

## TRANSFER COURSE CREDIT POLICY

### I. Policy Section

8.0 Students

### II. Policy Subsection

8.29 Transfer Course Credit - Institutions of Higher Education

### III. Policy Statement

Grand Rapids Community College (GRCC) awards course credit for equivalent courses from any regionally accredited institution in the United States, international institutions of higher education, and military branches. GRCC awards credit for the course. The student will be given the credit earned for the course as transferred from the other institution, if the following guidelines are met:

- The student earned a grade of “C” (2.0) or higher in the course
- The level of the course being transferred in is undergraduate level
- The transfer course is at least one credit hour

### IV. Reason for the Policy

The College recognizes that students may have received credit for academic courses at other institutions of higher education. This policy identifies the guidelines for and circumstances under which GRCC may award course credit to students who have received credit for courses at other institutions of higher education. This policy is aligned with the expectations of the Higher Learning Commission’s Assumed Practices.

### V. Entities Affected by this Policy

Students, Faculty and Staff

### VI. Who Should Read this Policy

Students, Faculty and Staff

## VII. Related Documents

7.15 Prior Learning Assessment Policy

8.1 Dual Enrollment Policy

8.26 Multiple Associate Degrees Policy

8.31 Minimum Institutional Credit Policy

8.33 Industry Recognized Credentials/Test Credit Policy

8.5 Catalog Policy

Satisfactory Academic Progress Policy for Credit Hour Students

([www.grcc.edu/](http://www.grcc.edu/)

financialaidscholarships/satisfactoryacademicprogresspolicyforcredithourstudents)

Transfer Equivalency System

([www.grcc.edu/studentrecords/transfercredit/transferequivalencies](http://www.grcc.edu/studentrecords/transfercredit/transferequivalencies))

## VIII. Contacts

Student Records/Registrar's Office

Admissions/Enrollment Center

Academic Advisement Teams

Deans

## IX. Definitions

Equivalence - Establishing equivalence for GRCC courses allows students to earn credit for prior experiences. The course being evaluated for equivalence must result in students having the same knowledge, skills, abilities, and attitudes as the GRCC course for which the student is seeking credit.

General Credit - Credit that does not have a direct course equivalency but meets the requirements of transfer credit outlined by this policy. This credit appears on the transcript with the subject letter code followed by 999 and may be used to satisfy elective credits in an academic program. Example: HU 999

## X. Procedures

A. Students must send an official transcript from a regionally accredited postsecondary institution to the Enrollment Center. Credit is evaluated by the Registrar's office. Transfer credit is indicated on the academic transcript and awarded a "T". Transfer credit does not impact GPA calculation.

\*For foreign credit evaluation, students must provide an official course-by-course evaluation from one of the credit evaluators listed on the transfer credit info page:

[www.grcc.edu/studentrecords/transfercredit](http://www.grcc.edu/studentrecords/transfercredit)

- B. Transfer credit is awarded for completed undergraduate level course in which a student has earned a grade of C (2.0) or higher and the course credit earned is equal to one semester credit or more.
- C. If credit was earned in a format other than semester hours, the course credit conversion will be the standard conversion unless ratio is indicated on the transcript key of the awarding institution.
- D. Equivalence is established through the review of the GRCC course description, outcomes, and outline in comparison with the documentation provided for the transfer course, industry recognized credential, or test. In order for course-to-course equivalence to be established similar rigor, such as common credit/contact hours and the expectation for similarity of prior knowledge, skills, abilities, and attitudes must be established.

If specific course credit cannot be awarded, general discipline credit may be applied. If GRCC does not offer the discipline course credit that was earned, then general elective credit may be awarded.

- E. Students are sent a notification when transfer credit is awarded to their GRCC student email.

XI. Forms

N/A

XII. Effective Date

March 1, 2014

Revised – Effective Fall 2016

Revised – Effective Fall 2019

XIII. Policy History

AGC Approved November, 2013

AGC Reviewed and Approved, 2016

AGC Reviewed and Approved, March 2019

XIV. Next Review/Revision Date

2023-2024