POLICY STATEMENT (R*)

Certification:

Verification of the faculty of the College or School and certification by the Dean of the academic unit that all the requirements of the degree being sought have been completed.

Credit Hour and Residency Requirements:

Successful completion of at least 120 semester hours of credit with the required grade point average; of which at least the last 30 semester hours of credit must be completed at the University. Students wishing to participate in the International Student Exchange program, FIU approved Study Abroad programs offered by other higher education institutions and the National Student Exchange program, are exempted from this regulation during the last 30 credits of their undergraduate careers at FIU. Students wishing to participate in the aforementioned programs during their semester of graduation must have approval by the dean of their school or college and must meet all university deadlines for graduation and commencement. Other exceptions must be made in advance by the appropriate Dean and may not exceed 6 semester hours of credit. In no case may the number of credits awarded by FIU be fewer than 25% of the total number of credits required for the degree program.

General Education Requirements:

Completion of the University Core Curriculum or State General Education Requirements.

Grade Point Average:

A cumulative grade point average (GPA) of 2.0 or higher for courses completed at the University, as well as achievement of any higher grade point averages Schools or Colleges may establish for major, core courses and/or course sequences. Refer to appropriate department's regulations for this information.

State University System (SUS) Requirements:

Completion of Core Curriculum or General Education requirements in English and Mathematics as prescribed by the State Board of Education (Gordon Rule), presentation of passing scores on all four subtests of the College-Level Academic Skills Test (CLAST), and completion of the Foreign Language Requirement.

Date of Graduation:

The semester of graduation will be the semester in which the student applies and completes all the graduation requirements regardless of when the original application for graduation was filed. The official date will be the date of commencement.

REASON FOR POLICY (O*)

To state the minimum University requirements for awarding, and procedures for receiving, an initial baccalaureate degree.
In addition to meeting all requirements listed above for receipt of an initial baccalaureate degree, students must take the steps listed below to receive a diploma:

a) The student must obtain an Application for Graduation either from the Office of the Registrar or from the appropriate department/division office and have this application signed by the appropriate advisor. The student then submits the application to the Office of the Registrar which certifies the degree(s) and major(s) and/or minor(s) of the student.

b) The Office of the Registrar sends a Graduation Certification package containing the following items to the appropriate dean:
   1. Application for Graduation. This application is necessary for a student to receive a diploma regardless of whether or not the student intends to be at the commencement ceremony.
   2. General Education Form certifying that all general education requirements have been met, including CLAST and FLENT. This is not necessary for students who have already obtained an associate of arts degree from any public university or public community college in Florida.
   3. Advisor's copy of Transcript of Grades
   4. Certification for Graduation

c) At the Dean's office the following information is filled in:
   1. Authorization for graduation must be signed by Department Head and Dean, indicating that graduation has been denied or is approved pending successful completion of any applicable courses.
   2. A list of all current courses and courses for which the student has received an incomplete (IN) grade, that must be completed for graduation, and the required minimum grade for these courses.
   3. Any additional requirements the student must meet in order to graduate.

d) Upon completion the white copies of all forms in this package should be returned by the Dean and received by the Office of the Registrar no later than the last day of classes for the term.

e) At the end of the term, the Office of the Registrar verifies that all courses listed as pending on the Certification for Graduation form have been completed with a satisfactory grade. Diplomas are mailed within six weeks following the month in which classes end.

Should the student fail to complete all required courses satisfactorily, the appropriate academic unit and the student will be informed the week after the last day of classes, during which period denial forms are mailed. In this case the student must reapply for graduation and for receipt of a diploma subject to subsequent satisfactory completion of all requirements for graduation.

HISTORY (R*)
Effective Date: June 29, 1994; Revision Dates: June 30, 2008; Summer, 2013
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<tr>
<th>RESPONSIBLE UNIVERSITY DIVISION/DEPARTMENT (R*)</th>
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<td>Florida International University</td>
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<tr>
<td>Undergraduate Education</td>
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<tr>
<td>Florida International University</td>
</tr>
<tr>
<td>11200 S.W. Eighth Street, PC 245</td>
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<tr>
<td>Miami, Florida 33199</td>
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<tr>
<td>Telephone Number: 305-348-2800</td>
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*R = Required  *O = Optional

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