduate with a baccalaureate degree, all students must demonstrate proficiency in basic mathematical calculations. Procedures to this policy include ways in which proficiency may be met.
9. Computer Proficiency  
To graduate with a baccalaureate degree, all students must demonstrate proficiency in computer technology. Procedures to this policy include ways in which proficiency may be met.
10. Junior-Senior Level Courses  
A minimum of 40 semester hours of credit in 300- and 400- level courses are required for a degree at the College. Twenty-four of these semester hours must be earned at the College. A minimum of 12 semester hours of 300- and 400-level *major* course work is required for a degree of which six must be earned at the College. A minimum of six semester hours of 300- and 400-level *minor* course work is required for a degree of which three must be earned at the College.
11. Degree Audits  
Each degree-seeking student, with assistance from her/his academic advisor, should maintain a careful check of progress toward her/his degree goal. Progress may be tracked through degree audits.
  - a) The junior-year degree audit  
Each student must request a degree audit from the Office of the Registrar upon attaining junior standing (60 semester hours). This degree audit shows hours and quality points earned and outlines those courses and the number of credit hours still to be taken. The student and his/her advisor should update this degree audit each semester.

# BLUE MOUNTAIN COLLEGE

---

## POLICIES AND PROCEDURES

- b) **The final graduation degree audit**  
The Registrar, early in a student's first semester of his/her senior year, will conduct a degree conference with each candidate for degree. Following this conference and prior to the student's last semester of enrollment, the Registrar will complete a final degree audit.

- 12. **Application for Degree**  
An application for degree must be filed with the Office of the Registrar early in a student's first semester of his/her senior year. All tuition and fees, including an assessed graduation fee, must be paid before a candidate for degree is awarded a diploma.

- 13. **Attendance at Graduation**  
Degrees are not conferred in absentia. All undergraduates are required to participate in the commencement program. May and August degree candidates march in May of the degree year. Students completing degree requirements in December will march the following May. Exceptions to participating in the commencement program are rare and only with the approval of the Vice President for Academic Affairs.

- 14. **Graduation with Honors**  
Students completing the requirement for baccalaureate degrees with exceptional scholastic averages and with a minimum of one-half the total hours required for their degrees earned at the College may graduate with honors. The honors designations are as follows:

<i>summa cum laude</i>	3.90 to 4.00
<i>magna cum laude</i>	3.80 to 3.89
<i>cum laude</i>	3.60 to 3.79

To be eligible for honors, a student must have earned the required grade point average on all hours attempted, less repeated courses, at the College. These academic honors are announced in the commencement ceremony and recorded on the academic transcript.

### B. Academic Major and Minor Requirements

- 1. **General Requirements for a Major and Minor**  
For a bachelor's degree, the student must complete an approved major and minor, with the exception that certain comprehensive majors do not require a separate minor. A major is a specified program of at least 30 semester hours in one field. (Refer to the departmental descriptions in the College catalog or Status Sheets for the specific course requirements for each major offered at the College.)

A minor is a specified program of at least 18 hours in a field different from the

# BLUE MOUNTAIN COLLEGE

---

## POLICIES AND PROCEDURES

major. (Refer to the departmental descriptions in the *Blue Mountain College Undergraduate Catalog* for specific course requirements for each minor offered at the College.) Students majoring in Elementary Education (K-6) are required to have two areas of concentration. These concentration options are delineated on the Elementary Education K-6 Status Sheets.

2. Double Major

Students who wish to graduate from the College with a double major must complete all of the required course work for each of the two majors selected. Furthermore, each major must be allowed within the same degree program. For example, a student may double major in Biblical Studies and English because both of these majors are available in a B.A. degree program. A student may not, however, get a double major in Psychology and Biblical Studies because Psychology is only available in a B.S. degree program and Biblical Studies is only available as a B.A. degree option. These double majors will be printed on the student's diploma. If a double major is earned, a minor is not required.

3. Second Major

A student pursuing a degree from the College may choose to add a second major by completing all of the required course work (including any core courses) deemed necessary by the department of the second major. The course requirements for any second major are available from the chair of the department in which the second major resides. A second major cannot be converted to a first major unless the student also changes his/her degree program to one in which the major is allowed as a first major. For example, a student pursuing a B.A. degree with a first major in Biblical Studies and a second major in Psychology cannot change to a first major in Psychology without also changing his/her degree program to a B.S. degree. A student who chooses to add a second major will have that second major appear on his/her transcript. If a second major is earned, a minor is not required.

(Note: Refer to item A. 10 for minimum number of 300- and 400-level major and minor semester hours.)

C. Second Bachelor's Degree

A student who wishes to earn two degrees from the College must present a total of not fewer than 150 semester hours and must satisfy the specific requirements for both degrees. A minimum of 64 semester hours must be at the 300 and 400-level.

In addition to the requirement listed in the previous paragraph, a transfer student with a degree from another institution who wishes to earn a College degree must fulfill the degree requirements as outlined in the *Blue Mountain College Undergraduate Catalog*. Students who hold a bachelor's degree from another college or university may earn a second degree at BMC by completing all course work for the degree including core courses, a major (and a second minor, if the major requires one), and all graduation requirements, including the residency requirement. Courses in the prior degree that match BMC requirements will be waived.

# BLUE MOUNTAIN COLLEGE

---

## POLICIES AND PROCEDURES

### D. Semester Hour Limits in One Department

Not more than 42 semester hours of course work that carries the same prefix may be credited toward the 120 semester hours required for any degree at the College. Some exceptions to this rule are allowed as outlined in the Academic Information section of the *Blue Mountain College Undergraduate Catalog*. Students working toward a B.S. in Education degree must, of course, follow the requirements for the various majors at the elementary or secondary level, which (in some instances) will result in students having more than 42 semester hours of course work with the same prefix.

## 2. Graduate

### A. General Requirements

1. The minimum credit requirement for master's degrees is 30 semester hours credit.
2. Only those courses listed on a graduate program are applicable toward graduate degree credit requirements.

### B. Standardized Examination

Every student applying for graduate study at the College is required to take either the Graduate Record Examination (GRE), Miller Analogy Test (MAT), or the Praxis II, dependent upon the program of studies. [Cross Reference with Policy 2.03: *Admissions*.]

No student will be admitted to candidacy at the College until the score on the appropriate examination has been received from the examining agency. Students are advised to request that a copy of the score be sent to the Office of Graduate and Continuing Education at the time the examination is taken.

If a standardized test was taken at another institution, it is the student's responsibility to see that the Office of Graduate and Continuing Education receives a copy of that score.

All degree-seeking students must take the required test(s) the first time it is offered after enrolling. No course work beyond 12 hours will be credited toward a degree until the requisite test has been taken. The student is responsible for requesting test scores be sent to the Office of Graduate and Continuing Education.

### C. Admission to Candidacy

All requirements for degree candidacy should be completed when a student has earned 12 hours of graduate work and must be completed before the student receives credit for more than 15 hours of work toward a degree. The Dean of Graduate Studies will notify the eligible student by letter.

To be eligible for admission to candidacy for a graduate degree, a student must satisfy the following requirements:

1. Complete an Application to Candidacy Form.
2. Have satisfied all requirements for regular admission to graduate study.

# BLUE MOUNTAIN COLLEGE

---

## POLICIES AND PROCEDURES

3. Have satisfactorily completed a minimum of 12 semester hours of graduate work at the College. Satisfactory completion is interpreted as having a B average on all graduate work pursued.
4. Have on file in the Office of Graduate and Continuing Education a record of an acceptable score from the General Test of the Graduate Record Examination, the Miller Analogy Test or the Praxis II. No student will be admitted to candidacy until scoring at or above the minimal level required by the program of studies. (See the individual degree programs for specific requirements.)

### D. Full-time Status

One must be enrolled for a minimum of nine semester hours to be classified as a full-time graduate student during a regular semester. In summer school a graduate student who is enrolled for a minimum of six semester hours across a full summer session will be classified as a full-time student. International students (F-1) must maintain full-time enrollment pursuing their degree in compliance with Immigration and Naturalization regulations. [Cross Reference with Policy 2.09: Academic Load.]

### E. Transfer Credit [Cross Reference with Policy 2.06.]

Six semester hours of graduate credit may be transferred from another regionally accredited college or university provided the student has maintained a B average, the courses are appropriate for the student's program, and the courses are approved by the Office of Graduate and Continuing Education. Transfer credit must be earned within the six-year time limit in order to be considered.

Students who have credits and or degrees granted by international institutions must have a detailed credential evaluation completed by the service listed in the graduate bulletin. No transfer credit will be considered without this documentation.

Once a student has been admitted to graduate study at the College, he/she may not take graduate courses elsewhere without prior approval of the Office of Graduate and Continuing Education.

Only a grade of B or higher will transfer. Transferred credit will not be used to pull up grades earned at the College, e.g., a transferred A will not be used to pull up a C earned at the College.

### F. Time Limitation

All students pursuing the graduate degree must complete the program within six years from the time of the first graduate course taken. No credit will be allowed for any course taken prior to six years before graduation unless recommended by the Graduate Program Coordinator and approved for extenuating circumstances by the Office of Graduate and Continuing Education and the Vice President for Academic Affairs.

### G. Grade Requirement

In qualifying for a graduate degree the student must earn a cumulative grade point average of 3.00 or better on all courses taken to fulfill requirements for a graduate degree.

# BLUE MOUNTAIN COLLEGE

---

## POLICIES AND PROCEDURES

An INCOMPLETE grade may be given to a student who fails to complete all requirements for a course within the required semester or term due to extenuating circumstances and with the approval of the Graduate Program Coordinator. A grade of *I* becomes an *F* if not removed by the end of the next semester or summer term.

- H. **Comprehensive Examination**  
Depending upon the graduate program, comprehensive examinations written and/or oral will be required by the appropriate department as part of the degree requirement.

Students will be notified by the time for comprehensive oral/written examinations. Comprehensive exams will be scheduled during the last semester of graduate work.

No comprehensive examination will be authorized unless the student, at the time of application for the examination, has a 3.00 average or higher.

- I. **Application for Degree**  
Candidates for a graduate degree should file application with the Office of Graduate and Continuing Education for the degree a semester in advance of completion of degree requirements and pay the graduation fee in the Office of Business Affairs during the last semester of attendance. The graduation fee is a mandatory, comprehensive fee that covers the cost of the diploma, cap, gown, and hood rental, and other incidental costs related to graduation.

The graduate student must have a 3.00 average or higher on graduate work at the College at the time the student applies for graduation.

- J. **Attendance at Graduation**  
Students who meet graduation requirements are expected to march at commencement. If for good reason the student cannot march, he/she should notify the Vice President for Academic Affairs.

SOURCE: Board of Trustees: December 16, 2016 [Executive Committee]; Executive Committee: May 24, 2016; October 03, 2014; October 08, 2010; February 26, 2010; October 02, 2009; June 27, 2007; November 27, 2006; June 19, 2006; October 01, 2004; October 03, 2003; February 21, 2003

ACCOMPANYING DOCUMENTS:

1. Procedures