

ADMISSION AND PLACEMENT POLICY

I. Policy Section

8.0 Students

II. Policy Title and Number

8.2 Admissions and Placement Policy

III. Policy Statement

The GRCC admissions process is designed to be inclusive, equitable, and supportive of diverse educational goals and backgrounds. The College welcomes all individuals who wish to pursue a certificate or degree, learn new skills, explore interests, or earn college credit while in high school. GRCC offers multiple admission options (e.g., degree seeking, guest, personal interest, dual enrollment) to meet the needs of our student population. Each admission option may have different requirements and financial aid eligibility. Students are encouraged to select the option that best fits their goals.

As an open access college, admission is automatic. Enrollment in certain courses and programs may require supporting documentation including, but not limited to, the following:

- High school transcripts or GED scores
- Standardized test scores
- Prior college-level coursework
- Previous learning experiences

Students who do not meet traditional readiness benchmarks are eligible for, and may be required to complete support courses designed to help them succeed. To ensure that all students are placed in courses that match their skill level, GRCC academic departments may use one or more of the following for placement decisions:

- Standardized test scores
- GRCC-based placement testing
- Prior academic record review, including previous college coursework

Some of the College's programs have additional standards and requirements. Admission to these programs is not guaranteed and may require a separate application process and prerequisite college-level coursework.

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 the Policy

This policy governs admission and placement 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

[Catalog Year Policy 8.5](#)

[Dual Enrollment Policy 8.1](#)

VIII. Contacts

Policy Owner: Executive Director of Enrollment Services and the Prerequisite and Placement Team (PaPT)

IX. Definitions

Degree-Seeking Student - A student who takes classes with the goal of completing a certificate or degree.

Dual Enrolled Student - A student who is currently attending high school and takes college classes for college and/or high school credit.

Guest Student - A student who takes classes to transfer back to a home college or university.

International Student - A student who is a citizen of a country other than the United States and holds or is pursuing a F1 visa with permission to take classes at a college or university in the United States.

International Transfer Student - A student who is a citizen of a country other than the United States and holds or is pursuing a F1 visa with permission to take classes at a college or university in the United States, and is transferring to GRCC from another institution of higher education within the United States.

Job Training Student - A student who enrolls to obtain a certificate of completion in a Job Training program.

Non-degree Seeking/Personal Interest Student - A student who takes classes without the intention of earning a certificate or degree. Course enrollment is for their personal goals or intent.

Transfer Student - A student who previously attended another college or university and has transferable college credit reported to Grand Rapids Community College.

Returning Student - A student who has attended GRCC previously and wishes to return.

X. Procedures

GRCC Placement Information

GRCC requires placement testing to enroll in English composition and most mathematics courses. The requirements and procedures follow.

English Placement Testing

English placement testing is used to assess students' skills in reading and writing and determines the English courses that will best support their skill level. An English Placement Test is not required if any of the following apply:

1. The student submitted SAT Evidence-Based Reading and Writing test scores that were completed after February 2016.
2. The student has completed GRCC's EN 101 or the equivalent at another institution with a grade of C or higher. A transcript must be provided.
3. The student transferred in 12 or more college-level credits (100 or higher) with a GPA equal to or above 2.0.
4. The student is a Guest Student.

If none of the above are met, English Placement testing is required. Retesting options may be limited and may be fee-based.

English Course Placement

- Co-requisite coursework will be required for students whose scores (SAT-Reading and Writing or placement) indicate that they need additional support. These courses must be taken alongside English Composition I (EN 101).
- Students who place into ARW 100 are also required to take PY 100.

Math Course Placement

Placement testing is used to place students in the math class that best matches their current skill level. Co-requisite coursework will be required for students whose placement scores indicate that they need additional support. Placement testing is not required prior to registering for a math class if any of the following criteria are met:

- The student has taken the math placement test at GRCC within 12 months of registering.
- The student has successfully completed a prerequisite math course (at GRCC or via transfer) within the past 12 months of registering.
- The student has successfully completed a college-level Calculus course or has an Advanced Placement (AP) Calculus score within the past 5 years. See the [Transfer Credit](#) web page for AP score information.

Admission Processes

GRCC is an open-access institution, and all are welcome. The following procedures describe the different processes for student groups to be admitted to the College.

Degree-Seeking Students (New and Transfer)

Students who wish to earn a degree or certificate at GRCC should complete the following steps:

1. Submit their 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 and submit the online Degree-Seeking Admissions Application.
3. Submit SAT scores, if available. SAT scores earned prior to February 2016 are no longer accepted for English composition placement purposes.
4. Submit an official transcript from any previous colleges or institutions to GRCC (transfer students only). Please see the [Transfer Credit Policy 8.29](#) for more information on the acceptance and application of transfer credit to the GRCC transcript.
5. Home-school students must submit notarized transcripts and/or SAT scores.

6. Complete placement testing as needed.

Dual Enrolled Students

Students who wish to enroll at GRCC as Dual Enrollment students should review the [Dual Enrollment Policy 8.1](#) and [the GRCC Dual Enrollment webpage](#).

Guest Students

Students who wish to attend GRCC while attending a home institution should complete the following steps:

1. Work with their home institution to follow their processes, determine financial aid availability, determine course needs, and affirm course transferability.
2. Complete and submit the online Guest Admissions Application for each semester that they wish to attend GRCC.
3. Request an official transcript be sent to their current school after completion of their GRCC classes.

International/International Transfer Students

Students who plan to study at GRCC under an F-1 visa should complete the following steps:

1. Complete and submit the online International Admissions Application.
2. Submit required financial documentation. Details can be found at grcc.edu/international.
3. Provide proof of meeting the English proficiency requirements (details can be found at grcc.edu/international).
4. Provide proof of high school graduation or college transcript. If the college transcript is from a non-USA based institution and is not in English, it must be translated into English.
5. Provide a copy of a passport photo ID.
6. In addition, international transfer students must submit a Transfer-In Form and not be in terminated status.
7. Complete placement testing as needed.

Job Training Students

Students wishing to participate in GRCC's Job Training programs should complete the following steps:

1. Complete and submit the online Job Training Admissions Application.
2. Complete the WorkKeys assessment prerequisites.

Non-degree Seeking/Personal Interest Students

Non-degree Seeking/Personal Interest students are not financial aid eligible. Students who wish to enroll in classes for personal enrichment without the intention of earning a certificate or degree should:

1. Complete the online Non-degree Seeking/Personal Interest Admissions Application.
2. Complete placement testing as needed to enroll in courses of interest.

Returning Students

Student accounts remain active for two years after their last date of attendance. Students who have been away from GRCC for more than two years and wish to return should:

1. Complete and submit a new online Degree-Seeking or Non-degree Seeking/ Personal Interest Admissions Application.
2. Complete placement testing as needed.

Students under 16 Years

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 Executive Director of Enrollment Services before completing the 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.

XI. Forms

[Online Admission Applications](#)

XII. Effective Date

Revised - Effective Fall 2026

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

Reviewed - 2022/2023

Reviewed by AGC: 2025/2026

Approved: December 2025 for Fall 2026 Implementation

XIV. Next Review/ Revision Date

2028/2029