

PETITION TO TRANSFER CREDIT



120 Hayden Hall
360 Huntington Avenue, Boston, MA 02115
Tel: 617.373.2300 Fax: 617.373.5351
TTY: 617.373.5360 www.neu.edu/registrar

1. Student completes the following section:

STUDENT INFORMATION

NUID [ ] [ ] [ ] [ ] - [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]

Name \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone ( \_\_\_\_\_ ) \_\_\_\_\_ - \_\_\_\_\_ E-Mail \_\_\_\_\_

Year \_\_\_\_\_ Division \_\_\_\_\_ Major \_\_\_\_\_

2. Student brings course description and petition to academic adviser. Both complete the following section:

COURSE INFORMATION

Name of Institution where course will be taken \_\_\_\_\_

Institution's City \_\_\_\_\_ State \_\_\_\_\_

Course Title \_\_\_\_\_

Course Number \_\_\_\_\_ Credits \_\_\_\_\_ [ ] SH [ ] QH

Has course been approved on www.registrar.neu.edu/tca.html? [ ] Yes [ ] No

If yes, what is NU course equivalent? \_\_\_\_\_

If not, what is proposed NU course equivalent? \* \_\_\_\_\_

\*Please fill out Petition to Approve Transfer Credit Equivalency

Notes \_\_\_\_\_

3. Academic adviser completes the following section:

APPROVALS

Pre-Approved? [ ] Yes [ ] No Adviser's Signature \_\_\_\_\_ Date \_\_\_\_\_

Transcript Received? [ ] Yes [ ] No Adviser's Signature \_\_\_\_\_ Date \_\_\_\_\_

Final Approval? [ ] Yes [ ] No Adviser's Signature \_\_\_\_\_ Date \_\_\_\_\_

4. If petition is approved, academic adviser forwards copy of petition and transcript to Registrar's Office.

Date of Receipt in Registrar's Office \_\_\_\_\_

5. Registrar's Office posts approved course and credits to student's record.

Registrar's Office Signature \_\_\_\_\_ Date \_\_\_\_\_