

Northeastern University Graduate Transfer Credit Policy and Graduate School of Engineering Transfer Credit Request Procedural Guide

The Graduate School of Engineering follows the [University's Graduate Transfer Credit Policy](#). All transfer credit must be approved by the student's academic advisor, department, Graduate School of Engineering, and University Registrar's Office. The Registrar's Office ultimately determines the number of semester hours that are transferable.

Courses transferred into Northeastern University are transferred in as Semester Hours. If the institution from which the transferred course was taken operates on a system other than semester (eg: quarter system), the semester hours transferred will be determined by the University Registrar's Office. Eligibility of transfer and credit conversion of international institutions will be determined by the University Registrar's Office.

Grades earned in courses to be applied as transfer credits are not counted as part of the overall grade point average earned at Northeastern, and are posted with a grade of "T" to the transcript.

Option 1: To request transfer credit for a course previously completed and that did not count toward a prior degree program, students should follow this procedure:

1. Submit a [Graduate Petition to Transfer Credit](#)
 - a. If an "equivalent" NU course exists, please indicate the course number. Note: "equivalent" does not necessarily mean that a course will be transferred in as the same number of semester hours as the NU course. It simply means that the content overlaps.
 - b. Number of semester hours you are requesting for transfer credit. Note: this cannot be more than the number of semester hours earned by the student for the course at the Institution at which the course was completed. For example, a course that earned 3 semester hours at another Institution cannot be transferred into Northeastern as more than 3 semester hours, even if it is similar in content to a Northeastern course.
2. Attach a copy of the transcript showing the semester hours and grade earned.
3. Attach the course description and if available, the syllabus for the course for assist your program's department in their review of your request.

If your request is approved, you will be asked to submit an official transcript to the Graduate School of Engineering, please ask the institution the course was taken at to send an electronic copy of the transcript to coe-gradadvising@northeastern.edu. This is required for the Graduate School to submit the final request to the Registrar's to process.

For courses taken from an accredited institution outside the US, please ensure the transcripts submitted for review are translated and evaluated, if necessary.

If it is unclear on the transcript whether or not the course counted toward a prior degree earned, the Graduate School of Engineering will also require a letter or email from the Registrar's Office or department of the previous institution, indicating that the course was not used toward a prior degree earned.

The Graduate School will notify you when transfer credit has been awarded, or will contact you with any questions.

Once transfer credit has been approved and is reflected on the student's transcript, a [Standard Petition Form](#) will need to be submitted to determine what degree requirement the transfer credit will fulfill – general elective credit, technical elective credit, depth (ECE), breadth (ECE), core course, etc.

Option 2: To request transfer credit for a course not yet completed, students should follow this procedure:

If the course has not yet been completed, and the student is requesting pre-approval to take a course at another institution for transfer credit, the student should submit a [Standard Petition Form](#) and course description or syllabus.

Once your request is reviewed, the Graduate School will let you know whether the course has been approved by your program to count toward your program requirements.

After the course has been completed and a grade point average of 3.0 earned, please follow Option 1.

CPS transfer credit equivalency

For Northeastern University students who are requesting College of Professional Studies (CPS) course(s) to transfer to their COE graduate program, they will follow the same options as listed above. Since CPS is on the Quarter system (Northeastern College of Engineering is on the Semester system), each 3 credit CPS quarter course can be transferred in as 2.25 Semester Hours. Up to 4 CPS courses (totaling to 9 SHs) can be petitioned to transfer in. Students requesting to transfer in CPS courses do not need to submit official Northeastern transcripts (a PDF of the unofficial transcript can suffice).