

MINIMUM INSTITUTIONAL CREDIT POLICY

I. Policy Section

8.0 Students

II. Policy Subsection

8.31 Minimum Institutional Credit Policy

III. Policy Statement*

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. Policy History

Approved by Academic Governing Council in Winter 2015

XIV. Next Review/Revision Date

2017-2018