

Graduate School of Engineering Intercampus Transfer Policy and Procedure

The Intercampus transfer policy consists of two sections:

Section 1 outlines the policy and procedure for students transferring to a Northeastern campus that offers their academic program

Section 2 outlines the policy and procedure for students transferring to regional campuses that do not offer their academic program.

Section 1: Program Offered at Regional Campuses

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 at their initial campus (see end of document for OGS contact information).

Step 1: Contact Academic Advisor to Determine Eligibility

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

Target Campus	Email Address
Boston – Departmental & MGEN	coe-gradadvising@northeastern.edu
Seattle – MSIS & DAE ¹	coe-seattle-gradadvising@northeastern.edu
Silicon Valley -- MSIS & CPS/IoT	coe-sv-gradadvising@northeastern.edu

The advisor works with the student to determine academically eligible. To be academically eligible*:

1. The student has been enrolled in at least 1 semester and have recorded grades
2. The student must have at least a 3.0 GPA or higher (cannot be on academic probation)
3. The target campus must have adequate classes for the student to successfully complete their degree

**Even if students meet all eligibility requirements, transfers are subject to program approval*

Step 2: Apply to Transfer

Once the advisor determines that 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”

Step 3: 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 paper 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.

¹ DAE students are currently ineligible to transfer between the Boston and Seattle campuses.

Section 2: Program Not Offered at Regional Campuses

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

Step 1: Student Contacts Academic Advisor to Determine Eligibility

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

Target Campus	Email Address
Seattle	coe-seattle-gradadvising@northeastern.edu
Silicon Valley	coe-sv-gradadvising@northeastern.edu

The advisor works with the student to determine academically eligible. To be academically eligible:

1. The student must transfer to their target campus for their final semester; students with more than 1 semester remaining are not eligible
2. The student must transfer for the fall or spring semesters; summer semester is not an option
3. The student must have at least a 3.0 GPA or higher (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.*

**If the classes the student identifies are classes outside of the approved coursework as seen in the course catalog, the advisor will help the student submit [course substitution forms](#) to the Program Director. 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.*

**Even if students meet all eligibility requirements, transfers are subject to program approval*

Step 2: Advisor Notifies Necessary Parties

Once the advisor determines academic eligibility, the Program Director of the student's academic program must provide written approval of 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: Student Contacts OGS

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

Initial Campus	Email Address
Boston	ogs@northeastern.edu
Seattle	seattleogs@northeastern.edu
Silicon Valley	ogssfsv@northeastern.edu