



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

SUBJECT (R*)	EFFECTIVE DATE (R*)	POLICY NUMBER (O*)
GRADUATE TRANSFER CREDIT	June 2012	380.085

POLICY STATEMENT (R*)

Graduate students may request transfer of credit toward their degree program. There are two types of transfer of credit: 1) Internal Institution Transfer of Credit and 2) External Institution Transfer of Credit.

Doctoral programs may accept up to 20% of the required total coursework, subject to approval of the Program Director, of graduate credit earned from another institution beyond a bachelor's degree. An exception to the 20% limitation is made for courses contained within an earned master's or doctoral degree. For such courses, the maximum is one credit fewer than half of the total credits required for the program.

Master's degree programs may accept up to 20% of the required total coursework, subject to approval of the Program Director, of graduate credit earned from another institution beyond a bachelor's degree.

Specialist programs are treated in the same manner as Master's degree programs.

Graduate Certificate Programs may not accept external transfer credits. Internal transfer credits may be applied toward completion of the Graduate Certificate Program if the student is admitted to the Graduate Certificate within 2 years of completion of the graduate degree.

Requirements for Transfer Courses:

- The student received a grade of 3.0 or better on a 4.0 scale.
- The course was taken at FIU or an accredited institution.
- The course must be relevant, as judged by an appropriate committee of the program, to the graduate program to which the student is accepted.
- The course must be listed on an official transcript sent to the University Graduate School Admissions Office by the institution where the course was taken.
- The date of completion will 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).

Waiver of the limit on the maximum number of credits that may be transferred requires the approval of the program director or chairperson of the degree granting program, the dean of the appropriate school or college and the Dean of the University Graduate School.

Waiver of any of the requirements for transfer courses (listed above) requires the approval of the program director or chairperson of the degree granting program, the dean of the appropriate school or college and the Dean of the University Graduate School.

DEFINITIONS (R*)

Courses Taken	To Graduate Certificate	To Master's Degree	To Doctoral Degree
Graduate Courses taken as an undergraduate but not applied to undergraduate degree	Internal Only Up to 12 credit hours	Internal Only: Up to 12 credit hours	External and Internal: Up to 12 credit hours
Graduate Courses applied to undergraduate degree	External and Internal: None	External and Internal: None (Except as part of approved Accelerated Degree Programs)	External and Internal: None
Non-Degree Seeking Status at FIU	Internal Only Up to 12 credit hours	Internal Only Up to 12 credit hours	Internal Only Up to 12 credit hours

Completed Graduate Certificate Program	External and Internal: None	Internal Only Up to 12 credit hours.	External and Internal: Up to 12 credit hours.
Completed Master's Degree	Internal Only: Up to 12 credit hours.	External and Internal: 20% or less of the total required credits of coursework, subject to approval of the Program Director	External and Internal: Half of the total required credits minus one
Incomplete Master's Degree	Internal Only: Up to 12 credit hours.	External and Internal: 20% or less of the total required credits	External and Internal: 20% or less of the total required credits
Completed Doctoral Degree	Internal Only: Up to 12 credit hours.	External and Internal: 20% or less of the total required credits	External and Internal: Half of the total required credits minus one
Incomplete Doctoral Degree	Internal Only: Up to 12 credit hours.	External and Internal: 20% or less of the total required credits	External and Internal: 20% or less of the total required credits

HISTORY (R*)

Originally 2.4.1 TRANSFER OF GRADUATE CREDITS FROM OTHER INSTITUTIONS (effective 8/31/04); and 2.4.2 TRANSFER OF GRADUATE CREDIT HOURS EARNED AT FIU BY NON-DEGREE SEEKING STUDENTS (effective 3/28/89) 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.

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

***R = Required *O = Optional**