

INDUSTRY RECOGNIZED CREDENTIALS/TEST CREDIT POLICY

I. Policy Section

8.0 Students

II. Policy Subsection

8.33 Industry Recognized Credentials/Test Credit Policy

III. Policy Statement

Grand Rapids Community College (GRCC) awards course credit for: 1) industry or professional credentials and 2) commonly accepted exams and tests in higher education. GRCC will award credit for the course(s) if the following guidelines are met:

- The course alignment with external credential has been formally documented in the Registrar's Office prior to student request for course credit.
- The credential is current/valid at the time the credit is awarded (has not expired).
- All established GRCC requirements are met.

IV. Reason for the Policy

This policy identifies the guidelines for and circumstances under which GRCC may award course credit to students who have taken and passed external tests, exams, or industry credentials.

V. Entities Affected by this Policy

Students, Faculty, Staff

VI. Who Should Read this Policy

Students Faculty Staff

VII. Related Documents

7.15 Prior Learning Assessment

- 7.20 Graduation Requirements
- 8.5 Catalog Policy
- 8.29 Transfer Policy
- 8.31 Minimum Institutional Credit Policy

VIII. Contacts

Student Records/Registrar's Office
Counseling and Career Center
Admissions/Enrollment Center
Department Head/Program Directors
Deans

IX. Definitions

Equivalence - Establishing equivalence for GRCC courses allows students to earn credit for prior experiences. Equivalence in this policy applies to industry recognized credential to course(s) and test to course(s). The test or industry recognized credential being evaluated for equivalence must result in students having the same knowledge, skills, abilities, as the GRCC course for which the student is seeking credit. In order for GRCC course equivalence to be established for Industry recognized credentials, one or more industry recognized credentials must be aligned with the entire course. An industry recognized credential may also be aligned with a sequence of courses.

X. Procedures

Test Credit

A. Establishing Test Credit Equivalence

1. Test credit may be awarded for AP, CLEP, DANTES, and IB
2. Review of all test credit cut scores will occur in the Registrar's Office annually in line with the catalog cycle. This annual review does not prohibit off cycle requests by both faculty and the Registrar's office.
3. Registrar's office will send out descriptions of test content to departments with a recommendation for course equivalence and a due date for sending back questions, concerns, etc.
4. Test credit cut scores are based on benchmarking of 2-year and 4-year colleges in Michigan and will include review of new tests for which students may receive credit and common cut scores for test credit at transfer institutions.
5. The Registrar's Office maintains all test credit information.

6. Test credit for courses not offered at GRCC are given discipline specific general credit (999)

B. Awarding Test Credit

1. GRCC Students send official test score documentation to the GRCC Enrollment Center.
2. GRCC students are then awarded credit for tests with appropriate scores (credit is posted to transcripts).

Industry Recognized Credentials

A. Establishing Industry Recognized Credential Equivalence

1. Industry Recognized Credential to course equivalence will be established and reviewed through the New Course Development and Course Review & Revision processes and where possible all documentation will be attached to the proposal. This annual review does not prohibit off cycle requests by both faculty and the Registrar's office.
2. Institutional contact for the Industry Recognized Credential will be listed both on the Curriculum Document and list maintained by Registrar's Office.
3. Equivalence will be demonstrated through: 1) Original documentation of content (standards, objectives, outcomes) for the credential to which the course is being equated; 2) a recommendation as to what credential will demonstrate competency of the standards, objectives and outcomes.
4. Student verification documentation will include: 1) a copy of the credential where applicable and 2) the expiration date for the documentation, when applicable. This information will be attached to the course proposal.
5. The name of the Industry Recognized Credential is listed in the course description in the GRCC catalog.
6. List of Industry Recognized Credentials is maintained in the Registrar's Office and posted on the Transfer Credit webpage.

B. Awarding Credit

1. Student provides Registrar's Office with documentation of credential earned.
2. Registrar's validates the student submission based on credential on file or in consultation with the Academic Department.
3. In cases where credential cannot be placed on file the academic department will verify the credential and send approval to the Registrar's Office via email.
4. Credit is posted to student transcripts and represented as "Industry Recognized Credential"

XI. Forms

Degree Audit Application

XII. Effective Date

Fall 2019

XIII. Policy History

Definition and Procedures Update, April 2016

Definition and Procedures Update, March 2019

XIV. Next Review/Revision Date

2023-24