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: ________ ___

Course Prefix: _____ _____ ___
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

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