Graduate School of Engineering Intercampus Transfer Policy and Procedure

Section 1: Policy and procedures for students transferring to a Northeastern campus that offers their academic program.

Section 2: Policy and procedures for students transferring to a Northeastern campus that does not offer their academic program.

Section 1:

For students seeking to transfer to a campus where their program IS offered:

To be eligible for a transfer:
1. The student has been enrolled in at least 1 semester and have recorded grades.
2. The student cannot be on academic probation.
3. The target campus must have adequate classes for the student to successfully complete their degree. The courses must be offered in an appropriate instructional modality for the student.
   *Even if students meet all eligibility requirements, transfers are subject to program approval.

When a student is interested in transferring to another campus which offers their degree program, they need to work with the Academic Advisor at their target campus, and if on an F-1 visa, the Office of Global Services.

Step 1: Contact Academic Advisor to Verify Eligibility

For students interested in taking courses at another Northeastern campus, please contact the Academic Advisor at your target campus, as listed here:

<table>
<thead>
<tr>
<th>Campus Location</th>
<th>Email Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Boston – Departmental &amp; MGEN</td>
<td><a href="mailto:gradstudentservices@coe.neu.edu">gradstudentservices@coe.neu.edu</a></td>
</tr>
<tr>
<td>Seattle – MSIS &amp; DAE *</td>
<td><a href="mailto:coe-seattle-gradadvising@northeastern.edu">coe-seattle-gradadvising@northeastern.edu</a></td>
</tr>
<tr>
<td>Silicon Valley – MSIS &amp; CPS/IoT</td>
<td><a href="mailto:coe-sv-gradadvising@northeastern.edu">coe-sv-gradadvising@northeastern.edu</a></td>
</tr>
</tbody>
</table>

Step 2: Apply to Transfer

Once the advisor verifies the student is eligible to transfer, the student must submit an official transfer request via the following steps:

1. Log onto: myNortheastern
2. Click on the “Services and Links” tab
3. Search for “Registrar Forms”
4. Create New and select “Intercampus Transfer”

1 DAE students are currently ineligible to transfer between the Boston and Seattle campuses.
**Step 3: If on an F-1 visa only, submit OGS Clearance Letter**

If a student is on an F-1 visa, they must submit the OGS Intercampus Request form. Per instructions on the OGS form, the student needs to download the form, complete the first part (name and NUID) and then send it to the advisor. Once signed, the advisor emails the clearance letter back to the student so the student can electronically submit the OGS Intercampus Request form via MyOGS.

*Note: Students who received a regional campus scholarship will no longer have that scholarship apply to their tuition if they transfer to Boston. Please keep this in mind as you consider the possibility of transferring campuses.*

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**Section 2:**

For students seeking to transfer to a campus where their program IS NOT offered:

**To be eligible for a transfer:**

1. The student may transfer to their target campus for their final semester; students with more than 1 semester remaining are not eligible.
2. The student can transfer for the fall or spring semesters; summer semesters are not an option.
3. The student cannot be on academic probation.
4. The student must identify (with the help of the academic advisor) 3 classes on the target campus if they have one class to fulfill to graduate or 4 classes if they have two classes to fulfill. The courses must be offered in an appropriate instructional modality for the student.
   *Even if students meet all eligibility requirements, transfers are subject to program approval.*

   **If the classes the student identifies are outside of the approved coursework as seen in the course catalog, the advisor will help the student submit a petition to seek Program Director approval for courses to be used toward degree requirements. In addition, if courses are offered by a different college, advisor will need to reach out to the Program Director of that program to receive approval of the intercampus transfer student enrolling in their courses.**

The process for students seeking to transfer to a campus that does not offer their academic program is a multi-step process involving the student, academic advisor, program directors, instructors, and Office of Global Services.

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**Step 1: Student Contacts Academic Advisor to Verify Eligibility**

For students interested in taking courses at another Northeastern campus, please contact the Academic Advisor at your target campus, as listed here:

<table>
<thead>
<tr>
<th>Campus Location</th>
<th>Email Address</th>
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<tbody>
<tr>
<td>Seattle – MSIS &amp; DAE</td>
<td><a href="mailto:coe-seattle-gradadvising@northeastern.edu">coe-seattle-gradadvising@northeastern.edu</a></td>
</tr>
<tr>
<td>Silicon Valley – MSIS &amp; CPS/IoT</td>
<td><a href="mailto:coe-sv-gradadvising@northeastern.edu">coe-sv-gradadvising@northeastern.edu</a></td>
</tr>
</tbody>
</table>
**Step 2: Advisor Notifies Necessary Parties**

Once the advisor verifies academic eligibility, the Program Director of the student’s academic program must provide written approval supporting the student’s transfer to a campus that does not offer their program.

Once all approvals are received, the advisor will then:

1. Notify the Director of Student Affairs at the target campus of the intercampus transfer
2. Notify the student of their approval and confirm with the student their ideal course registration
3. Once registration is confirmed, advisor will conduct overrides to enroll the student in the their target campus classes
4. Student will receive campus orientation information from the advisor

**Step 3: If on an F-1 visa only, Student Contacts OGS**

If a student is on an F-1 visa, they must contact OGS to confirm I-20 requirements, per below:

<table>
<thead>
<tr>
<th>Campus Location</th>
<th>Name of Advisor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Seattle – MSIS &amp; DAE</td>
<td>Laura Iwane (<a href="mailto:L.iwane@northeastern.edu">L.iwane@northeastern.edu</a>)</td>
</tr>
<tr>
<td>Silicon Valley – MSIS &amp; CPS/IoT</td>
<td>Giscard Dimanche (<a href="mailto:g.dimanche@northeastern.edu">g.dimanche@northeastern.edu</a>)</td>
</tr>
</tbody>
</table>