



OFFICE OF ACADEMIC & STUDENT SUPPORT SERVICES
50 Nightingale Hall ♦ 360 Huntington Avenue ♦ Boston, MA 02115
Tel 617.373.2400 ♦ Fax 617.373.5545 ♦ www.northeastern.edu/cps

Request for Transfer Credit or Prior Learning Assessment (PLA)

Instructions:

- Please attach an official transcript from each institution, official score reports, or prior learning portfolio.
- Review the transfer credit policy in the Student Handbook.
- Submit to the Office of Academic & Student Support Services and allow two to three weeks for the request to be processed.

STUDENT INFORMATION

Student name: _____
First (Given name)
Middle
Last (Family name)

Mailing address: _____
Street
City
State
Zip code

Primary telephone number: _____ Email address: _____

Student ID: 000-_____ Current Degree and Major: _____

Transfer Credit

Name of institution, college-level proficiency examination (e.g., CLEP, AP, PEP, DANTES, Challenge exams), or Modern Language Proficiency Exam	Month and year of attendance or completion

OR
Prior Learning Assessment (PLA)

Course for which you are petitioning for prior learning credit	Faculty supervisor of PLA	Date of completion

Student signature _____
Date

FOR OFFICE USE ONLY: Date assigned: _____ Assigned to: _____
 Signature: _____ Date complete: _____ Petition: Accepted Denied
 Comments: _____