MINIMUM INSTITUTIONAL CREDIT POLICY

I.   Policy Section

        8.0 Students

II.   Policy Subsection

        8.31 Minimum Institutional Credit Policy

III.   Policy Statement*

        Grand Rapids Community College adheres to Higher Learning Commission assumed practices in regard to minimum institutional credit requirements for graduation:

        Associate's Degree:
        To be awarded an Associate's Degree from Grand Rapids Community College, students must have earned a minimum of 15 credits through college-level course work within their program of study at GRCC.

        Certificate:
        To be awarded a Certificate from Grand Rapids Community College, students must have earned a minimum of 8 credits through college-level course work within their program of study at GRCC.

        *This policy does not apply to consortium agreements.

IV.   Reason for the Policy

        To provide terms and conditions for minimum institutional credits for associate's degrees and certificates.

V.   Entities Affected by this Policy

        Transfer Students Transfer
        Institutions Academic
        Departments Consortium
        Partners

VI.   Who Should Read this Policy

        Students
        Faculty (Advisors/Counselors/Classroom)
        Administrators
        Staff

VII.   Related Documents

College Catalog College
Websites Graduation
Materials Transfer Guide

VIII.   Contacts

Student Records/Registrar's Office

IX.   Definitions

A.   Associate's Degree & Certificate: See definitions under the Curriculum Model:
http://www.grcc.edu/sites/default/files/docs/teachexcellence/grccCurriculumModelApril2013.pdf

B.   College Level Coursework: Courses with a number of 100-299

C.   Credits: See definitions under the Curriculum Model:
http://www.grcc.edu/sites/default/files/docs/teachexcellence/grccCurriculumModelApril2013.pdf

D.   Program of Study: Courses within the degree or certificate being awarded

X.   Procedures

Students are responsible for initiating the graduation process through the use of the *Graduation Application* which is submitted online to the Student Records Office. The student's record is evaluated at the end of the planned semester of graduation to determine if they meet the requirements to graduate which includes the minimal number of credits for degrees or certificates taken at GRCC.

Degrees and certificates are completed in batches. The same type of degrees and certificates are processed together to stay consistent and efficient. Once the diplomas are printed, they are double checked by the Student Records Office staff for accuracy, and then mailed to the student at their PeopleSoft "home" address.

XI.   Forms

Graduation Application:
http://www.grcc.edu/studentrecords/graduation/graduationapplication

XII.   Effective Date

Fall 2015

XIII.   <u>Policy History</u>

Approved by Academic Governing Council in Winter 2015

Revised/Approved by Academic Governing Council, December 2017

Revised/Approved by Academic Governing Council, September 2022

XIV.   <u>Next Review/Revision Date</u>

2024-2025