

TRANSFER COURSE CREDIT POLICY

I. Policy Section

8.0 Students

II. Policy Subsection

8.29 Transfer Course Credit - Institutions of Higher Education

III. Policy Statement

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.

IV. Reason for the Policy

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. It allows 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.

V. Entities Affected by this Policy

Students, Faculty, and Staff

VI. Who Should Read this Policy

Students, Faculty, and Staff

VII. Related Documents

- 8.31 Minimum Institutional Credit Policy
- 8.5 Catalog Policy
- [Transfer Equivalency System](#)

VIII. Contacts

Policy Owner: Registrar

IX. Definitions

Accredited Institution – a college or university that has gained recognition from an accrediting agency that it maintains a certain level of educational integrity

Articulation Agreement- an educational partnership where the parties agree to accept certain credits that were earned at the partner educational institution

Transfer Credit – college credit earned at another accredited college or university that can be applied toward a credential that is currently being sought

Direct Equivalent Courses- courses from different institutions whose content and difficulty are viewed as equal

Elective Courses – Expands learning opportunities for degree seeking students. May or may not be required for students in a specific GRCC program.

999 Credit – 999 is the course number assigned to a transfer course when GRCC does not have a direct equivalent course (e.g., HU 999)

X. Procedures

Students who wish to apply transfer credit to their GRCC program must submit an official transcript from a regionally accredited postsecondary institution to Admissions and Student Services.

1. Transfer credit does not impact GRCC GPA calculation and is awarded a “T” instead of a grade.
2. Transfer credit may be awarded for completed undergraduate level courses for which a student has earned a grade of C (2.0) or higher and the course credit earned is equal to one semester credit or more.
3. If credit was earned in a format other than semester hours, the course credit conversion will be the standard conversion unless ratio is indicated on the transcript key of the awarding institution.

Direct Equivalent Courses

1. Course equivalency and credit is evaluated by the Student Records Office and input is sought from academic department faculty as needed when prior course equivalency has not been established.

- A. Course equivalence is established through the review of the GRCC course description, outcomes, and outline in comparison with the documentation provided for the transfer course.
- B. In order for course-to-course equivalence to be established, similar rigor, such as common credit/contact hours and the expectation for similarity of prior knowledge, skills, and abilities must be established.
- 2. To receive transfer credit from academic institutions outside the United States, students submit a course-by-course evaluation completed by a NACES accredited credential evaluator to the Admissions and Student Services.
- 3. Transfer credit for direct equivalent courses is posted on the GRCC academic transcript.
- 4. Students are notified (GRCC student email) when transfer credit is awarded.

Transfer Courses Without Direct Equivalency (999)

- 1. If specific course credit cannot be awarded, general discipline credit (discipline 999) may be applied upon request.
- 2. If GRCC does not offer the discipline for the course credit that was earned, then general elective credit may be awarded upon request.
- 3. Requests can be completed by the student, academic advisor, faculty, or staff using the 999 Transfer Credit Request process.
 - A. If the request is that a 999 course be reevaluated as a direct equivalent course, the Student Records Office will work with the aligned academic department to make that determination. These decisions are final.
 - B. If the request is that 999 credit be applied to the student's GRCC transcript to fulfill a General Education requirement, these requests are reviewed and approved by the Associate Provost of Instructional Support and Institutional Planning. These decisions are final.
 - C. If the request is that 999 credit be used to fulfill a program requirement, these requests are reviewed and approved by the Department Head/Program Director and Associate Dean in the appropriate academic department and School, respectively. The approval of a program requirement will count towards the allowable number of substitutions as stated in Policy 7.19. These decisions are final.
 - D. If the request is that 999 credit be applied as elective credit, the Student Records Office will process the request. No additional approvals are needed.
- 4. The Student Records Office will process and post the request to the student's GRCC transcript based on the approval status and will inform students (GRCC student email) of the outcome.
- 5. The student's Academic Advisor of record will be notified of the outcome.

XI. Forms

999 Transfer Credit Request Form

XII. Effective Date

March 1, 2014
Revised Spring 2016– Effective Fall 2016
Revised March 2019– Effective Fall 2019
Revised March 2025 -Effective January 2026

XIII. Policy History

AGC Approved November 2013
AGC Reviewed and Approved 2016
AGC Reviewed and Approved March 2019
AGC Reviewed and Approved March 2025

XIV. Next Review/Revision Date
2027-2028