



**Graduate Certificate Programs # 380.045**

| INITIAL EFFECTIVE DATE: | LAST REVISION DATE: | RESPONSIBLE UNIVERSITY DIVISION/DEPARTMENT |
|-------------------------|---------------------|--|
| June 2012               | April 20, 2021      | The University Graduate School             |

**POLICY STATEMENT**

Graduate certificates require 15 to 18 hours of graduate credit. At least six of the hours must be in core courses taken by all individuals obtaining a given graduate certificate.

Admission to a graduate certificate program requires an undergraduate degree from an accredited university or college. Individual departments may have additional requirements for admission.

Students enrolled in graduate certificate programs are considered to be non-degree seeking students. As such, up to 12 graduate credits taken in a free-standing graduate certificate may be transferred into a master's degree program. In the case in which a certificate student is admitted to a master's degree program before the student has completed more than 12 graduate credits, all the credits earned in a graduate certificate program may be used toward fulfilling the requirements of the master's degree program. In all cases the Graduate Program Director will evaluate whether or not the graduate certificate credits are acceptable in that particular Graduate program.

Up to 12 credit hours can be transferred toward the completion of a graduate certificate program from a completed master's degree program earned at FIU, subject to the approval of the Graduate Program Director. Students can apply credits from a completed degree to the Graduate Certificate Program for up to two years after the graduate degree is awarded.

At the discretion of the departmental graduate committee, students holding a bachelor's degree who have completed 12 graduate certificate credits with a 3.25 or better GPA may be admitted to a master's degree program without taking the GRE or GMAT examination even if the student has an undergraduate GPA less than 3.0. These students need to apply and be admitted to the master's degree before completing any additional hours in order to have those additional hours counted both for their graduate certificate and their master's degree.

In order to be awarded the graduate certificate, students must maintain graduate academic standing and must have a minimum average cumulative GPA of 3.0 or higher to receive the graduate certificate.



**SCOPE**

University Community (faculty, graduate students and University Graduate School administration)

**REASON FOR POLICY**

To establish guidelines for the establishment and awarding of a graduate certificate program.

**DEFINITIONS**

| TERM | DEFINITIONS |
|------|-------------|
| N/A  | N/A         |

**ROLES AND RESPONSIBILITIES**

The Graduate Program will make decisions for admission to the certificate program.

**RELATED RESOURCES**

N/A

**CONTACTS**

University Graduate School  
Modesto A. Maidique Campus  
11200 SW Eighth Street - MARC 240  
Miami, Florida 33199  
Telephone: (305) 348-2455

**HISTORY**

**Initial Effective Date:** Originally 3.2.3 GRADUATE CERTIFICATE PROGRAMS (effective 6/10/03) from *Graduate Policies and Procedures Manual*; June 2012

**Review Dates** (*review performed, no updates*): January 31, 2024

**Revision Dates** (*updates made to document*): October 2019; April 20, 2021



**Graduate Certificate Programs # 380.045a**

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**PROCEDURE STATEMENT**

Doctoral Readmissions Procedures for Academic Department

1. The applicant must submit a readmissions application and pertinent documents to the Office of Admissions, <https://admissions.fiu.edu/how-to-apply/graduate-applicant/applications/index.html>.
2. The Office of Admissions corresponding graduate admissions evaluator will review the readmissions file and pertinent documents. If applicable, the admissions evaluator will refer the file through PantherSoft to the Graduate Program Director, who will also be notified about the readmissions procedures through the PantherSoft Admissions Comments page.
3. After referral of the file and pertinent documents, the file will be reviewed by the academic department’s admissions committee during their regular admissions review process. If the academic department wishes to support and recommend readmission of the applicant, a departmental memo must be provided to the University Graduate School (UGS) with the following:
  - a) Explanation of why the student dropped out of the doctoral program
  - b) Written Agreement from a faculty member to serve as the student’s major professor
  - c) What is the proposed timeline for the student’s completion of degree? For example, candidacy, submission of dissertation committee (D1), dissertation proposal (D3) and the defense of dissertation?
  - d) The academic department must address all milestones needed for the completion of the degree. For example, if the student reached doctoral candidacy, would the student be required to re-take the candidacy examination? In other words, a thorough plan of degree completion which includes the anticipated graduation term must be presented to UGS. If the student had any dissertation milestones forms on file at the time they left the program, the department must submit copies of those to UGS. Otherwise, if there is a new major professor and/or committee members are entirely different, the submission of a new dissertation committee (D1), candidacy (D2) and dissertation proposal (D3) are required.
  - e) Petition – **If** any coursework is or will be over 9 years old by the time of the anticipated degree completion term, the academic department must submit an electronic Petition

for Exception to Graduate Requirements form. Note: this petition is required only if an exemption is being requested.

4. If the academic department makes the readmissions recommendation, it must provide the departmental memo to UGS Director via email. After the pertinent information is provided, the academic department must enter the readmission recommendation online in PantherSoft.
5. UGS Director will route the memo/Petition to UGS Dean or Associate Dean for review.
6. Once reviewed and a decision is made, a notification will be sent to the graduate evaluator and Graduate Program Director.
7. The Office of Admissions team will continue with the final admissions processing such as sending official readmissions/deny letter, residency review, etc.