

ADMISSION AND PLACEMENT POLICY

I. Policy Section

8.0 Students

II. Policy Subsection

8.2 Admission and Placement Policy

III. Policy Statement

Gaining admission to enroll at Grand Rapids Community College is open to any individual who wishes to earn college level credit or participate in training programs. Admission to Grand Rapids Community College requires the submission of an application and, depending on the specific program, evidence of college readiness (e.g., high school transcripts, previous college transcripts, placement tests).

Admission into specific college programs may have additional standards or requirements. Individuals will need to confer with a program's specific admission requirements prior to enrolling. These programs include, but are not limited to:

- Degree seeking programs
- Personal interest enrollment
- International student enrollment
- Dual enrollment
- Middle College programs
- Apprenticeship programs
- Music programs
- Readmission
- Job training programs
- Guest student enrollment
- Health degrees and certificates
- Police Academy

To apply for a degree seeking program, students will be required to take a placement test if their high school grade point average is less than 2.0, or their ACT score is 17 or lower in the areas of math, reading, or English, or SAT scores are 24 or lower in the areas of math, reading, and writing/language.

Degree seeking students transferring in from another college need to provide a transcript showing at least 12 completed college credits at a course level of 100 or higher with an overall GPA of 2.0 or higher. Transfer students who meet this requirement will be admitted, are not subject to placement testing, and would be eligible to enroll in classes with college level prerequisites. Students who transfer in less than 12 college credits at a course level of 100 or higher, or with an overall GPA less than 2.0 will be required to take a placement test to establish their college readiness in reading or writing. Transfer students who do not meet this placement requirement have the option to submit their high school GPA and college entrance exam scores (SAT or ACT) to establish admission requirements (see Procedures X.A.3. below).

GRCC students whose placement scores indicate that they need developmental coursework will be required to enroll in and pass that coursework before taking college-level English and Math courses, and other specified college-level courses.

IV. Reason for the Policy

This policy provides the terms and conditions for anyone seeking to gain admission and enroll at Grand Rapids Community College.

V. Entities Affected by this Policy

This policy governs admission for individuals who wish to enroll at Grand Rapids Community College.

VI. Who Should Read this Policy

Prospective students, parents, and guardians
High school counselors and personnel
Faculty
Staff

VII. Related Documents

GRCC Catalog
GRCC admission and enrollment web pages
Readmit policy

Catalog year policy

VIII. Contacts

Policy Owner: AGC

Director of Admission & Enrollment

Associate Dean of Enrollment Management & Financial Aid

Associate Provost & Dean of Student Affairs

Dean of Success and Retention

IX. Definitions

- A. Degree seeking - these students plan to take classes to complete a certificate, degree, and/or transfer credits to another college or university.
- B. Personal Interest - these students plan to take classes with no intention to pursue a certificate, degree, nor transfer credit to another institution. They are enrolling for their own personal gain.
- C. Guest Student - these students plan to take classes to transfer back to a college or university where they are currently attending.
- D. Dual Enrolled - these students are currently attending high school and plan to take classes for college and/or high school credit.
- E. International Student - these students are citizen of a county other than the United States and are maintaining or pursuing a visa with 3 permission to take classes at a college or university in the United States.
- F. International Transfer Student - these students are citizen of a county other than the United States and are maintaining or pursuing a visa with permission to take classes at a college or university in the United States, and are transferring to GRCC from another institution of higher education within the United States.
- G. Job Training - these students plan to obtain a certificate of completion in an 18-week Job Training program.

X. Procedures

- A. Degree Seeking Students:
 - 1. Need to possess a high school diploma or GED. If a student does not have either of these credentials, they must be 18 years or older prior to the admit term to gain admission to GRCC. Students without a high school diploma or GED are not eligible for financial aid.
 - 2. Complete an online admission application.

3. Turn in high school transcripts and ACT scores, and/or college transcripts. Minimum requirements for admissions include a cumulative high school GPA of 2.0 or higher and an 18 or higher on ACT sub scores in Math, English, and Reading. Alternately, students may submit previous college transcripts with a cumulative GPA of 2.0 or higher with a minimum of 12 completed credits (this requirement refers to the ACT Cut Policy, 8.27).
 4. Home school students must submit notarized transcripts and meet the cumulative GPA requirement of 2.0 or higher and ACT scores of 18 or higher in Math, English, and Reading.
 5. Students who do not meet the GPA and ACT requirements are required to take a placement test to complete the admission process. Results of this test may require mandatory placement into developmental education classes.
 6. PY100 is mandatory for the following groups:
 - i. Test into IRW097 but not MA097
 - ii. Test into both IRW097 and MA097
 - iii. Test into IRW098 and MA097
 7. Students who have earned a high school diploma or GED and are under 16 years of age must first meet with and obtain approval from the Director of Admissions before completing the 4 Grand Rapids Community College admission process. This meeting will inform both the student and their legal parents or guardians of important information related to course enrollment and financial aid eligibility.
- B. Personal Interest Students:
1. Must possess a high school diploma or GED or be at least 18 years of age.
 2. Complete the online admissions application and select personal interest status.
 3. This admission type is not eligible for federal financial aid.
- C. Guest Students:
1. Must complete the Michigan Uniform Undergraduate Guest Application.
 2. The registrar or academic advisor of the student's home college or university must complete part II of this application.
 3. Guest applications must be completed and submitted for each semester that the student intends to enroll.
 4. Guest students are responsible for requesting an official transcript be sent to their current school after completion of their GRCC classes.
 5. In most instances, Guest Students are not eligible to receive federal financial aid at a host institution.
- D. Dual Enrollment Students:

1. Must be at least 14 years of age at the start of the admit term and pursuing a high school diploma.
2. Must have a high school cumulative GPA of 2.5 or higher.
3. In the event the student does not have an established high school transcript (i.e., the student is a rising freshman), the application will be reviewed on a case-by-case basis. Both the high school counselor and the GRCC Dual Enrollment Representative, in accordance with Michigan State law, will make a decision regarding admissions for these students. The student's previous transcripts, feedback from former teachers, and any assessments completed can be used for this decision.
4. Rising 9th grade and homeschooled students must submit the qualifying scores for tests approved by the State of Michigan (PLAN, PSAT, EXPLORE, MME, SAT, ACT, COMPASS) for admission consideration.
5. Must have approval by high school counselor and principal (or homeschool designee).
6. Can only take classes that are not available through their high school curriculum (unless approved by the high school).
7. Submit the dual enrollment application complete with four signatures (student, parent, counselor and principal), and their high school transcript showing cumulative GPA of 2.5 or higher.
8. Dual enrollment students are not eligible for federal financial aid.

E. International Students:

1. Complete the International Student Application.
2. Provide financial resources documentation. This is proof of available funds to cover educational expenses. Students must provide a bank statement and customer profile from a bank certifying the availability of funds as required by Federal standards.
3. Provide proof of English proficiency (see further details and qualifying scores on GRCC's website). Students must prove adequate competency in the English language unless English is his or her native language. See complete list of exempt countries on the GRCC website.
4. Provide a copy of high school diploma/transcript or college transcript as proof of successful completion of studies equivalent to secondary level education.
5. Provide a photocopy of passport ID pages.
6. International students are not eligible for federal financial aid.

F. International Transfer Students:

1. International Transfer Students are students currently attending another U.S. college or university and intend to come to GRCC, obtain a GRCC I-20, and work toward a program of study. In addition to the documents

listed above for general International Student applicants, a transfer student must also submit:

2. A copy of their I-20 (front and back).
 3. An official copy of their current college or university transcript.
 4. A copy of the current visa page from their passport.
 5. A photocopy of their current I-94 card.
 6. A completed GRCC transfer form (available on the GRCC website).
 7. International students are not eligible for federal financial aid.
- G. Job Training Students:
1. Must be at least 18 years of age.
 2. Complete the GRCC admissions application online, and select Job Training as the application type.
 3. Complete a placement assessment. The ACT WorkKeys Assessment Pre-Requisite results may also be submitted from a previous test event, as long as that event was within the last three years of the admission application submission date. Results of this assessment may require students to complete a foundational skills course prior to enrollment.
- H. Other students or programs: Students seeking admissions to specific programs such as health programs, Middle College, and the Police Academy should consult the Grand Rapids Community College catalog and website for additional procedures and requirements.

XI. Forms

Online Admission Application
Guest Student Application
International Student Application
Dual Enrollment Application

XII. Effective Date

Summer 2020

XIII. Policy History

Adopted - January 2009
Reviewed - 2012/2013
Reviewed - 2017/2018
Reviewed – 2019/2020, in response to PY100 Issue Paper; AGC approved updates to Procedures

XIV. Next Review/Revision Date

2021-2022