

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.

SUBMISSION INSTRUCTIONS

1. Login to your my.fiu.edu account
2. Click on the Student Tools tile
3. Click on the Document Upload tile
4. Select **REGISTRATION, GRADUATE TRANSFER CREDITS** from the drop-down menus
5. Attach form and any supporting documentation
6. Submit