# Undergraduate Petition to Transfer Credit

## FOR OFFICE USE ONLY

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## 1. STUDENT INFORMATION—Student completes the following section:

- **NUID**: [ ]-[ ]-[ ]-[ ]-[ ]-[ ]
- **Name**: __________________________
- **Phone**: __________________________
- **Email**: __________________________
- **Expected graduation year**: __________________________
- **College**: __________________________
- **Program**: __________________________

**Reason for transfer credit request:**
- [ ] Clear a deficiency for the following NU course (enter NU course number) __________________________
- [ ] Course is not offered at Northeastern
- [ ] Transfer credit information received after matriculation
- [ ] Other (please explain) __________________________

## 2. INSTITUTIONAL INFORMATION—Student and academic advisor complete the following section:

- **Name of institution where course would be taken**: __________________________
- **Institution’s city**: __________________________
- **State/country**: __________________________

- [ ] The institution is already on the registrar’s transfer-credit Web site (www.northeastern.edu/registrar/tca.html).
- [ ] This is a new transfer institution. (Please email the Office of the Registrar for approval with as much information as you have—accreditation, grades, type of credit—before proceeding to the next step.)

## 3. COURSE INFORMATION—Student and academic advisor complete the following section:

- [ ] The course already exists on the registrar’s transfer-credit Web site (www.northeastern.edu/registrar/tca.html).
- [ ] No equivalency exists because the course is in the degree audit as “No Rule.” Academic advisor has course evaluated via TRS.
- [ ] No equivalency exists, but the departmental/faculty approval is attached.

- **Transfer course number**: __________________________
- **Credits**: __________________________
- [ ] Semester hours
- [ ] Quarter hours

- **Transfer course title**: __________________________

- **NU equivalent course number**:
  - [ ] From the registrar’s transfer-credit website
  - [ ] New course evaluated

## 4. STUDENT SIGNATURE

I understand that a change to any of the information on this petition requires me to seek additional review and reapproval. I understand that I must receive a grade of C or better in order for the course to transfer. I understand that the grade does not transfer and that an original grade from NU, if applicable, will remain on my transcript. I understand that I must provide an official transcript to my advisor within the term following the course completion.

**Signature**: __________________________

**Date**: __________________________

## 5. PREAPPROVAL—Transfer credit must be approved before the student takes the course.

- **Advisor’s name (please print)**: __________________________

- [ ] Yes
- [ ] No

**Advisor’s signature**: __________________________

**Date**: __________________________

## 6. FINAL APPROVAL

- **Final approval?**
  - [ ] Yes
  - [ ] No

**Advisor’s signature**: __________________________

**Date**: __________________________

## 7. REGISTRAR’S OFFICE—The registrar’s office will add the transfer work to the degree audit system, and it will be uploaded at the scheduled transfer load to student transcripts during the term.

**Received**: __________________________

**Completed**: __________________________

**Date**: __________________________