

Graduate Transfer Credits # 380.085

| INITIAL EFFECTIVE DATE: | LAST REVISION DATE: | RESPONSIBLE UNIVERSITY DIVISION/DEPARTMENT |
|-------------------------|---------------------|--|
| June 2012 | March 9, 2023 | University Graduate School |

POLICY STATEMENT

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.

SCOPE

Faculty, graduate students, and University Graduate School administration.

REASON FOR POLICY

This policy sets forth the requirements for graduate transfer credit and transfer courses. Acceptance of transfer credits for a course is dependent upon certain provisions.

| DEFINITIONS | | | |
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| 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 |



ROLES AND RESPONSIBILITIES

N/A

RELATED RESOURCES

N/A

CONTACTS

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HISTORY

Initial Effective Date: 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.

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

Revision Dates (*updates made to document*): March 9, 2023