



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

<b>SUBJECT (R*)</b>	<b>EFFECTIVE DATE (R*)</b>	<b>POLICY NUMBER (O*)</b>
GRADUATE CERTIFICATE PROGRAMS	June 2012	380.045

**POLICY STATEMENT (R\*)**

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 master's degree 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.

**HISTORY (R\*)**

Originally 3.2.3 GRADUATE CERTIFICATE PROGRAMS (effective 6/10/03) from *Graduate Policies and Procedures Manual*.

**RESPONSIBLE UNIVERSITY DIVISION/DEPARTMENT (R\*)**

University Graduate School  
Florida International University

**RESPONSIBLE ADMINISTRATIVE OVERSIGHT (R\*)**

University Graduate School  
Modesto A. Maidique Campus  
11200 SW Eighth Street - PC 230  
Miami, Florida 33199  
Telephone: (305) 348-2455

The University Policies and Procedures Library is updated regularly. In order to ensure a printed copy of this document is current, please access it online at [www.policies.fiu.edu](http://www.policies.fiu.edu).

For any questions or comments, the "Document Details" view for this policy online provides complete contact information.