

Graduate School of Engineering Transfer Credit Policy and Procedure

Northeastern University allows up to 9 semester hours of transfer credit (credit earned from an Institution of Higher Education other than Northeastern University) to count toward a Northeastern graduate degree. Transfer credits must be 1) graduate level courses in which the grade earned is 'B' or better 2) not used toward a prior degree at NEU or any other institution 3) 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 credit hours that are transferrable.

Courses are transferred in as Semester Hours. If the institution from which the transferred course was taken operates on a system other than semester (quarter system, for example), the credit 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.

Part 1: To request transfer credit for a course already completed, students should follow this procedure:

If the course was completed in the past, and did not count toward a prior degree program, submit a [Graduate Petition to Transfer Credit](#), copy of your transcript, and course description to your academic advisor for review.

Advisors Note the Following: On the Graduate Petition to Transfer Credit, please indicate the following:

- a) If an "equivalent" NEU 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 NEU course. It simply means that the content overlaps. See note below in b).
- b) Number of credit 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.
- c) What degree requirement the transfer credit will fulfill – general elective credit, technical elective credit, depth (ECE), breadth (ECE), core course, etc.
- d) Sign the form next to "Department Signature"

MIE and ECE students – following academic advisor signature, submit all documents to the Graduate Director of the department.

Once required signatures are obtained, student submits the following to the Graduate School of Engineering:

a) Graduate Petition to Transfer Credit, with required signatures

b) Official Transcript. To submit the transcript, please:

i. Hand-deliver official hardcopy transcript to the Graduate School in 130 Snell in an envelope marked with your Graduate Student Services Advisor name. You will not get this document back.

ii. If the institution at which you took the course offers electronic transcript service, request the transcript be emailed directly to your Graduate Student Services Advisor in the Graduate School of Engineering.

iii. If i or ii are not possible, request the official hardcopy transcript be mailed to:

Northeastern University
Graduate School of Engineering
Attention: [name of your Graduate Student Services Advisor]
130 Snell Engineering Center
360 Huntington Avenue
Boston, MA 02115

If you send the transcript to any other address, or do not include the name of your Graduate Student Services Advisor in the address, it will not reach us.

c) IF it is unclear on the transcript whether or not the course counted toward a prior degree earned, the Graduate School requires a letter, on letterhead, from the Registrar's Office of the previous institution, indicating that the course was not used toward a prior degree earned.

The Graduate School will review all documents and, if approved, will submit the transfer credit request to the Registrar's Office for processing.

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

Part 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 Graduate School of Engineering petition (MIE Petition for MIE students) and official course description to their academic advisor for review.

MIE and ECE students – following academic advisor signature, submit all documents to the Graduate Director of the department for review. As with normal practice with Petition requests, the Petition and supporting documentation is then reviewed by the Graduate School of Engineering.

After an approved course has been completed, and a grade for the course appears on the official transcript of the institution at which the course was taken, students should follow the instructions in Part 1 above as soon as possible so that the transfer credit is processed in a timely manner.