

Academic Governing Council Decision Report

Transfer Course Credit: Policy 8.29

March 18, 2025

Purpose

The College recognizes that students may have earned credit for academic courses at other institutions of higher education. Policy 8.29 is designed to assist students in saving time and money by recognizing completed coursework and allowing students to apply academic credit completed at other institutions toward degree and certificate requirements at GRCC. This policy identifies the guidelines for and circumstances under which GRCC may award transfer course credit.

Decision

On March 18, 2025, the AGC membership voted to approve the revised Policy 8.29 Transfer Course Credit as part of a regularly scheduled review. The revised policy statement follows:

Grand Rapids Community College (GRCC) awards transfer course credit from the following sources:

- *Regionally accredited institutions in the United States*
- *Accredited international institutions of higher education*
- *Institutions with whom GRCC has an articulation agreement*

*GRCC automatically awards transfer credit when the coursework is directly equivalent to a GRCC course. If the course is not directly equivalent, it **may** be posted as an elective in the appropriate subject area upon request.*

Transfer credit will be awarded if the following guidelines are met:

1. *The course is at the undergraduate level (100 or above).*
2. *The course is at least one credit hour.*
3. *The course has not already been attempted or earned at GRCC.*
4. *Minimum grade requirements are met in the following cases:*
 - a. ***College/University Coursework:*** *If the student earned a grade of "C" (2.0) or higher in coursework completed at a college or university.*
 - b. ***Articulation Agreement:*** *If the student earned an acceptable grade as outlined in the articulation agreement between GRCC and the partner institution.*
 - c. ***Military Coursework:*** *If the student successfully completed coursework through the armed services that is recognized for credit.*

Sponsors

Co-Chairs: Valerie Campbell, Associate Registrar, Student Records and Isabel Vargas, Associate Registrar-Curriculum, Student Records.

Committee Members: Kristie Kozub, Academic Advisor, Academic Advising and Transfer Center; Matt Novakoski, Director of Transfer & Articulation Services, ISIP; and Matthew Schenk, Associate Professor of Digital Art & 2D Design, Visual Arts.

Rationale/ Supporting Data

The committee updated the policy as follows:

- The most important change in this policy is that courses that do not have a direct GRCC equivalent (999) will no longer automatically be transferred to GRCC. This credit can still be posted upon request.
- Additional clarifying language changes were made.

The committee reviewing this policy:

- Sought and included input from AGC members at four meetings.
- Responded to input from departments, programs, and individual faculty members.
- Benchmarked similar policies at eleven institutions of higher education and shared information with AGC.

Implications for Action

Policy 8.29: Transfer Course Credit was first approved by AGC in March 2014. While this policy has been in effect for many years, this team is proposing significant changes in that courses that do not have a direct equivalent to a GRCC course (999) will no longer automatically be transferred into GRCC. Students may request that these credits transfer in and apply to their degree. As a result, there will be a need for a committee formed that represents a wide range of views and whose positions at the College are impacted by this change. The committee should at minimum include Academic Advisors, Department Heads/Program Directors, other interested faculty, and Student Records staff.

In the end, it is felt that this change will benefit transfer students as follows:

- Faster transfer course evaluation processing times, which will give advisors and students access to their transfer credit record in a more timely manner.
- If we only bring in direct equivalency, and not extra elective credit students do not need, then students are less likely to be placed on financial aid suspension for exceeding the maximum allowed attempted credits in their degree program.
- This policy will help students who are reliant on financial aid and who need specific courses for their secondary admit programs as they will be less likely to fill those requirements with credit that will not count toward entry into the programs.
- This change may give students with transfer credits that do not apply to their GRCC programs more freedom to choose electives that are relevant to their current course of study and still qualify for financial aid. Students may request the posting of elective credits to be added to their GRCC transcript through a request process that will be determined by the implementation team.

Date of Decision by AGC

Date passed by AGC: March 18, 2025

- Yes: 39
- Proxy yes: 10
- No: 3

- Proxy no: 1
- Abstain: 1

Section to be Completed by the Provost

Evaluation Plan

The Transfer Course Credit Policy will be evaluated according to the next scheduled review of the policy. This evaluation and review will include feedback from GRCC faculty members and College stakeholders as well as benchmarking from peer institutions.

Next scheduled review of policy: Academic Year 2027-28

Response from Provost

I received this AGC Decision Report on Wednesday, April 2, 2025. I approve of the revised policy statement recommended by the AGC as outlined above. I am charging the Associate Provost of Instructional Support and Institutional Planning and the Associate Provost of Student Affairs to coordinate implementation of this policy revision with a team of faculty/staff volunteers. This will include updating the policy document, reviewing the procedures, and making updates to the procedures according to the recommendations outlined in the implications for action section above (consideration of the benefits for students and inclusion of the following stakeholders in the implementation team: Academic Advisors, Department Heads/Program Directors, other interested faculty, and Student Records staff). This will be followed by an update to the Academic and Student Affairs Council once the policy document has been reviewed and updated. Additional steps of implementation will include working with the Provost's Office to update the policy document on the appropriate GRCC webpage and a communication plan about the updated policy document. Full implementation of this revised policy statement should be accomplished no later than the start of the next Academic Year in August 2025.



April 7, 2025