

# GRCC High School/Technical Center Articulated Course Credit Application

## Instructions

The student should complete all fields on Page 1, including signature. The instructor, as well as a counselor or principal, should complete subsequent pages and submit the entire application on behalf of the student.

## To be granted articulated course credit, the student must:

1. Demonstrate mastery of competencies by earning a grade of "B" or higher in each course or program where articulated credit is being awarded.
2. Applied to GRCC as a degree-seeking student within two (2) years of high school graduation.
3. Complete the High School Articulated Course Credit Application.

## Student Information

**If filling out by hand, please write legibly and in ink.**

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Last 4 digits of SSN: \_\_\_\_\_ DOB: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Email Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

GRCC ID Number: \_\_\_\_\_

High School or Technical Center (HS/TC): \_\_\_\_\_

Year of High School Graduation: \_\_\_\_\_

**Please print this form and sign your name.**

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please note: Articulated Course Credit Applications will ONLY be accepted from the high school or technical center where the course work was completed. Articulated Course Credit Applications submitted by students will not be processed.

Additionally, articulated courses/credits are intended to be used toward the attainment of a terminal academic program at GRCC and will likely NOT transfer to other institutions. Students should check with the college/university they are transferring to from GRCC in order to see what credits are eligible for transfer.

Continued

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**Instructions to high school or technical center personnel.**

- Use the spreadsheet of agreed upon courses to find the year the HS/TC course was taken, the name of the HS/TC, and the agreed upon courses appearing in the agreement between your institution and GRCC.
- If filling out by hand, complete in ink and write legibly for scanning purposes.
- Enter Semester and Year Taken per GRCC course.
- Enter one letter grade (no percentages, please) per GRCC course.
- Ensure Page 1 is completed by the student.
- Have the appropriate individuals sign on the last page of this form, verifying that the student has met the course learning outcomes outlined in the GRCC Course Document of the GRCC Curriculum Database for the applicable year and course(s) identified below.
- Only enter and approve courses in which the student has met the above criteria—if the student did not meet requirements, there is no need to list the course, semester and year taken, nor the letter grade earned.

High School/Technical Center Course or Program Name	Semester and Year Taken (Ex: Fall 2022)	Grade Earned	GRCC Course

**Must be signed by proper parties.**

I attest that the above named student has met the course learning outcomes outlined in the GRCC Course Document of the GRCC Curriculum Database for the applicable year and course(s) identified above, and earned a grade of "B" or higher in the high school/technical center course or program. Instructions for locating GRCC Course Documents can be found at the following site:

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

Instructor: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Counselor/Principal: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Email, or print and mail this form to:**

Attn: Office of the Registrar  
 Grand Rapids Community College  
 143 Bostwick Ave. NE  
 Grand Rapids, MI 49503-3295  
 Fax: (616) 234-4204  
[officeoftheregistrar@grcc.edu](mailto:officeoftheregistrar@grcc.edu)

Additionally, keeping a copy of this application on file at the secondary school serves as maintaining the Student Achievement Recording Process (SARP) form.