



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

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)

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.

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.

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)

It is the policy of the Blue Mountain Community College Board of Education and School District that there will be no discrimination or harassment on the grounds of race, color, sex, marital status, religion, national origin, age or disability in any educational programs, activities or employment. Persons having questions about equal opportunity and nondiscrimination should contact the Executive Assistant to the President at 103 Pioneer Hall, Phone 541-278-5951 or TDD 541-278-2174.