GRADUATION REQUIREMENTS

I. <u>Policy Section</u>

   7.0 Instruction

II. <u>Policy Subsection</u>

   7.20 Graduation Requirements

III. <u>Policy Statement</u>

To be awarded an associate's degree at Grand Rapids Community College, students must have:

- Completed at least 60 credit hours of coursework.
- Met the requirements outlined in GRCC's 8.31 Minimum Institutional Credit Policy.
- Completed the academic program requirements for the conferred degree as outlined in the GRCC College Catalog, including general education requirements.
- Earned a cumulative grade point average at GRCC of at least 2.0 at the time of graduation audit.
- Fulfilled the Michigan Transfer Agreement-aligned English Composition and Communications required coursework.
- Courses below 100-level will not be used toward graduation requirements, including the minimum number of credits that need to be completed.

To be awarded a certificate at Grand Rapids Community College, students must have:

- Met the requirements outlined in GRCC's 8.31 Minimum Institutional Credit Policy.
- Completed the academic program requirements for the awarded certificate as defined in the GRCC College Catalog.
- Earned a cumulative grade point average at GRCC of at least 2.0 at the time of graduation audit.
- Courses below 100-level will not be used toward graduation requirements, including the minimum number of credits that need to be completed.

IV. <u>Reason for the Policy</u>

Policy 7.20 is designed to provide clarity on the requirements to earn an associate's degree or certificate at GRCC. It is intended to ensure that all students who receive a certificate or degree from GRCC acquire job skills and/or knowledge needed for their intended credential, have life skills to excel

in their career and further their educational goals, and that they have been exposed to content that broadens their perspectives. This policy addresses accreditation expectations.

V. Entities Affected by this Policy

All GRCC Faculty, Staff, and Students

VI. Who Should Read this Policy

GRCC Students
Department Heads/Program Directors
Academic Administration
Student Records/Registrar's Office
Academic Advising & Transfer Center
Faculty/Staff

VII. Related Documents

GRCC Academic Catalog
7.10 Grading Policy
7.18 Curriculum Policy
8.5 Catalog Policy
8.24 Generated Graduation Policy
8.26 Multiple Degrees
8.31 Minimum Institutional Credit Policy

VIII. Contacts

Associate Provost of Instructional Support & Institutional Planning
Registrar

IX. Definitions

General Education Courses – General education at Grand Rapids Community College is comprised of two goals. The first is to expand and deepen our students' understanding of the intellectual traditions that constitute the liberal arts and sciences. To that end, general education courses at GRCC combine content knowledge with broadly-applicable academic skills such as critical thinking and communication. The second is to provide students with a set of courses that help meet their educational and career goals. In keeping with this goal, GRCC recognizes the Michigan Transfer Agreement (MTA) and includes general education coursework in its transfer and workforce associate degree programs. General education at GRCC builds knowledge, skills, and attitudes that every college-educated

person should possess. The GRCC general education program includes English Composition and Communications, Humanities, Social Sciences, Natural Sciences, and Mathematics. The courses that fall within the distribution groups are in the GRCC Academic Catalog.

Graduation – Graduation is the conferring of a student's degree based on the successful completion of all degree requirements. Graduation is reflected on a student's academic transcript with the credential awarded and date conferred.

 Michigan Transfer Agreement (MTA) – The MTA provides transferability of up to 30 semester credits to meet many of the general education requirements at participating Michigan four-year colleges and universities. Students may complete the requirements as part of the Associate of Arts degree or in addition to any other degree offered at GRCC.

X. Procedures

Students

1. Meet with an advisor or use the Academic Progress tool in the online student center to check progress toward completion of their credential.

2. Determine the semester when all graduation requirements will be met.

3. Apply to graduate, by the appropriate semester due date, by completing the online form. These due dates are maintained on the College's website.

4. Look for communications from the Student Records/Registrar's Office indicating the status of graduation application. Take action if needed.

5. Students may receive notification of college-generated graduation and should respond to that notification as needed.

Student Records/Registrar's Office

1. Once all grades are submitted, for all students for the semester, the graduation process begins.

2. Academic Advisement, the requirements listed in College Catalog per the student's program, the student's catalog year, and GRCC policies are used to determine if completion of all graduation requirements has occurred.

    a. If completion is met:

        i.   The credential is posted to the academic transcript.

          ii.   The student receives a congratulations email and details about receiving their diploma.

    b. If completion is not met:

          i.   The student receives an email indicating that they did not complete their intended credential and/or MTA and should meet with their advisor to discuss next steps.

XI. Forms

Graduation Application:

https://www.grcc.edu/students-resources/student-records/graduation/graduation-application

XII. Effective Date

Start of Fall 2025 semester

XIII. Policy History

Original policy approved at AGC on November 10, 2015.

Revision approved at AGC on December 11, 2018, removing Wellness credits cap; revision effective on March 1, 2019.

Second revision approved at AGC on March 15, 2022, with updated policy statement language including referring to policy 8.31; clarifying the statements about academic program requirements, GPA, and MTA English Composition and Communications coursework, and developmental courses; and adding certificate requirements. Second revision effective on August 25, 2022.

On March 18, 2025, the AGC membership voted to approve the revised Policy 7.20: Graduation Requirements as part of a regularly scheduled review.

XIV. Next Review/Revision Date

2027-28 Academic Year