

Any credits used to fulfill Northeastern Illinois University graduate degree requirements which are earned at another regionally accredited college or university or recognized international college or university are considered graduate transfer credits. Workshops, institutes, practicum, internships, continuing education or other similar courses are not eligible for transfer credit. Transfer credits may be earned either prior to or after admission to a Northeastern graduate program.

Click [here](#) for information on transferring coursework taken at Northeastern prior to admission to a graduate program. All graduate transfer credits that are used to fulfill degree requirements must be approved by the program.

Students should submit their transfer credit request form before the completion of 9 credit hours after admission to the program. Any delay in the completion of the transfer credit request may impact the student's graduation date. Credits transferred in the final semester before graduation will delay graduation until the credits are posted. Credits earned for thesis hours are not transferable. Coursework credits are eligible for transfer credit only if they meet the following criteria:

- Credits must be for graduate-level work;
- The course grade must be a "B-" or higher;
- Credits must have been completed within 6 years of expected graduation;
- The course must not have been used in a previous degree.

For transfer of credits taken at colleges/universities outside of the United States, an official ECE or WES credential evaluation report is required.

A student requesting transfer of credit must first be admitted to a graduate degree or certificate program at NEIU. Graduate transfer credits can be earned either before admission to the student's program or after admission to the program, provided that the total number of transfer credits (regardless of when they were earned) does not exceed 9 hours. All transfer credits earned after the student has been admitted to his/her program must be approved by the advisor, program advisor, and the Dean of the College of Graduate Studies and Research prior to enrollment at the other institution.

### **Waiver of Course Requirements**

Students considering applying for a waiver of specific course requirements based on demonstrated competence may petition the appropriate graduate program advisor(s). If a waiver is approved, the student **must** complete alternate credits equal in number to those waived.

### **Procedure for Requesting Transfer or Waiver**

- 1) Complete the following form. Courses may be accepted as a substitute for a required course or as elective credit. If you know which NEIU course you would like to replace, please make note of it on the form.
- 2) Provide a course description or syllabus for each course being requested. The course description must come from an official source, such as the institution's Academic Catalog, and must be from the same year the course was completed.
- 3) Submit the request with all supporting documentation to Graduate Records (D-101D) or [grecords@neiu.edu](mailto:grecords@neiu.edu).

NEIU ID #	Last Name	First Name
Program		

- I am requesting the **transfer** of credit.  
 I am requesting a **waiver\*** of course content.

\* If a waiver is approved, alternate credits equal in number to those of the course(s) waived must be completed.

Course Name	Course Number	Credit Hours	Term Taken	Grade	Institution	NEIU Equivalent

Please be aware that NEIU operates on a semester calendar. This can influence transfer credit for courses from institutions that operate according to a quarter calendar. For example: 4.0 quarter hours is equivalent to 2.67 semester hours. This applies only to transfer of credit, not to waiver of course content.

- The credit hours I am attempting to transfer are:  Semester Hours  
 Quarter Hours

Please indicate the status of the following required documentation:

- Official transcript from the above mentioned institution(s) is:  Already on file with NEIU  
 Included (in a sealed envelope) with this form  
 Being sent

- Course description and/or syllabus:  Included with this form

\_\_\_\_\_

Student Signature

\_\_\_\_\_

Date

Students will receive notification of the result of their requests via NEIU email. Requests may take up to four weeks to process.

NEIU ID #	Last Name	First Name
Program		

**Courses must not have been used in a previous degree.**

Course Name	Course Number	Credit Hours	Term Taken	Grade

The courses I am transferring were:

- Completed prior to admission to the program
- Completed for a graduate certificate
- Completed as part of a different program at NEIU
- Other: \_\_\_\_\_

\_\_\_\_\_

Student Signature

\_\_\_\_\_

Date

Students will receive notification of the result of their requests via NEIU email. Requests may take up to four weeks to process.