



Northeastern University

College of Arts, Media and Design

REQUEST FOR TRANSFER CREDIT FORM

Please read the instructions before completing this form.

SECTION 1 - To be completed by Student

Name: _____ NUID #: _____

Address: _____

Department: _____ Degree: _____

Email Address: _____@husky.neu.edu Telephone: _____

Institution	Course number(s) and title(s)	Credit Hours

Graduate School
122 Meserve Hall
360 Huntington Ave.
Boston, MA 02115
617-373-5329
gscamd@neu.edu
www.northeastern.edu/camd/academics/graduate/

Student's Signature: _____ Date: _____

SECTION 2 – To be completed by department Graduate Coordinator

Course number (s) and title(s)	NU Equivalent Course Number	Credit Hours Recommended for Transfer Credit

If not recommended state reason(s):

Graduate Manager's Signature: _____ Date: _____

Please submit completed form to Graduate Student Services for final approval and processing.

SECTION 3 – To be completed by the Graduate School

Transfer Credits Approved # semester hours: _____ Exceptions Noted:

Manager of Graduate Student Services:
_____ Date: _____

NORTHEASTERN UNIVERSITY POLICIES REGARDING GRADUATE TRANSFER CREDIT

A maximum of 9 semester hours* of credit obtained at another institution may be accepted toward the degree, provided that the credits:

- consist of work taken at the graduate level for graduate credit, and
- have been earned at an accredited institution in the United States, and
- carry grades of B (3.000) or better, and
- have not been used toward any other degree.

*Transfer credit grades do not count toward a GPA at Northeastern University.

Individual departments may have policies that further restrict the number of credits allowed for transfer.

INSTRUCTIONS FOR REQUESTING TRANSFER CREDIT

SECTION 1 – Student:

1. Complete the student section, sign and date it, and submit the form to your department.
2. An **official transcript** from an accredited U.S. institution showing course work for which you are requesting transfer credit, and any supporting documents required by your department (i.e., course descriptions) must be attached to this form. Please note that copies of transcripts and grade report forms are not acceptable.

SECTION 2 – Department:

1. Once the student's request for transfer credit has been reviewed, complete the departmental section of the form.
2. If the department is unable to recommend approval of transfer credit, the form is to be returned to the student with reasons noted, and a copy kept in the student's departmental file.
3. If the department recommends approval of transfer credit, forward the signed form to the Graduate School, along with the student's official transcript, where applicable.

SECTION 3 - GRADUATE SCHOOL

1. The Coordinator of Graduate Student Services will review the request for transfer credit. If approved, the form will be signed and distributed as noted on the form.
2. The Registrar's Office will post the transfer credit to the student's Northeastern University transcript as approved by the Graduate School.

Please note: Transfer credit requests not accompanied by an official transcript from an accredited U.S. institution will not be reviewed.

Upon completion of Sections 1 and 2, submit the form to 122 Meserve Hall.