

# AGC Decision Form

## 8.2 Admission and Placement Policy

Approved by AGC Executive Committee January 17, 2023

### Decision

On January 17, 2023, the AGC membership voted to approve changes to the Admissions and Placement Policy as follows:

1. Policy Section III- The approved section will contain only the following content while the remainder of the content from the previously approved policy will be removed:

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

2. Policy Section IX-A: The approved section will contain only the following content while the remainder of the content from the previously approved policy will be removed:

#### 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.

#### 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.
3. Policy Section IX-C: The approved section will contain only the following content while the remainder of the content from the previously approved policy will be removed:

#### C. Guest Students:

1. Must complete the Guest Application.
2. Guest applications must be completed and submitted for each semester that the 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.

*All other sections of this policy not specifically cited above remain the same from the 2019-20 AGC review of this policy.*

### **Sponsor/Champion of Proposed Policy**

Chairs: Lori Cook (Associate Dean, First Year Success), Erin Busscher (Academic Advising)

Team members: Valerie Butterfield (Registrar) Nathan Lindy (Physical Sciences), Zachary Marshall (English), Christina McElwee (English), Francisco Ramirez (Assoc. Dir. Admissions & Enrollment)

### **Rationale**

This action was part of a regularly scheduled review of the Admissions and Placement Policy. However, changes were made to GRCC's admission and placement protocols during the Covid pandemic. These changes needed to be evaluated and determined if they should remain, be modified or rescinded. Additionally, this policy was reviewed to ensure that it met the college's equity and inclusion goals.

### **Supporting Data**

The team solicited input from AGC during three presentations and received and responded to input from all stakeholders such as the Faculty Association, Departments and Programs as well as individual faculty members.

### **Implications for Action**

The team recommends that this updated policy be utilized in the admission and placement of all applicants applying for admission to GRCC.

### **Date of Decision by AGC**

Date: January 17, 2023

Vote: 98% approved, 0% not approved, 2% abstained

Policy approved.

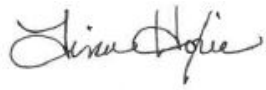
## **Section to be Completed by the Provost**

### **Evaluation Plan**

Next scheduled review of policy: \_\_2025-2026\_\_

**Response from Provost**

Approved for immediate implementation.



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Tina Hoxie, Ed.D.  
Interim Provost and Executive Vice President  
Academic and Student Affairs

April 11, 2023

Date