

Graduate School of Engineering

Global Engineering Campus

Campus Transfer and Location Change Policy for MS Students

Policy

This document outlines policy and procedure related to MS students transferring to a different Northeastern campus (“Campus Transfer”) and enables mobility within our Global Network (“Location Change”).

The Campus Transfer and Location Change policy applies to transfer/changes within the US. Transfers within Canada, from the US to Canada, or vice versa are not permitted.

Campus transfers and location changes are for continuing students only. Students who have not yet started their program should contact the admissions office.

Students may not transfer from a Global Network Campus to Boston. Students may only have one campus transfer or location change per program.

Students who received a Global Network Campus scholarship will not maintain their scholarship following campus transfer or location change. If the new campus is offering a scholarship for the student’s program at the time of transfer, the student will be eligible to apply for that scholarship.

Campus transfers and location changes may depend on the credits completed and length of time the new campus has been running the program. Please, see the eligibility requirements below.

The student must have a minimum GPA of 3.0 or higher and cannot be on academic probation.

Campus transfers and location changes are subject to program approval even if students meet all eligibility requirements.

Definitions

Campus Transfer

Students may request an official campus transfer from their school/college to complete their program. Students requesting an official campus transfer will transfer to a Northeastern Global

Network Campus (new campus) to finish their degree requirements. The permanent transfer must be approved by the school/college academically and must meet regulatory requirements (state/provincial licensure). If the student is an international student, the program must be offered in compliance with F-1 requirements at the requested new campus location. International students should seek advice from the **Office of Global Services** before their final decision to transfer to another campus.

Campus Location Change

Students who want to visit one of the Northeastern Global Network Campuses for one or two terms may request an official location change (the new campus) for a period no longer than one academic year (a fall and spring semester) and for no more than 50% of a degree program. The change must be approved by the school/college academically, and courses must be offered that allow the student to make normal academic progress in compliance with regulatory requirements. For international students to change their campus location, the academic program must be offered in compliance with F-1 requirements at the requested new campus location. If the location change is approved, the home campus will remain unchanged on the student's record.

Eligibility

The academic advisors (primary academic advisor and new campus academic advisor) collaborate with the student to determine academic eligibility. We recommend that students meet with their advisors to discuss the reasoning for their campus change request, any program-specific requirements, and eligibility. To be academically eligible:

1. Students intending to begin at their new campus location for the Fall may do so after completing their first 2 courses of the program (4 for MSIS-Bridge programs), provided that the campus has already run that program for one semester and is offering second semester courses.
2. Students intending to begin at their new campus location for the Spring may do so after completing the first 4 courses of the program (6 for MSIS-Bridge programs) provided that the campus has already run that program for one semester and is offering second semester courses.

3. Students completing courses 6-8 of their programs (8-10 for MSIS-Bridge programs) are not eligible to transfer to a new campus within the network that has not run the program for more than 2 semesters.
4. The student must have a minimum **GPA of 3.0** or higher and cannot be on academic probation.
5. Campus transfers and location changes are subject to program approval even if students meet all eligibility requirements.

Process

Students requesting an official campus transfer, or a location change are required to apply at least one month before the start of the term. The request can be made as early as a week before registration opens. Please refer to the [Academic Calendar](#) for these dates.

A student interested in a campus transfer or location change needs to contact their Primary Academic Advisor and the Academic Advising Team of the new campus to determine eligibility.

New US Campus	Email Address
Seattle	coe-seattle-gradadvising@northeastern.edu
Silicon Valley	coe-sv-gradadvising@northeastern.edu
Portland, Maine	coe-roux-gradadvising@northeastern.edu
Miami	coe-miami-gradadvising@northeastern.edu
Arlington	coe-arlington-gradadvising@northeastern.edu
Oakland	coe-oakland-gradadvising@northeastern.edu

- Once the eligibility is confirmed the student fills out the first two parts of the Registrar [Campus Transfer and Location Change Form](#) (PDF) and emails it to the advisor of the new campus.
- The advisor of the new campus signs the Registrar Campus Transfer and Location Change Form and emails it to the Registrar (cc student).
- Once approved, the Registrar will email the student and advisor of the new campus to confirm approval and changes the campus attribute. This is only if it is a Campus transfer. If it is a Campus Location Change the campus attribute will not be changed.

- International Students: Students on an F-1 visa must submit the OGS [Intercampus Transfer Request](#) as per the instructions on the OGS e-form. Within the Intercampus Transfer Request e-form, the student will need to download the [Intercampus Transfer Clearance Letter](#), complete the first part (name, NUID, Degree), and then send it to the new campus advisor. Once signed, the new campus advisor will email the student the Intercampus Transfer Clearance Letter. Only after completing this step, can the student electronically submit the Intercampus Transfer Request via MyOGS.