

# Transfer

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## Admission Requirements and Application Procedures

### Classification and Definition

A student who has previously registered at an institution of higher learning following high school graduation whether or not any college-level work was completed.

### Requirements For Admission

The applicant must have an overall "C" (2.0 GPA on 4.0 scale) average in **all** coursework attempted and be in good academic standing at the last school attended full time. An applicant with less than 24 semester hours of college credit must also meet freshman requirements and submit high school transcripts.

Applicants must be in good disciplinary standing at schools previously attended. Applicants who are not in good disciplinary standing will be reviewed on a case-by-case basis.

### How to Apply for Admission

1. Submit application for admission with a \$30 application fee to the Admissions Office. We encourage students to apply online (<https://apply.neiu.edu/apply/>) for faster processing.
2. The applicant must have an overall "C" average in all coursework attempted and be in good academic standing at the last school attended full time. Students with less than 24 semester hours of college credit must also meet freshman requirements.
3. Arrange to have an official college transcript from each college or university attended sent to the Admissions Office. You may have your transcript sent electronically from your college/university directly to the Admissions Office. Courses taken at colleges/universities outside of the United States must be evaluated by a member of NACES (<https://www.naces.org/members>) for equivalence of our undergraduate degree. A course-by-course evaluation is required.
4. If you have earned less than 24 semester hours of college credit, you must also have an official high school transcript sent from your high school and meet freshmen admissions requirements.
5. If you are a veteran, you must submit a photocopy of your DD214.
6. If you are a Permanent Resident of the United States, attach a clear photocopy of the front of your Permanent Resident card. If you have been granted temporary residence, conditional entrance, you are a parolee, refugee, asylee, or in the process of becoming a Permanent Resident, you must submit appropriate U.S. Citizenship and Immigration Services documentation and/or copy of a valid visa.

## Undergraduate Transfer Credit Policy

**Community College work:** A maximum of 64 semester hours will be accepted in transfer from a community college and used toward graduation. Students who have completed more than 64 hours at a community college will only have 64 hours reflected on the NEIU transcript. Students who need to have a transfer course not listed on their NEIU transcript added may complete a Request for Re-evaluation form available in Enrollment Services. Adjustments will only be made for courses that are required for a student's major or minor and the request must be accompanied by a memo from the advisor.

**4-year College/University work:** A maximum of 90 semester hours is counted toward graduation. Students who have completed more than 90 hours will only have 90 hours reflected on the NEIU transcript. Students who need to have a transfer course not listed on their NEIU transcript added may complete a Request for Re-evaluation form available in Enrollment Services. Adjustments will only be made for courses that are required for a student's major or minor and the request must be accompanied by a memo from the advisor.

### Combination of Community College and College/University work:

In cases where both a community college and a four-year college/university were attended, a maximum of 90 semester hours will be accepted in transfer; however, the maximum of 64 semester hours earned from a community college or through credit by examination or the military still applies.

### Bachelor of Arts in Interdisciplinary Studies

Students majoring in the Bachelor of Arts in Interdisciplinary Studies program are permitted to transfer up to 96 semester hours.

### Acceptance of Associate Degrees

Students graduating with an approved Illinois Community College Board (ICCB) Model Associate of Arts (AA), Associate of Science (AS)\*, or Associate of Arts in Teaching (AAT) degree will be granted junior standing and will have fulfilled Northeastern Illinois University's General Education-Distributive Learning requirements.

\*Students who complete the AS degree after Fall 2016 may have to take one additional humanities and one additional social/behavioral science course to complete the General Education Distributive Learning requirements, depending on how many hours were completed in each of these areas when the AS degree was conferred.

### **Preliminary Degree Evaluation**

Transfer students will be able to run their online degree evaluation to see how Northeastern has accepted their transfer courses. Information on how to run the online degree evaluation will be sent with the student's admissions letter. Transferred courses accepted by the University do not necessarily meet specific program requirements.

### **Transfer Advisors**

Students attending community colleges should check with their community college counselors or the NEIU Transfer Center to select appropriate courses for transfer to Northeastern.

## **Transfer Credit Policies**

- Courses from institutions without regional or national accreditation are nontransferable. For admission purposes only, all college level course work at post-secondary institutions previously attended will be considered in the calculation of grade point average. Repeated courses are accepted only once in transfer. In the case where a repeated course is one which the student failed initially, the "F" grade will not be counted in the grade point average. This will apply to one "F" grade per course repeated.
- Transfer credit in technical and vocational areas will be accepted if the course work is academic in nature and is designed to transfer into a baccalaureate program at Northeastern. In general, technical and vocational courses are acceptable if comparable programs or areas of study are offered at Northeastern. There is a limit of 30 semester hours of technical and vocational courses accepted in transfer.
- Courses from other colleges or universities must have been completed at the appropriate level to be eligible for transfer credit consideration. Developmental and remedial courses are examples of courses not transferable.
- "Credit by examination" equated to an actual course and listed on an official transcript must be stated in terms of Credits Awarded and must include a semester hour assignment to be accepted by Northeastern in transfer.
- Credit for prior learning through portfolio submission is only considered for students in the Bachelor of Arts in Interdisciplinary Studies (BAIS) program. Credit for prior learning will not be accepted for transfer credit into Northeastern's traditional programs nor will prior learning credit be counted when students change from non-traditional to traditional programs of study while at Northeastern.
- Credit earned at institutions without regional or national accreditation but approved for candidacy status by the recognized regional or national accrediting agency may be accepted by Northeastern upon request once the institution has been officially accredited. Proof of accreditation and candidacy period are required.
- Science and education courses which are 15 years old or more are not transferable to NEIU without special departmental and/or college approval. This restriction does not apply to a student majoring in the Bachelor of Arts in Interdisciplinary Studies (BAIS) program.
- Business courses which are 6 years old or more are generally not applicable toward a Business and Management major for reasons of datedness.
- A maximum of 30 credit hours of ROTC/Military Science coursework is acceptable as elective transfer credit subject to the credit being properly recorded on the student's transcript. Students in the BAIS program may transfer more than 30 credit hours of ROTC/Military Science coursework.
- All transfer students must earn a minimum 30 credit hours (24 hours for BAIS students) of coursework in residence at Northeastern to be eligible to graduate.
- Grades of "D" are accepted in transfer in limited cases but no more than 6 credits may be counted toward meeting General Education requirements. Grades of "D" will not be accepted in a student's major, minor or professional sequence. This restriction does not apply to a student majoring in the Bachelor of Arts in Interdisciplinary Studies (BAIS) program.
- Course work transferred for credit in the student's major is subject to departmental and/or college approval.

## **Credit by Examination**

### **Credit for Advanced Placement (AP)**

Students who have successfully completed Advanced Placement exams may receive college credit for this work. Please refer to the Advanced Placement Transfer Guide for information about the subjects and minimum passing scores. The guide is available online at the Credit by Examination page (<http://admissions.neiu.edu/transfer-center/credit-examination/>) or in Enrollment Services.

Please send official Advanced Placement score reports to the Admissions Processing Office for review. A maximum of 30 credit hours may be awarded for Advanced Placement exams. This credit is included in the maximum of 64 semester hours transferable from community colleges.

### **Credit for College Level Examination Program (CLEP)**

Students who have successfully completed College Level Examination Program (CLEP) general or subject exams may receive college credit for this work. Please refer to the CLEP Transfer Guide for information regarding transferable subjects and minimum passing scores. The guide is available online on our Credit by Examination page (<http://admissions.neiu.edu/transfer-center/credit-examination/>) or in Enrollment Services.

Please send official CLEP score reports to the Admissions Processing Office for review. A maximum of 30 credit hours may be awarded for CLEP exams. This credit is included in the maximum of 64 semester hours transferable from community colleges.

### **Credit for International Baccalaureate (IB)**

Students who successfully complete the International Baccalaureate (IB) Diploma Programme may receive college credit for this work. Please refer to the International Baccalaureate Transfer Guide for information regarding transferable subjects and minimum passing scores. The guide is available online at the Credit by Examination page (<http://admissions.neiu.edu/transfer-center/credit-examination/>) or in Enrollment Services.

Please send official IB score reports to the Admissions Processing Office for review. A maximum of 30 credit hours may be awarded for International Baccalaureate exams. This credit is included in the maximum of 64 semester hours transferable from community colleges.

## Credit for Military Service

Four credit hours are awarded to veterans who have been honorably discharged and have served a minimum of one year on active duty or in the guard/reserve. Veterans must submit Member 4 of their DD214 to the Admissions Processing Office at the time of application for admission.

Credit is also allowed for those United States Armed Forces Institute (USAFI) courses for which the American Council on Education recommends credit at the baccalaureate level, provided the student has passed the appropriate USAFI end-of-course test or examination.

Credit for service schools successfully completed may be evaluated upon request. In order to grant credit to veterans for service/school training, veterans must provide transcripts. These transcripts are free to all eligible soldiers, sailors, marines, and airmen. More details are available at the following websites:

- USAF—CCAF Transcripts <https://www.airuniversity.af.edu/Academic-Affairs/Registrar/>
- Joint Services Transcripts for Army, Coast Guard, Marine Corps, and Navy are requested at <https://jst.doded.mil>

The student must file the Request for Evaluation form available in Enrollment Services.

## DSST

Northeastern accepts DSST credit for students who major in the Bachelor of Arts in Interdisciplinary Studies (BAIS) program. For more information, contact the Nontraditional Degree Programs Office at (773) 442-6030.

## Guaranteed and Dual Admission Program

Northeastern has agreements with many area community colleges that allow for concurrent admission to the community college and Northeastern, simplifying the transfer process. Under the agreement, students who wish to participate must meet the admissions requirements of both institutions as well as the admissions requirements of the Northeastern program in which they desire to major. Both institutions will provide students with select services to guarantee a seamless transfer process.

Students who wish to be admitted to Northeastern will submit an application to both Northeastern and one of the community colleges with which there is an agreement in place. The applications and academic credentials will be reviewed by both institutions. Students who enroll in the program will have access to Northeastern's campus and select services while attending their community college. Students must maintain continuous full-time or part-time enrollment with a 2.0 grade point average to remain eligible for the dual admission program. Agreements can be found under the Dual Admissions category at <http://admissions.neiu.edu/transfer-center> (<http://admissions.neiu.edu/transfer-center/>).

Students who are interested in this program should contact Northeastern Illinois University's Admissions Office.