FLORIDA INTERNATIONAL UNIVERSITY

OFFICIAL UNIVERSITY POLICY

University Community (faculty, staff and students)

SUBJECT (R*)	EFFECTIVE DATE (R*)	POLICY NUMBER (O*)
TRANSCRIPTS	May 11, 1998	1360.045

POLICY STATEMENT (R*)

The transcript is the complete student academic record of courses taken at the University, in addition to any previous institution's coursework. The GPA is calculated for all courses taken at the University after Fall Term 1975 whether the courses are in the major program or not. Once a baccalaureate, master's or doctorate degree is earned, the GPA calculation starts again.

REASON FOR POLICY (O*)

To provide students with a chronological history of their coursework and certification of degrees earned at the University.

PROCEDURES (O*)

Students must submit a request for their transcript. The transcript will not be released if the student has a University financial liability

RESPONSIBLE UNIVERSITY DIVISION/DEPARTMENT (R*)

Division of Enrollment Services
Florida International University

RESPONSIBLE ADMINISTRATIVE OVERSIGHT (R*)

Office of the Registrar
11200 S.W. Eighth Street – PC 130
Miami, Florida 33199
Telephone: (305) 348-2320

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**R = Required   *O = Optional