

**Student ID:** \_\_\_\_\_ **Name:** \_\_\_\_\_

**Instructions:**

The purpose of this form is to include graduate courses taken at FIU prior to admission into a graduate program. No course counted toward a student's undergraduate degree may be included in that student's graduate degree program; except in approved, combined bachelor's/master's degree programs. No more than 12 graduate-level semester hours earned as either a non-degree-seeking student or as part of a completed graduate certificate program may be counted toward a graduate degree. For a course to be included into a graduate program, a grade of no less than a "B" must be earned. The date of completion of the course must be no longer than 6 years or 9 years\*\* at the time of graduation with a master's or doctoral degree, respectively (requirement does not apply to credits earned as part of a completed graduate degree).

\*\*Please note that for MFA degrees the time limit is 8 years.

By signing below I certify that I have read and understood the terms of this request. I also certify that I give permission to Enrollment Services to process this request.

\_\_\_\_\_  
 Student Signature

\_\_\_\_\_  
 Date

Course Prefix: _____
Course Section: _____
Course Number: _____
Term and Year Taken: _____

Course Prefix: _____
Course Section: _____
Course Number: _____
Term and Year Taken: _____

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Course Section: _____
Course Number: _____
Term and Year Taken: _____

Course Prefix: _____
Course Section: _____
Course Number: _____
Term and Year Taken: _____

\_\_\_\_\_  
 Advisor Name

\_\_\_\_\_  
 Advisor Signature

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 GPD / Department Chair Name

\_\_\_\_\_  
 GPD / Department Chair Signature

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Academic Dean Name

\_\_\_\_\_  
 Academic Dean Signature

\_\_\_\_\_  
 Date

**THE FORM MUST HAVE ALL APPROPRIATE SIGNATURES BEFORE BEING SUBMITTED FOR PROCESSING.  
 PLEASE SUBMIT COMPLETED FORM TO ADDRESS BELOW:**

Florida International University · Enrollment Services  
 Modesto A. Maidique Campus · 11200 SW 8th Street · PC 130 · Miami, FL 33199 · 305.348.2320  
 Biscayne Bay Campus · 3000 NE 151st Street · AC1 100 · North Miami, FL 33181 · 305.919.5750  
 OneStop.FIU.edu