

NORTHEASTERN UNIVERSITY
GRADUATE SCHOOL OF ARTS AND SCIENCES

REQUEST FOR TRANSFER CREDIT/SPECIAL STUDENT CREDIT FORM

Please read the instructions below before completing this form.

TO BE COMPLETED BY STUDENT:

Requesting: Transfer Credit? _____ Special Student Credit? _____

Name: _____ **NU ID #:** 000 - _____

Address: _____ **Department:** _____

_____ **Degree Program:** _____

Email Address: _____ **Telephone Number:** _____

Institution(s) where course(s) were completed: _____

(Please note: Institution must be accredited and in the United States)

Course number(s) and title(s)	Credit Hours (please indicate semester or quarter)
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_____	_____
_____	_____
_____	_____

*Please note: Transfer credit grades do not count toward a GPA at Northeastern University.

Student's Signature: _____ **Date:** _____

TO BE COMPLETED BY DEPARTMENTAL GRADUATE COORDINATOR:

Transfer Credit Recommended: _____ or **Special Student Credit Recommended:** _____
semester hours # semester or quarter hours

If not recommended state reason(s):

Graduate Coordinator's Signature: _____ **Date:** _____

COMPLETED PETITION MUST BE SUBMITTED BY THE DEPARTMENT TO
THE GRADUATE SCHOOL (124 MESERVE) FOR FINAL APPROVAL AND PROCESSING.

TO BE COMPLETED BY GRADUATE SCHOOL OF ARTS AND SCIENCES:

Transfer Credits Approved: _____ **Special Student Credits Approved:** _____
semester hours # semester or quarter hours

Exceptions Noted: _____

Director of Graduate Student Services: _____ **Date:** _____

NORTHEASTERN UNIVERSITY POLICIES REGARDING GRADUATE TRANSFER CREDIT AND SPECIAL STUDENT CREDIT

Transfer Credit

A maximum of 9 semester hours* of credit obtained at another institution may be accepted toward the degree, provided that the credits:

- consist of work taken at the graduate level for graduate credit
- have been earned at an accredited institution in the United States
- carry grades of B (3.000) or better
- have not been used toward any other degree

*Please note:

Transfer credit grades do not count toward a GPA at Northeastern University.

Individual departments may have policies that further restrict the number of credits allowed for transfer.

Special Student Credit

Special students subsequently admitted to a degree program may petition, via this Request for Special Student Credit form, to apply the first twelve semester hours (or sixteen quarter hour equivalent) of graduate credit earned as a special student toward degree requirements.

INSTRUCTIONS FOR REQUESTING TRANSFER CREDIT OR SPECIAL STUDENT CREDIT

STUDENT

1. Complete the student section, sign and date it, and submit the form to your department.
2. For transfer credit requests, you must include with this form an **official transcript** from an accredited U.S. institution showing course work for which you are requesting transfer credit, and any supporting documents required by your department, i.e. course descriptions. Please note that copies of transcripts and grade report forms are not acceptable. For special student requests, it is not necessary to supply an official transcript, since the courses can be viewed internally on the Registrar's computer system.

DEPARTMENT

1. Once the student's request for transfer credit or special student credit has been reviewed, complete departmental section of form.
2. If the department is unable to recommend approval of transfer or special student credit, the form is to be returned to the student with reasons noted, and a copy kept in the student's departmental file.
3. If the department recommends approval of transfer or special student credit, forward the signed form to the Graduate School of Arts and Sciences, along with the student's official transcript, where applicable.

GRADUATE SCHOOL OF ARTS AND SCIENCES

1. The Director of Graduate Student Services will review the request for transfer credit or special student credit. If approved, the form will be signed and distributed as noted on the form.
2. The Registrar's Office will post transfer credit to the student's Northeastern University transcript as approved by the Graduate School of Arts and Sciences. For special student credit which is already on the student's Graduate Arts and Science record, a copy of this form will be kept in the student's file to document approval of the use of the credits toward the student's degree program.

Please note: Transfer credit requests not accompanied by an official transcript from an accredited U.S. institution will not be reviewed.

COMPLETED PETITION MUST BE SUBMITTED TO 124 MESERVE FOR FINAL APPROVAL AND PROCESSING.