



# Northeastern University

## College of Professional Studies

### Doctor of Education Advanced Graduate Credit Petition Form

**Instructions to student:**

Name: \_\_\_\_\_ Student ID# (if known): \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Institution you earned graduate credit you wish to transfer \_\_\_\_\_ City, State, and Zip: \_\_\_\_\_

1. Review the advanced graduate credit policies on the following page.
2. Fill out the information below, indicating the original institution where each course was taken.
3. One petition form should be completed per institution from which you are looking to apply advanced graduate credit.
4. Submit course descriptions and course syllabi (for all courses from which you are petitioning advanced graduate credit) to [cpseddtcpetition@northeastern.edu](mailto:cpseddtcpetition@northeastern.edu)
5. Requests must be received *NO LATER* than the end of the first quarter after which a student has begun courses.
6. Students will be notified via email when a decision has been made. All decisions are final

Dept. & Course# (institution at which you took the course)	Course Title	Type of Credits Earned (indicate semester or quarter SH/QH)	Number of Quarters Awarded/Declined (to be completed by Academic Dean/Advisor)
<i>Example: MGT ****</i>			
			<b>Total Approved:</b>



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### **Graduate Transfer Credit Policies**

*Transfer credit awards are granted on a case-by-case basis under the following guidelines:*

- Students may be eligible for up to 9 quarter hours of advanced graduate credit.
- Minimum course grade acceptable is a grade of a B, or 3.0 on a 4.0 scale.
- Credits must be graduate or doctoral level.
- Advanced graduate credits are valid for a period of 7 years.