

TRANSFER POLICY

I. Policy Section

8.0 Students

II. Policy Subsection

8.29 Transfer Policy

III. Policy Statement

Grand Rapids Community College (GRCC) abides by transfer policies created by the governing bodies of the institution, in accordance with all federal compliance guidelines. GRCC Transfer Policies incorporate policies regarding credit awarded from accredited institutions, foreign institutions, experiential learning and non-traditional adult learning programs. GRCC offers full disclosure of all transfer policies. All GRCC Transfer Policies contain a statement of criteria established by the institution regarding transfer of credit earned at another institution.

Transfer credit is awarded for:

1. Courses from appropriately recognized institutions
2. Courses with grades of "C" or higher (Transfer Policy only)
3. 100 – 300 Level courses

IV. Reason for the Policy

The College recognizes that students may have previous academic experience from other institutions that are comparable to our courses. The College reserves the decision to evaluate and award credit value for courses from other accredited institutions of higher education.

In order to be in conformance with 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

Detailed Transfer Policy information is available to students via the catalog at <http://catalog.grcc.edu>. Transfer equivalencies can be found on the Student Records web site at www.grcc.edu/studentrecords/transferecredit.

VIII. Contacts

Student Records/Registrars' Office
Counseling and Career Center
Admissions/Enrollment Center
Deans
Provost

IX. Definitions

X. Procedures

Foreign Institutions, Experiential Learning and Non-Traditional Adult Learning Programs

a. Foreign Institutions

i. Foreign Transcripts: All General Transfer Policies apply. Students are required to provide an official transcript along with a certified English translation of the transcript to one of the approved foreign accredited educational evaluation services listed on our Web page at: www.GRCC.edu/studentrecords/transferecredit.

ii. Global Education/Study: Arrangements for Study Away organized through agencies such as American Institute of Foreign Study (AIFS), or International Studies Abroad (ISA) may qualify for transfer credit. Information regarding the International Studies Initiative is listed on our Web page at: www.GRCC.edu/departmentofexperientiallearning/introductiontothestudyawayprogram

b. Military Credit

i. All GRCC Transfer Policies apply. Students must submit an official transcript from the applicable branch of service directly to the Enrollment Center. Students who complete basic military training may be granted two (2) Wellness credits.

c. AP/CLEP Test Credit

i. AP/CLEP Test Credit: Students who have earned Advanced Placement (AP) or College Level Examination Program (CLEP)

credit from The American College Board through their previous high school or college must request an official transcript of their test scores mailed directly to College Code 1254 (GRCC) Student Records/Registrar to be considered for transfer to GRCC. Scores must meet GRCC standards as listed on the Web page below and will be posted, without fee, as AP/CLEP test credit, as noted.
www.GRCC.edu/studentrecords/transfercredit

d. Challenge Examinations

- i. Challenge examinations are GRCC faculty-developed and scored tests. Course specific credit is granted for these subject-level examinations. Passing scores vary depending on specific exams. Information regarding Challenge Examinations may be found on our web site at:
www.GRCC.edu/academictestingservices/challengeexams

e. ACT PEP/Excelsior College Examinations/DSST (Formerly known as DANTES Subject Standardized Tests)

- i. Information regarding ACT PEP/DANTES/Excelsior College Examinations may be found on the following web site:
http://www.dantes.doded.mil/DANTES_Homepage.html
An official transcript is required to receive credit. Minimum passing scores vary by subject. Equivalency information can be found on the following web site:
www.GRCC.edu/studentrecords/transfercredit

f. Automotive Service Excellence (ASE)

- i. The American Council on Education's (ACE) Commission on Educational Credit and Credentials has recommended that credit be granted to those technicians who have passed ASE certification tests and have the required work experience. Additional information is available at:
www.GRCC.edu/asecredit

g. American Council on Education (ACE)

- i. All General Transfer Policies apply. Educational credit is granted for extra-institutional learning and training programs through participating organizations, associations, businesses, government, industry, military, or union affiliations. Students who successfully complete a training course and are interested in establishing a record of their non-traditional educational accomplishment must submit the required forms, signed by the participating organization's designated education representative, to the ACE Registry with a \$25 processing fee (a one-time fee for establishing and updating the student's record). For more information or to determine if your organization is a participating member, contact the Center for Adult

Learning and Educational Credentials/Registry Office at (202) 939-9434. Upon receipt of an official ACE transcript, GRCC will award credit based upon ACE recommendations.

- h. Child Development Associate Credential (CDA)
 - i. GRCC recognizes the CDA Credential by the Council for Early Childhood Professional Recognition when earned through non-credit bearing training and by departmental evaluation-granted credit for CD 105, Foundations of Early Childhood Education(3 credits). Students earning a CDA through credit course work should have an official transcript sent to GRCC, and transfer credits will be applied accordingly.
- i. Prior Learning Assessment (PLA)
 - i. GRCC offers credit for prior learning experiences that equate to courses taught at GRCC in the Technology area. Students who are interested in having prior learning assessed find step by step information at <http://www.GRCC.edu/academictestingservices/priorlearningassessmentpla>

XI. Forms

Degree Audit Form

XII. Effective Date

March 1, 2014

XIII. Policy History

AGC Approved November, 2013

XIV. Next Review/Revision Date

Revision 2018-2019 (or as required by accreditation agency)