

ADMISSIONS AND PLACEMENT POLICY

I. Policy Section

8.0 Students

II. Policy Subsection

8.2 Admissions 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

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 3
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 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. New students need to turn in high school transcripts and ACT or SAT scores. If the student does not have test scores, or they are expired, a placement test is required. Students whose placement scores indicate that they need developmental coursework will be required to enroll in and pass that coursework.
4. Transfer students 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 are not subject to English 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.
5. Home school students must submit notarized transcripts and ACT or SAT scores. If the student does not have test scores, or they are expired, a placement test is required.
6. Students whose scores (ACT, SAT, or placement) 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. PY100 is a mandatory requirement for some placements.
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 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.
8. ACT/SAT placement is final.
9. GRCC English placement retesting is not allowed. Additional testing will be considered on a case-by-case basis and requires Academic Advisor or English Department Head approval.

B. Readmissions

1. Complete the Re-Admit form
2. Placement tests may be required if test scores are expired or student has not completed college level English or math.
3. Students who have completed college level courses of 12 or more credits with an overall GPA of 2.0 will not be subject to English placement testing.

C. Guest Students

1. Must complete the Guest Application.
2. Guest applications must be completed and submitted for each semester that the student intends to enroll.
3. Guest students are responsible for requesting an official transcript be sent to their current school after completion of their GRCC classes.
4. In most instances, Guest Students are not eligible to receive federal financial aid at a host institution.

XI. Forms

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

XII. Effective Date

Summer 2020

Revised - effective April 2023

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

XIV. Next Review/Revision Date

2025-2026