TRANSFER CREDIT GUIDELINES

The requirements for transfer credit are as follows:

1. A maximum of nine graduate hours of transfer credit from other colleges/universities may be accepted (see procedure below). Workshops, institutes, practical, internships or other similar courses are generally not eligible for transfer credit. The criterion for acceptance are:
   a. The course must have been completed at an accredited institution, which offers an advanced degree in the academic area.
   b. The course must carry graduate degree credit at the institution offering it and be applicable to the institution’s comparable graduate degree program.
   c. The course must fall within the six year time limit granted to all courses used toward degree requirements. Please refer to the Graduate College policies published in the Academic Catalog if you are not familiar with this.
   d. The course must have a standard letter grade awarded, and it must be “B” or above.
   e. The course must be applicable your degree program at NEIU.
   f. The course must meet the academic rigor and standards expected of a graduate course.
   g. The course credits must not have been used in a previous degree.

2. In the case of graduate credits taken at colleges/universities outside of the United States, documentation of work abroad will be necessary, as well as an official ECE report.

The procedures for requesting transfer credits are as follows:

1. The student must first be admitted to a Master’s degree program at NEIU and have completed one semester in residence.

2. Fill out the Transfer Credit form completely. Indicate the course name, course number, number of credit hours, term taken, and institution name. Courses may be accepted as a substitute for a NEIU program requirement course or as elective credit. If you know which NEIU course you would like to replace, please make note of it on the form.

3. Provide a course description or syllabus for each course in petition. The course description must come from an official source, such as the institution’s Academic Catalog, and must be from the same term and year the course was completed.

4. Provide a letter of verification from the transferring institution that each course holds merit toward a Master’s degree in the program of the college or university you wish to transfer credits from. This verification should come from an official source, such as the institution’s Academic Catalog, a letter from the previous institution’s registrar or the Graduate College, stating that the course is applicable to a Master’s degree program. It is not sufficient that the course carry graduate credit, but must carry graduate degree credit.

5. An official transcript of the work must either be on file in, or sent to the Advisor of the corresponding program. The transcript may accompany the petition provided it is in a sealed, unopened envelope.

6. The student must submit the transfer of credits/waiver form to Graduate Enrollment Services, D-101D, identifying the course for which transfer credit is requested.

Please be aware that NEIU operates on a semester calendar, and can influence transfer credit for courses from institutions that operate according to a quarter calendar. For example, 3.0 quarter hours is equivalent to 2.7 semester hours. In this case, only 2.0 complete credit hours may transfer.
Name ______________________________________________ NEIU ID #: ______________________________

Last                                  First                                   Initial

Signature __________________________________________ Program ______________________

I am requesting (Please select one)

☐ Transfer of Credits  ☐ Elective Course Waiver ☐ *Waiver of a course requirement

List only completed courses APPLICABLE to the Program in the appropriate section below.
Do not use reference numbers.

<table>
<thead>
<tr>
<th>Course Name</th>
<th>Course Number</th>
<th>Semester Hours</th>
<th>Quarter Hours</th>
<th>Term Taken</th>
<th>Grade Received</th>
<th>University Name</th>
<th>NEIU Equivalent</th>
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Enclosed is the following (Please check all that apply):

☐ Official Transcript:

☐ Submitted in a sealed envelope ☐ Is in my file

☐ Is being sent by __________________________ University.

Name of Institution

☐ Course description or Syllabus.

☐ Letter of Verification, stating “Course #__________ is applicable to a graduate degree at ________.”

*Waiver of requirement only, course must be replaced.