



# Grand River Technical School

## Transfer Policy

### Within the Institution

Although every effort is made to place a student in a program where (s)he is most likely to succeed, there are occasions when it is in the best interest of the student to transfer to another program, providing space is available. While transfer between programs is rare, in the event it is necessary, the transfer must be approved by the instructor and counselor. Students who elect to transfer to another program will be required to complete all competency requirements for the new program.

### From Other Institutions

Because GRTS is a clock hour school, transfer-in of credit hours does not apply. On a case-by-case basis, and by request of a transfer-in student, credit for previous training (advanced placement) may be considered upon submission of an official transcript and documentation of competencies mastered from the previous school. GRTS will consider the competencies currently mastered by the student requesting the credit for previous training per the following guidelines:

- A transcript from a fully accredited Missouri public institution documenting student occupational competency requirements achieved for a specific program may be considered in transfer for the same program.
- A transcript documenting student occupational competency requirements achieved for a specific program from a nonpublic institution that is fully accredited by a regional or national accrediting agency recognized by the United States Department of Education, and that participates in the common course designation and numbering system may be considered in transfer for the same program.
- A transcript from a non-accredited institution documenting student occupational competency requirements achieved for a specific program will be evaluated on an individual basis by administration and the individual program instructor to determine if advanced placement in a given program is applicable.
- Transferred-in credit for previous training is not used to calculate a student's GRTS grade point average for academic standing at GRTS. Grades received at other institutions may be considered for eligibility in some financial aid programs.