



TRANSFER OF CREDIT POLICY

Programs offered at New England Tractor Trailer Training Schools (NETTTS) are career oriented in nature with objectives designed to prepare graduates for immediate employment in their chosen field of study upon graduation.

NETTTS students seeking to continue their education at other post-secondary institutions should be aware that NETTTS does not claim or guarantee that credit earned at NETTTS will transfer to another institution and acceptance of the credit earned at NETTTS is determined at the sole discretion of the institution in which the student desires to transfer his/her credits. Students are advised to obtain information from all institutions they are considering attending in order to understand each institution's credit acceptance policies. It is the student's responsibility to confirm whether or not NETTTS credits will be accepted by another school.

Students who are enrolling in NETTTS with prior related education from an institution that is accredited by an agency recognized by the U.S. Department of Education may have their previous coursework accepted for credit at NETTTS. Prior to entrance, transfer applicants must submit an official transcript from their former institution that clearly indicates the courses taken, grades achieved and credits awarded.

For Veterans Affairs Students: VA regulation (Title 38, Code of Federal Regulations, Section 21.4253 (d)(3) and 21.4254(c)(4)) requires that NETTTS receive and evaluate all post-secondary prior credits for all students receiving educational benefits from the Veterans Affairs education programs (CH30, CH33, CH35, CH1606, CH31 VR&E, and VRRAP) which includes prior military service through the evaluation of your military transcripts.

The SCO will take the following steps to evaluate previous education and training credits for Veterans Affairs Students, regardless of whether the student does not want to use transfer credits:

1. Ask the student to make a list/provide all previous education and training to include:
 - a. Where they attended,
 - b. When they attended,
 - c. In what program(s) they were enrolled.
2. The SCO must make every attempt to obtain all postsecondary institution transcripts as well as military transcripts, prior to the student starting classes. This includes any training a returning student successfully completed at NETTTS. Military transcripts can be obtained using DOD form DD-295, as well as visiting the Joint Services Transcript website at [Home page \(doded.mil\)](http://Home page (doded.mil)).
3. Complete the NETTTS VA Student Credit for Previous Education & Training Evaluation form to evaluate and determine acceptable transfer credits in accordance with this Transfer of Credit Policy.
4. Grant accepted credits according to this Transfer of Credit Policy, and reduce training time and tuition and fees proportionately to be reflected on the NETTTS VA Student Credit for Previous Education & Training Evaluation form as well as in Enrollment Manager.
5. Notify the student and retain documentation in the students' education file.

If necessary, a catalog description/objective of the previous coursework completed may need to be submitted to NETTTS staff. The catalog description of the coursework taken may be needed to determine the comparability of those courses offered at NETTTS. All credits transferred from applicable courses must have an earned grade of 'C' or better. NETTTS staff will make the final determination regarding previous coursework with respect to when it

was taken and its appropriateness for evaluation or acceptance. Finally, the applicant may be required to meet with a member of the NETTTS educational staff to further evaluate the educational preparedness of the individual to enter NETTTS as an advance standing student.

Regardless of the number of transfer credits awarded, all students must complete a minimum of 50% of the credits required for graduation through actual attendance at NETTTS for all programs taken.

Prior courses taken that become accepted for transfer credits will not be used to determine a student's grade point average (GPA), but will be considered in calculating the pace of progression and the maximum time frame, which is one and one-half (1.5) times the normal program length in credit hours. Transfer credits are normally denoted by a "TR" and the credits will count as credits attempted and credits earned. For example, if a student enrolls in a 22 credit hour program and 10 credits are accepted by transfer. The maximum time frame for that student to complete the program remains at 22 credits ($22 \times 1.5 = 33$ credits MTF).

Those students who transfer credits from an accredited postsecondary institution will receive a grade of TR as noted in the grading policy.

For students who change programs within NETTTS, only those courses that count towards a student's new program of study will be used to determine satisfactory academic progress.