

# Transfer Credit Policy

The College of Professional Studies awards transfer credits for eligible courses completed successfully at regionally and programmatically accredited institutions. The Council for Higher Education Accreditation provides information about the organizations responsible for these two forms of accreditation. Official transcripts from all institutions should be sent directly to the College of Professional Studies Office of Admissions at the time of application.

Credits earned at institutions outside the United States are considered for transferability on a case-by-case basis. Students should submit an official English evaluation completed by an approved credential evaluator. Course descriptions and/or syllabi also should be translated into English and submitted to the College of Professional Studies Office of Admissions.

Once a new student has been accepted into a program, a major has been declared, and all official transcripts and/or exam results have been received, the College of Professional Studies Office of Registrar Operations conducts an official transfer credit evaluation within the first academic term. Students may be required to provide additional documentation for transfer credit evaluation.

The College of Professional Studies reserves the right to revise transfer credit awards due to course duplication, a student's change in program of study, or other reasons deemed necessary by the college.

Students who wish to transfer credits earned at the College of Professional Studies to another institution need to consult with that institution to determine eligibility.

For more information about transferring credit and the transfer credit award process, visit the College of Professional Studies Admissions webpage (<https://cps.northeastern.edu/admissions-aid/>).

## Undergraduate Transfer Credit

Undergraduate students who wish to make a request for transfer credits must provide an official academic transcript for credits earned at another institution and an official report of exam results for credits earned through college-level proficiency examinations.

Undergraduate transfer credit awards are granted on a case-by-case basis employing the following guidelines:

- The minimum course grade acceptable for transfer credit is C, or 2.000 on a 4.000 scale.
- Courses completed on a pass/fail scale are not eligible for transfer.
- Credits earned in science and technology courses are valid for a period of seven years. Science and technology courses completed more than seven years ago may be considered for transfer at the discretion of the program director. Courses successfully completed in other subject areas are not subject to timelines.
- Transfer credits also may be earned through:
  - Prior Learning Assessment
  - College-Level Examination Program
  - The Excelsior College Examination Program (formerly Regents College)
  - DANTES Examination Program of the Educational Testing Service
  - Advanced Placement Examination Program of the College Entrance Examination Board
- Credits earned from any college within Northeastern University other than the College of Professional Studies are granted under the following guidelines:
  - Minimum grade of a C-, or 1.667 on a 4.000 scale.
  - If the undergraduate transfer student is only transferring credits earned at another Northeastern college, they complete a minimum of 24 semester hours (residency) for a bachelor's degree at the College of Professional Studies.
- Students must complete at least 50% of the total credits required for a bachelor's degree at the College of Professional Studies.
- Students may transfer up to 6 semester hours toward an undergraduate certificate.
- In addition to exceptions for approved academic partnerships, an undergraduate student who is on active military duty may transfer up to 75% of the total credits required for an undergraduate certificate or degree at the College of Professional Studies.

## Prior Learning Assessment

Students may be eligible for PLA credit if they have accrued a foundation of knowledge and skills equivalent to the content of courses offered by the College of Professional Studies.

Awarded credits are incorporated into a student's degree plan as transfer credits and are subject to the university's residency requirement. PLA credit is limited to a maximum of 30 semester hours for undergraduate students. Acceptable credits for PLA review are determined from approved certificates, training, and a portfolio review of prior work experience. As part of the consideration for PLA credits, faculty will evaluate and map learning outcomes and achievement in alignment with New England Commission of Higher Education accreditation requirements.

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Potential PLA credits should be considered and discussed as part of a student's transfer credits at the time of enrollment. Interested students should contact their academic advisor for more information.