

### Transfer Credit

Students may petition to have credits obtained at another institution accepted toward their Northeastern degree. **No more than 9 semester hours (12 quarter hours) of credit can be transferred** to Northeastern and these credits must:

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

Individual departments may have policies that further restrict the number of credits allowed for transfer. Please note that transfer credit grades do not count toward a GPA at Northeastern University.

The protocol for accepting transfer credit is as follows (taken from the back of the Request For Transfer Credit/Special Student Credit form):

1. Student completes the top section ("To Be Completed By Student") on Request For Transfer Credit/Special Student Credit form (Appendix 1) and signs and dates form. Student submits all copies to his/her department along with an **official transcript** from an accredited U.S. institution showing the course work for which student are requesting transfer credit. Individual departments may require additional documents, such as course descriptions. Copies of transcripts and grade report forms are not acceptable.
2. Department reviews the student's Request for Transfer Credit and completes departmental section of Request For Transfer Credit/Special Student Credit form.
3. If the department is unable to recommend approval of transfer credit, the department notes the reason(s), returns the form to the student, and retains a copy for the student's file.
4. If the department recommends approval or partial approval of transfer credit, the department forwards all copies of the signed form and all accompanying documents to the Graduate School of Arts and Sciences in 124 Meserve Hall. **Transfer credit requests not accompanied by an official transcript from an accredited U.S. institution will not be reviewed by the Graduate School of Arts and Sciences.**
5. The Director of Student Services of the Graduate School will review the request for transfer credit. If approved, he or she will sign the form and distribute copies.
6. The Registrar's Office will post transfer credit to the student's Northeastern University transcript as approved by the Graduate School of Arts and Sciences.