GRADUATE COURSE INCLUSION FORM

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.

__________________________________________ Date __________________
Student Signature

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.

SUBMISSION INSTRUCTIONS

1) Login to your my.fiu.edu account
2) Click on Upload My Documents
3) Select REGISTRATION from the drop-down menu
4) Select GRADUATE TRANSFER CREDITS from the drop-down menu
5) Submit