



# Northeastern University

## College of Social Sciences and Humanities

### REQUEST FOR TRANSFER CREDIT FORM

*Please read the instructions before completing this form.*

#### SECTION 1 - To be completed by Student

1. Name: \_\_\_\_\_ NUID #: \_\_\_\_\_
2. Address: \_\_\_\_\_
3. Department: \_\_\_\_\_ Degree: \_\_\_\_\_
4. Email Address: \_\_\_\_\_@husky.neu.edu Telephone: \_\_\_\_\_
5. Was the course(s) taken at an accredited US institution? \_\_\_\_\_
6. Did you earn a B (3.000) or better in the course(s)? \_\_\_\_\_
7. Did the course(s) count towards a prior degree? \_\_\_\_\_

Graduate Office  
 180 Renaissance Park  
 360 Huntington Ave.  
 Boston, MA 02115  
 617.373.5990  
 f 617.373.7281  
 gradcssh@neu.edu  
[www.northeastern.edu/cssh/graduate](http://www.northeastern.edu/cssh/graduate)

Accredited US Institution	Course number(s) and title(s)	Credit Hours

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

#### SECTION 2 – To be completed by department Graduate Program Director

Course number (s) and title(s)	NU Equivalent Course Number	Credit Hours Recommended for Transfer Credit

If not recommended state reason(s):

Graduate Program Director Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please submit completed petition to the Graduate Office for final approval and processing.

#### SECTION 3 – To be completed by the Graduate Office

Transfer Credits Approved # semester hours: \_\_\_\_\_ Exceptions Noted:

Director of Graduate Student Services: \_\_\_\_\_ Date: \_\_\_\_\_



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### GRADUATE CSSH TRANSFER CREDIT POLICY

*(note that graduate certificate programs do not allow 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, and
- have been earned at an accredited institution in the United States, and
- carry grades of B (3.000) or better, and
- have not been used toward any other degree.

\*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.

### INSTRUCTIONS FOR REQUESTING TRANSFER CREDIT

#### SECTION 1 – Student:

1. Complete the student section, sign and date it, and submit the form to your department.
2. An **official transcript** from an accredited U.S. institution showing course work for which you are requesting transfer credit, course description and syllabus must be attached to this form. Please note that copies of transcripts and grade report forms are not acceptable.

#### SECTION 2 – Graduate Program Director:

1. Once the student's request for transfer credit has been reviewed, complete the departmental section of the form.
2. If the department is unable to recommend approval of transfer 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 credit, forward the signed form to the Graduate Office, along with the student's official transcript, where applicable.

#### SECTION 3 - GRADUATE OFFICE

1. The Director of Graduate Student Services will review the request for transfer credit. If approved, the form will be signed and distributed as noted on the form.
2. The Registrar's Office will post the transfer credit to the student's Northeastern University transcript as approved by the CSSH Graduate Office.

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

**Upon completion of Sections 1 and 2, submit the form to 180 Renaissance Park.**