UNIVERSITY GRADUATE SCHOOL RULES AND REGULATIONS

CLASSIFICATION OF STUDENTS

Students are classified as degree-seeking students and non-degree-seeking students.

Degree-Seeking Students

Degree-seeking students are students who have been admitted into a degree program, but have not completed the requirements for the degree.

Non-Degree-Seeking Students

Non-degree-seeking students may be: (1) Graduate Certificate students; (2) Advanced Diploma students; (3) students affiliated with a College or School; or (4) unaffiliated students. Students who are unaffiliated are limited to taking 12 credits at the University. Affiliated students must be approved by a College or School and may take up to 12 hours of coursework as a non-degree-seeking student. Higher allowable course hours apply to students accepted in Graduate Certificate or Advanced Diploma programs.

The following regulations apply to non-degree-seeking students:

1. A $30.00 non-refundable application fee (U.S. dollars) made payable to Florida International University must accompany applications submitted.
2. Non-degree-seeking students are not required to meet the usual admission requirements and are not officially admitted as regular students. Enrollment as a non-degree-seeking student does not imply a right to be admitted in the future as a regular, degree-seeking student. Credits earned as a non-degree-seeking student will not be counted toward a degree at the University unless such a student subsequently applies for regular admission and is accepted as a degree-seeking student. Credits must meet time limit and grade of no less than a “B”.
3. Registration is permitted only on a space-available basis and is determined at the time of registration.
4. No more than 12 graduate level semester hours earned as a non-degree-seeking student may be counted toward a degree. The acceptance of such credits must be recommended by the graduate program and approved by the Academic Dean. Graduate Certificate students may count up to 18 graduate level credits provided they meet the requirements specified below under Graduate Certificates. Applicants denied admission to the University will not be allowed to register for courses in any program or as non-degree-seeking students for a period of one year.
5. Immigration regulations prevent most foreign nationals from enrolling in courses without being admitted into a formal degree or certificate program, depending on the type of visa that they hold. International students should contact the **Office of International Student and Scholar Services** for further information.

Affiliated Students

Students applying for affiliated status as non-degree seeking students must be approved by the appropriate Dean’s Office and the University Graduate School in accordance with criteria approved by that College or School’s Faculty Curriculum Committee. Non-Degree Seeking student policies apply to Affiliated Students.

Graduate Certificate Students

Students seeking admission to a Graduate Certificate program need to apply through the Graduate Admissions Office using the on-line application form. Students fully admitted and enrolled in other programs may use the paper application available through the Graduate Admissions Office to apply to certificate programs. The normal application fee applies to Graduate Certificate applications.

ACADEMIC DEGREE REQUIREMENTS MASTER’S DEGREE

Course Requirements

Programs leading to a master’s degree will normally require at least 30 credit hours of non-thesis course work. Master’s programs normally include courses at the 5000 and 6000 levels. No course counted toward a student's undergraduate degree may be included in that student's masters degree program except in approved 4+1 bachelor’s-master’s degree programs.

Thesis Requirements

Thesis committees must have a minimum of three members, at least two of whom are from the unit offering the degree. All FIU faculty who are members of the thesis committee must be members of the Graduate Faculty. All committee appointments must be approved by the Dean of the University Graduate School.

A thesis proposal must be approved by the University Graduate School at least one semester prior to the date of graduation.

Once an approved thesis proposal is on file, continuous registration for at least 1 thesis credit hour each semester (including the summer term) is required until the thesis requirement is fulfilled. During the academic year, international students must maintain full-time enrollment.

Time Limits

For the Master of Fine Arts degree, all requirements, including the successful defense of a thesis where required, must be completed within eight years of first enrollment in the master's program. For all other master’s degree programs all requirements, including the successful defense of a thesis where required, must be completed within six years of first enrollment in the masters program.

Graduation Requirements

The University will confer the master’s degree when the student has met the following conditions:

1. Earned an overall average GPA of 3.0 in all courses in the graduate degree program.
2. Recommended by the faculty of the College or the School.

3. If applicable, submission of the final approved thesis via ETD.
4. Certified by the Academic Dean of the College or the School that all requirements for the degree being sought have been completed.

Master's students who have been recommended for the degree by the faculty of the School or College may participate in the commencement ceremonies.

DOCTORAL DEGREE

Course Requirements

Programs leading to a doctoral degree require at least 75 credit hours beyond the bachelor's degree. These shall include a minimum of:

1. 30 credit hours earned in academic courses which are part of the doctoral program. Doctoral programs normally include courses at the 6000 level and above. Courses at the 5000 level may be included in a doctoral degree program in appropriate cases.
2. A student may enroll for dissertation credits after completing all coursework, passing the candidacy examination and being advanced to candidacy. Dissertation credits may not be taken before advancement to candidacy.

Dissertation Requirements

Candidacy

A student is admitted to candidacy upon successfully completing all required coursework, language requirements, qualifying examinations and passing the candidacy examination. Some programs require students to defend the dissertation proposal as part of candidacy. The student's written request for candidacy must be approved by his or her major professor and forwarded to the program director, the unit dean, and then to the Dean of the University Graduate School.

Each candidacy examination must be prepared and graded by a committee consisting of a minimum of three faculty of the academic unit offering the degree. Admission to candidacy requires that a majority of the committee members agree that the student passed the examination. A candidacy examination may not be passed conditionally. A "Pass" on the examination cannot be made contingent upon other factors such as the completion of additional coursework or the preparation of extra research projects.

Students must be informed in writing of the results of their performance on the examinations within 30 days of the examination date. If the student fails the candidacy examination the committee, at its discretion, may provide for reexamination at a mutually satisfactory time but no more than one year from the original date of the examination. Passing the candidacy examination is requisite to continuing in the graduate program. Students who fail the candidacy examination twice will be dismissed from the doctoral program.

After a doctoral student is admitted to candidacy, continuous registration for at least 3 dissertation credit hours each semester (including the summer term) is required until the dissertation requirement is fulfilled. During the academic year, international students must maintain full-time enrollment.

Dissertation Committee

Dissertation committees must have a minimum of four members: at least three of whom are from the unit offering the degree and one of whom is from another academic unit at FIU. All FIU faculty who are members of the dissertation committee must be members of the Graduate Faculty and the chair of the dissertation committee must hold Dissertation Advisor Status. All committee appointments are made by the Dean of the University Graduate School.

Dissertation Proposal

A dissertation proposal must be approved by the University Graduate School at least three semesters prior to the date of graduation.

Time Limits

All requirements, including the successful defense of a dissertation, must be completed within nine years of first enrollment in the doctoral program.

Graduation Requirements

The University will confer the doctoral degree when the student has met the following conditions:

1. Earned an overall average GPA of 3.0 in all courses in the graduate degree program.
2. Completed and defended satisfactorily a doctoral dissertation.
3. Recommended by the faculty of the College or the School.
4. Submission of the final approved dissertation via ETD.
5. Certified by the Academic Dean of the College or the School that all requirements of the degree being sought have been completed.

Doctoral students must have completed all requirements for the degree in order to participate in the commencement ceremonies.

GRADUATE CERTIFICATE PROGRAMS

A certificate program is a combination of courses with a common base or interest selected from one or more academic disciplines and so arranged as to form an area of academic concentration. Three types of certificates are awarded: academic, professional, and continuing studies. Students must apply and be admitted into the certificate program through the academic department.

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.

All the credits earned in a Graduate Certificate Program may be used in a master's degree program provided the student is admitted to the master's degree program prior to the completion of no more than 12 Graduate Certificate credits. Non-Degree Seeking student policies apply to Graduate Certificate students.

At the discretion of the departmental graduate committee, or equivalent, 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 between 2.75 and 3.0.

In all cases the Graduate Program Director will evaluate whether or not the Graduate Certificate credits are acceptable in that particular graduate program.

CHANGE OF GRADUATE DEGREE PROGRAM

Only fully admitted and enrolled students may apply to change a graduate degree program without paying an additional application fee. All other students must submit a request through the Graduate Admissions process. Change of Graduate Degree Program forms are evaluated as new applications by the department into which the student wishes to transfer. A "Change of Graduate Degree Program" form and instructions are available on the University Graduate School website at: **http://gradschool.fiu.edu/forms.html**.

REGISTRATION

All degree-seeking students registering for more than 15 credits in any given semester must obtain the approval of the Dean of the University Graduate School. Registration for courses is as follows:

Official Registration is held during the preceding semester (check the Academic Calendar for the dates). Degree-seeking students are given an appointment day and time based on their classification, GPA, and credit hours completed. Students may also add/drop at this time.

Open Registration is held following Official Registration. There is no appointment day and time and registration is on a first-come, first-served basis; for degree-seeking students. Students who have not yet registered are encouraged to do so at this time. Students who have already registered may also add or drop courses during this period.

Registration Access

All students are able to retrieve their grades, registration appointment time and day; classroom assignments; registration holds (if any) and register/drop/add courses using the **MyFIU Self-Service portal** (**http://my.fiu.edu**). Students must use their Panther ID and password in order to utilize the system.

New students must reset their passwords at **http://myaccounts.fiu.edu** in order access their FIU accounts. Current students experiencing difficulties with accessing their FIU accounts may reset their password at **http://myaccounts.fiu.edu**.

IMMUNIZATION

As a prerequisite to registration, Florida International University requires all students to comply with the following immunization policy regulations from the Florida Board of Governors regarding measles, mumps, rubella, meningitis and hepatitis B immunity:

1. **Measles, Mumps, Rubella:**
   All students born after December 31, 1956, must present documented proof of immunity to measles (Rubeola) and German measles (Rubella), as described below:
   Acceptable Proof of Immunity consists of:
   a. Proof of two (2) vaccinations (doses) of MMR (Measles/Mumps/Rubella) received at least 28 days apart or two doses of measles and one Rubella
      - Vaccinations must have been received after your first birthday
      - Vaccinations must have been received in 1969 or later
   b. Proof of immunity by way of a blood test lab result (Measles and Rubella Titer)
   c. A written statement from a healthcare provider documenting a diagnosis of measles (Rubeola). Must include date of diagnosis, be signed by the healthcare provider and be on his/her official stationery. This is acceptable for measles only and does not apply to Rubella

   Exemptions:
   Students will be exempt from the pre-registration immunization requirement for measles, mumps, and rubella, only if they meet any one of the following three criteria:
   1. Students born before January 1, 1957.
   2. Medical Exemption: To claim a medical exemption, a letter must be provided from the healthcare provider, signed on his/her stationery, stating the medical reason(s) why the student is not able to receive the measles and/or Rubella vaccine(s) and for how long – a permanent or temporary medical condition warranting exemption.
   3. Religious Exemption: For details on how to claim religious exemption, please visit the **Student Health Services** website.

   To prevent delays in the ability to register for classes, all of the above documents requesting medical or religious exemptions must be received by the Student Health Services at least four weeks prior to registration.

   Temporary Deferments:
   Temporary deferments are acceptable for the following conditions:

   1. Documented pregnancy or fertility treatment
   2. Documentation of breastfeeding
   3. Documented illness

   Deferment status requests must be submitted to the Student Health Services at least four weeks prior to registration and the request must be signed by a healthcare provider and be on his/her official stationery.

2. **Meningitis and Hepatitis B:**
   All students must present documented proof of vaccination/immunity to meningococcal meningitis and hepatitis B as described below:
   Acceptable Proof of Immunity consists of:
   a. Proof of one dose of meningitis vaccine and a total of three doses of hepatitis B vaccines
   b. Proof of immunity by way of a blood test lab result (applicable to hepatitis B only)
   c. A written statement from a healthcare provider documenting a diagnosis of hepatitis B. Must include date of diagnosis, be signed by the healthcare provider and be on his/her official stationery. This is acceptable for hepatitis B only and does not apply to meningococcal meningitis

   Exemptions:

Students declining to receive vaccination for meningitis and/or hepatitis B must present a signed waiver of liability acknowledging that they have received and read information pertaining to the disease and despite knowledge of the risks have decided to waive receiving the vaccine (if a minor, the waiver of liability must be signed by the parent or guardian). The waiver of liability can be obtained by contacting the Student Health Services department or by visiting the **Student Health Services** website.

Acceptable Forms of Documentation:
The following documents are acceptable proof of immunity, provided that the dates are acceptable and the documents are signed and stamped by the healthcare provider:

- FIU Immunization Documentation Form
- Health Department Records
- Childhood Immunization Records
- School Immunization Records
- Military Service Records
- Documentation of having the disease during his or her lifetime: Applies to Measles (Rubeola) and Mumps only
- Laboratory test (serology) results demonstrating immunity:
  - Measles (Rubeola) positive IgG titer required
  - Rubella postitive IgG titer required
  - Hepatitis B positive AB antibody surface titer required
  - Meningitis lab test not valid and will not be accepted

Can't Find Your Immunization Documents?
If the student cannot locate his or her immunization records and is confident he/she has taken the vaccines, a ***positive*** lab test against both the Measles and Rubella and/or Hepatitis B is sufficient. The student also has the option to take the required vaccines again with his or her doctor, at a local health department or at the SHS at one of FIU's campuses.

Where can I get immunized?
MMR, meningitis, and hepatitis B vaccines are available for a nominal charge at the FIU Student Health Services clinics at both the Modesto A. Maidique Campus and Biscayne Bay Campus. For further information and additional locations, visit the **Student Health Services** website and click the Immunization link.

LATE REGISTRATION FEE

Any student, degree-seeking or non-degree seeking, who initiates registration during the Drop/Add period is assessed a $100.00 late registration fee. Students may initiate late registration during the first week of classes.

DROPPING AND ADDING COURSES

The official Drop/Add period runs throughout the first week of classes (check the Academic Calendar for specific dates). During this period a student may drop or add courses without financial penalty or initiate registration with financial penalty (i.e., the late registration fee). Students may also drop courses or withdraw from the University with no record of enrollment and without a tuition fee liability. If the tuition fee has already been paid, the student may be eligible for a refund that will be generated by the Student Financials Office and mailed to the local address on file.

Students are responsible for their own enrollment and for adhering to all published deadlines for enrollment activity.

LATE ADDS

Students may add courses with appropriate authorization until the end of the third week of classes. No course may be added after this deadline.

LATE DROPS

Courses officially dropped after the Drop/Add period and through the eleventh week of the term, (summer terms have different deadlines - check the Academic Calendar for specific dates), are recorded on the student's transcript with a grade of 'DR' (dropped). The student is financially liable for all dropped courses. *Non-attendance or non-payment will not constitute a drop.*

APPEAL TO DROP/WITHDRAW

A student may appeal the deadline for a late drop by submitting the Appeal to Drop/Withdraw Form. A drop after the deadline will be approved only in the following exceptional circumstances:

1. Death of a student or immediate family member (parent, spouse, child, sibling, or grandparents). Death certificate required.
2. Involuntary call to military service. Copy of orders required.
3. Illness of student of such severity or duration to preclude completion of courses. Confirmation by a physician required.

According to FL BOG Regulation 7.002, when approval of this appeal could result in a change in a student's fee liability (i.e. his or her student bill) for the term in question, then the deadline to submit appeals is six months after the end of the term in which the course was taken. The student must provide appropriate documentation.

WITHDRAWAL FROM THE UNIVERSITY

A currently registered student can withdraw from the University only during the first eleven weeks of the semester. In the Summer semester, withdrawal deadlines will be adjusted accordingly. A Withdrawal Form must be completed and submitted to the Office of the Registrar. *Non-attendance or non-payment will not constitute a withdrawal.* (Refer to the Academic Calendar for the deadline dates.)

The transcript of a student who drops all classes before or during the first week of classes will contain no record of enrollment and no tuition fee will be assessed. If the tuition has already been paid, a refund will be generated by the Student Financials Office and mailed to the local address on file. If a student officially withdraws from the University prior to the end of the fourth week of classes, a 25 percent refund, will be issued.

The transcript of a student who officially withdraws after the Drop/Add period and before the end of the eleventh week of the term will reflect a 'WI' for each course.

The transcript of a student who stops attending the University without officially withdrawing from the University will reflect an 'F' grade for each course.

GRADING SYSTEM

Grade		Points Per Credit Hour
A		4.00
A-		3.67
B+		3.33
B		3.00
B-		2.67
C+		2.33
C		2.00
C-		1.67
D+		1.33
D		1.00
D-		0.67
F	Failure	0.00
F0	Failure based on non-attendance	0.00
P	Satisfactory (Pass)	N/A
IP	Thesis/Dissertation in Progress	N/A
U	Unsatisfactory	N/A
IN	Incomplete[1]	N/A
W	Withdrew by appeal	N/A
WI	Withdrew from University	N/A
WP	Withdrew from University after deadline with passing grade	N/A
WF	Withdrew from University after deadline with failing grade	0.00
AU	Audit	N/A
DR	Dropped Course	N/A
DP	Dropped after deadline with passing grade	N/A
DF	Dropped after deadline with failing grade	0.00
EM	Examination	N/A

[1]IN is only a temporary symbol. After two terms, it will revert to either a grade of "F" or the letter grade earned in the course.

Note: All courses for which a student is officially registered at the end of the Drop/Add Period and for which a Letter Grade, a 'DF', or a 'WF' is received are calculated in the GPA.

HOW TO CALCULATE A GRADE POINT AVERAGE (GPA)

A Grade Point Average (GPA) is calculated for all students. GPAs are calculated only for grades earned at FIU.

There are two types of GPAs: Semester and Cumulative. The semester GPA is calculated using the courses taken in that semester. The cumulative GPA is a summary of all FIU courses taken over a student's career. Remember, when a student's career changes (i.e., undergraduate to graduate), the GPA calculation begins anew. Transfer course grades are not included in any GPA calculations. To calculate a GPA, one must know the course grade, the course credits or semester hours associated with that course, and the values associated with each grade assigned. See the **Grading System** list above for **"Points Per Credit Hour"** values.

To calculate a GPA, first multiply the number of course credits/semester hours for each course by the grade point values associated with the grade received in that course. Then add all of those totals together and divide that sum by the total number of course credits/semester hours. For a semester GPA use all regularly graded courses in that semester (plus P/F courses in which an F or U was earned), and for the cumulative GPA use all courses. Do not average semester GPAs in order to calculate the cumulative GPA.

Note: All GPAs are rounded to two decimal points.

Note: On the Grading System list above, some grades will not affect GPA, such as "P" (Satisfactory), "U" (Unsatisfactory), "IN" (Incomplete) or "DR" (Dropped). Thus, do not include the credits for such graded courses in the calculation.

Here is an example of semester GPA calculation:

Calculating a Semester GPA

Course	Grade	Course Credits Attempted	Points Per Credit Hour	Points Per Course
ENC 1101	B	3.0 x	3.00 =	9.00
MAC 2147	B+	4.0 x	3.33 =	13.32
BSC 1010	A-	3.0 x	3.67 =	11.01
BSC 1010L	A	1.0 x	4.00 =	4.00
AMH 2041	C	3.0 x	2.00 =	6.00
ARH 2050	F	3.0 x	0.00 =	0.00
Total		17		43.33
Semester GPA		43.33 divided by 17 = 2.548		

GRADING OPTIONS

The Colleges and the Schools make the determination of the grading option of each course except for thesis and dissertation credits. A course may be offered for a letter grade as listed above or Pass/Fail. The student may choose to audit a course and an 'AU' grade will be recorded on the student's record. The grading option must be indicated at the time of registration. The grading option cannot be changed after the first week of classes. There are no exceptions to this deadline. The grading options for thesis and dissertation credits are Pass, In Progress, Unsatisfactory, and Fail.

To register for an audit, the student must obtain the permission and signature of the instructor of the course audited. Once the student is registered in the course as "Audit", the grading option cannot be changed.

INCOMPLETE GRADE

A grade of incomplete (IN) is a temporary symbol given at the discretion of the instructor for work not completed because of serious interruption not caused by the student's own negligence. An incomplete must be made up as quickly as possible but no later than two consecutive semesters (including Summer semester) after the initial taking of the course or it will automatically default to an "F" grade. There is no extension of the two semester deadline. The student must not register again for the course to make up the incomplete.

Students who have incomplete grades on their records must remove the incomplete by the end of the fourth week of the term in which they plan to graduate. Failure to do so will result in a cancellation of their graduation. The student will need to reapply for graduation.

FORGIVENESS POLICY

Graduate courses are not authorized for grade forgiveness.

DEPARTMENTAL CREDIT BY EXAMINATION

Departmental credit by examination is available for certain courses. A student who has already gained knowledge of a subject offered at the university and wishes to take an examination in lieu of taking the course should discuss the matter with his or her academic advisor and with the department offering the course.

Awarding departmental credit by examination is the prerogative of each academic unit. To receive credit by examination, a student must be a regular degree-seeking student. Once the student is awarded the departmental credit by examination, an 'EM' grade will be recorded on the transcript.

CHANGE OR CORRECTION OF GRADES

Once submitted, end-of-semester grades (except Incompletes and NR's, which default at the end of two terms) are final. They are subject to change only through a Change of Grade process to correct an error in computation or transcription, or where part of the student's work has been unintentionally overlooked.

FINAL WEEK OF THE SEMESTER

During the last week of the semester, classes meet for an extended period of time for various instructional purposes such as: final exams, lectures, group projects, and/or individual presentations.

FINAL GRADES

Final grades are available through the **MyFIU Self-Service portal** (**http://my.fiu.edu**).

TERM COURSES ARE OFFERED

Listed next to certain courses in this catalog are the designations 'F', 'S', and 'SS'. These designations indicate that the academic department normally offers these courses during the Fall ('F"), Spring ('S'), Summer ('SS') terms. Students should be aware that there are circumstances beyond the University's control (low enrollments, financial constraints, or other extenuating situations) which may result in the courses not being offered as indicated. The University is not responsible for failure to offer a course as indicated.

APPLICATION FOR GRADUATION

Students who plan to graduate are required to apply for graduation through the **MyFIU Self-Service portal** (**http://my.fiu.edu**) and be enrolled in graduate level courses in the graduating term.

Students whose graduation application is denied by their academic department must re-apply for graduation and complete the remaining requirements needed to graduate. Graduate student must be enrolled in at least 1 graduate credit and doctoral student must be enrolled in at least 3 dissertation credits the semester they graduate. Students cannot graduate the same semester they are readmitted to the University.

ACADEMIC WARNING, PROBATION, AND DISMISSAL

Warning

A graduate student whose cumulative graduate GPA falls below a 3.0 will be placed on warning, indicating academic difficulty.

Probation

A graduate student on warning whose cumulative graduate GPA remains below 3.0 in the following semester will be placed on probation, indicating serious academic difficulty. The College or School of the student on probation may indicate the conditions which must be met in order to continue enrollment.

Dismissal

A graduate student on probation whose cumulative and semester GPA's fall below a 3.0 will be automatically dismissed from his or her program and the University. A graduate student will not be dismissed prior to attempting a minimum of 12 hours of coursework as a graduate student. The student has ten working days to appeal the dismissal decision. This appeal must be made in writing to the Dean of the University Graduate School. To appeal, a Petition for Exception to Graduate Requirements form, which can be found on UGS Website, must be completed. The dismissal from the University is for a minimum of one year prohibits students from registering for any courses. After one year, the student may apply for readmission to the University in the same or a different program, or register as a non-degree-seeking student if applicable.

Dismissed students who are readmitted or who register as non-degree-seeking students are placed on academic probation.

STUDENT RECORDS

Florida International University assures the confidentiality of student educational records in accordance with State University System rules, state, and federal laws including the Family Educational Rights and Privacy Act of 1974, as amended. Student academic records are maintained in the Office of the Registrar and in the academic department of the student's major. Students in some degree programs may be subject to background checks and/or drug testing prior to eligibility for internships or practicums. All currently enrolled and former students have the right to review their records to determine their content and accuracy. For the cost of photocopying, students may generally have copies of any documents in their file, *except for other institutions' transcripts*.

RELEASE OF STUDENT INFORMATION FROM EDUCATION RECORDS (FERPA ANNUAL NOTICE)

The disclosure or publication of student information is governed by policies of Florida International University and the Florida Board of Education of the State University System of Florida within the framework of State and Federal Laws, including the Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99).

A student's consent is required for the disclosure or publication of any information which is a) personally identifiable and b) a part of the educational record. However, certain exceptions to that generality, both in types of information that can be disclosed and in access to that information, are allowed within the regulations of the Family Educational Rights and Privacy Act. The University may disclose information pertaining to the student to a parent/legal guardian as long as they submit both the FERPA form in which part B is filled out and signed along with proof that the child is a dependent.

Florida International University discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by the University in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the University has contracted as its agent to provide a service instead of using University employees or officials (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the University. Upon request, the University also discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

The University may disclose, without consent, "directory," or public, information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, students are allowed to request that the school not disclose their directory information.

Florida International University considers the following to be directory information items:

1. name, local and permanent address, and telephone number(s);
2. date and place of birth;
3. student classification and major and minor fields of study;
4. participation in officially recognized activities and sports;
5. weight and height of members of athletic teams;
6. dates of attendance, degrees and awards received;
7. the most recent previous educational agency or institution attended by the student; and
8. photographic image.

In order to prevent access to or release of Directory Information, students must request non-disclosure through their **MyFIU Self-Servivce portal** (**http://my.fiu.edu**) website prior to the first class meeting day of the semester. Access to, or release of Directory Information will be withheld until further written instruction is received from a student or the parents of a dependent student.

Students have a right to challenge the accuracy of their educational records and may file written requests to amend these records. The Office of the Registrar (PC 130) should be contacted for further information regarding the procedure to follow for questions or problems.

For complete information regarding the policies outlined above, please contact:

University Registrar
Florida International University
Modesto A. Maidique Campus - PC 130
Miami, Florida 33199
e-mail:**Register@fiu.edu**

PANTHER ID

The University has implemented an identification system-Panther ID. This identification number is the primary identification number for all students. Applicants and current students can retrieve this number by going to the **MyFIU Self-Service portal** (**http://my.fiu.edu**) website.

TRANSCRIPTS

The transcript is the complete student record of courses taken at the University, in addition to the number of transfer credits accepted. The GPA is calculated for all courses taken at the University after Fall Term 1975. Once a baccalaureate, master's, or doctorate degree is earned, the GPA calculation starts again.

Students must request their transcript in online. The transcript will not be released if the student has a University financial liability and/or a defaulted student loan. Other holds may prevent the release of official transcripts. Students should contact the department who assigned the hold if clarification is needed. The University may charge a fee up to $10.00 per transcript.

CLASS ATTENDANCE

The University expects students to attend their classes in order to create an effective learning environment in which to master course content and satisfy performance objectives and learning outcomes as outlined by instructors.

Instructors may establish specific class attendance requirements and may consider attendance and participation in class in evaluating student performance. During the first week of class, instructors must inform students of any special requirements and articulate any penalties, including a failing grade that may result for non-attendance.

In general, instructors must excuse students from classes due to their military obligations, jury duty, religious days, illness, disability accommodations as approved by The Disability Resource Center, serious family emergencies and/or participation in official university activities, i.e., athletic events, artistic performances, curricular activities. Instructors must afford students a reasonable amount of time to complete course work

and/or assignments missed during their approved absence.

Only registered students appearing on an official course roster may attend a class at the university.

POLICY STATEMENT WITH REFERENCE TO RELIGIOUS HOLYDAYS

A faculty member who wishes to observe a religious holy day shall make arrangements to have another instructor teach the class in his or her absence, if possible, or shall reschedule the class.

Because there are some classes and other functions where attendance may be considered essential, the following policy is in effect:

1. Each student shall, upon notifying his or her instructor at the beginning of the semester, be excused from class to observe a religious holy day of his or her faith.
2. While the student will be held responsible for the material covered in his or her absence, each student shall be permitted a reasonable amount of time to make up any work missed.
3. No major test, major class event, or major University activity will be scheduled on a major religious holy day.
4. Professors and University administrators shall not arbitrarily penalize students who are absent from academic or social activities because of religious observances.

ENROLLMENT CERTIFICATION

The Office of the Registrar is responsible for certification of students' enrollment. Certifications cannot be processed if the student has a financial liability. Enrollment certifications for a current student can only be done after the drop/add period ends.

Enrollment certification can be obtained through the **MyFIU Self-Service portal** (**http://my.fiu.edu**) or in person at the Office of the Registrar (PC130, Modesto A. Maidique Campus), BBC Enrollment Center (ACI-100, Biscayne Bay Campus).

Enrollment Status - Graduate:

Fall and Spring Semesters

Full time:	9 credits or more
Half time:	5 - 8 credits
Less than half time:	4 credits or fewer

Summer Semester

Full time:	6 credits

Note that audited credits do not count toward enrollment status.

Doctoral students who have reached candidacy or master's students, who have completed all requirements except for the thesis, and have an approved thesis proposal on file in the University Graduate School, are considered full-time when registered for three credits per term.

Enrollment status is for continuous enrollment for the semester in which the student is in attendance. Reduction of course load may change the student's status. Contact the Office of the Registrar for further details.

FLORIDA RESIDENCY INFORMATION - FLORIDA STUDENT DEFINITION

For the purpose of assessing registration and tuition fees, a student shall be classified as a Florida or non-Florida Resident.

To qualify as a Florida Resident for Tuition Purposes, the student must:

1. Have established a legal residence in this State and have maintained that legal residence for 12 consecutive months immediately prior to the start of the term in which the student is seeking Florida resident classification. The student's residence in Florida must be a bona fide domiciliary rather than for the purpose of maintaining a mere temporary residence or abode, incident to enrollment in an institution of higher education, and should be demonstrated as indicated below (for dependent students as defined by IRS regulations, a parent or guardian must qualify).
2. Submit the following documentation (or in the case of a dependent student, the parent must submit documentation), prior to the last day of registration for the term for which resident status is sought:
   a). Documentation establishing legal residence in Florida (this document must be dated at least one year prior to the first day of classes of the term for which Florida resident status is sought). The following documents will be considered in determining legal residence:
      (1) Declaration of Domicile.
      (2) Proof of purchase of a home in Florida which the student occupies as his or her residence.
      (3) Proof that the student has maintained residence in the state for the preceding year (e.g., rent receipts, employment record).
   b). Documentation establishing bona fide domicile in Florida which is not temporary or merely incident to enrollment in a Florida institution of higher education. The following documents will be considered evidence of domicile even though no one of these criteria, if taken alone, will be considered conclusive evidence of domicile (these documents must be dated at least one year prior to the first day of classes of the term for which resident status is sought):
      (1) Declaration of domicile (recorded issue date will be the effective date on this document).
      (2) Florida Voter's registration.
      (3) Florida Driver's license, Florida Identification Card, and/or Florida automobile registration.
      (4) Proof of real property ownership in Florida (e.g., deed, tax receipts).
      (5) Employment records or other employment related documentation (e.g., W-2, paycheck receipts), other than for employment normally provided on a temporary basis to students or other temporary employment.
      (6) Proof of membership in or affiliation with community or state organizations or significant connections to the State.
      (7) Proof of continuous presence in Florida during the period when not enrolled as a student.

(8) Proof of former domicile in Florida and maintenance of significant connections while absent.
(9) Proof of reliance upon Florida sources of support.
(10) Proof of domicile in Florida of family.
(11) Proof of admission to a licensed practicing profession in Florida.
(12) Proof of acceptance of permanent employment in Florida.
(13) Proof of graduation from high school located in Florida, if graduated within previous 12 months.
(14) Any other factors peculiar to the individual which tend to establish the necessary intent to make Florida a permanent home and that the individual is a bona fide Florida resident, including the age and general circumstances of the individual.
(15) Florida Incorporation
(16) A document evidencing family ties in Florida.
(17) Any other documentation that supports the student's request for resident status, including, but not limited to, utility bills and proof of 12 consecutive months of payment; lease agreement and proof of 12 consecutive months of payments.

c). No contrary evidence establishing residence elsewhere.

d). Documentation of dependent/independent status (IRS return or affidavit). *A student might also qualify for Florida residency by one or more of the following criteria:*

(1) Become a legal resident and be married to a person who has been a legal resident for the required 12- month period, or,
(2) Be a member of the Armed Forces on active duty stationed in Florida, or a spouse or dependent, or,
(3) Be a member of the full-time instructional or administrative staff of a state public school, state community college or state university in Florida, a spouse or dependent, or,
(4) Be a dependent and have lived five years with an adult relative who has established legal residence in Florida as determined on the relative's tax returns for the previous five years, or,
(5) Be a former student at a public institution of higher education who was properly classified as a resident who re-establishes domiciliary status and re-enrolls within a period of 12 months, or,
(6) Make a statement as to the length of residence in Florida and qualification under the above criteria.

OUT-OF-STATE NON-RESIDENT-FOR-TUITION- PURPOSES RECLASSIFICATION TO IN-STATE RESIDENT-FOR-TUITION-PURPOSES

Effective July 1, 2009, Florida Statute 1009.21(6)(a) was amended to reflect significant changes in classifying students as residents or non-residents for the purpose of tuition assessment. Students are encouraged to read the full statute located at **http://onestop.fiu.edu**. The major changes pertain to the new requirements for establishing initial classification and the limited instances where non-resident status may be changed to resident status through the reclassification process. The following general principles apply to the classification and re-classification of resident status for tuition purposes (please refer to full statute for complete listing of program criteria as well as required documents for substantiating residency request):

To qualify as a resident for tuition purposes:
A person or, if that person is a dependent child, his or her parent or parents must have established legal residence in this state and must have maintained legal residence in this state for at least 12 consecutive months immediately prior to his or her initial enrollment in an institution of higher education.

To request reclassification of resident status:

a. Except as otherwise provided in this section, a person who is classified as a nonresident for tuition purposes may become eligible for reclassification as a resident for tuition purposes if that person or, if that person is a dependent child, his or her parent presents clear and convincing documentation that supports permanent legal residency in this state for at least 12 consecutive months rather than temporary residency for the purpose of pursuing an education, such as documentation of full-time permanent employment for the prior 12 months or the purchase of a home in this state and residence therein for the prior 12 months.
b. If a person who is a dependent child and his or her parent move to this state while such child is a high school student and the child graduates from a high school in this state, the child may become eligible for reclassification as a resident for tuition purposes when the parent submits evidence that the parent qualifies for permanent residency.
c. If a person who is a dependent child and his or her parent move to this state after such child graduates from high school, the child may become eligible for reclassification as a resident for tuition purposes after the parent submits evidence that he or she has established legal residence in the state and has maintained legal residence in the state for at least 12 consecutive months.
d. A person who is classified as a nonresident for tuition purposes and who marries a legal resident of the state or marries a person who becomes a legal resident of the state may, upon becoming a legal resident of the state, become eligible for reclassification as a resident for tuition purposes upon submitting evidence of his or her own legal residency in the state, evidence of his or her marriage to a person who is a legal resident of the state, and evidence of the spouse's legal residence in the state for at least 12 consecutive months immediately preceding the application for reclassification.

Appealing the Denial of Residency Reclassification

A student may once appeal the denial of a request to be reclassified from out-of-state status to in-state status for tuition purposes. The student will need to meet with a manager-level staff in the Office of the Registrar to discuss

the decision and their options. The appeal must be provided in writing with accompanying documentation that might support reconsideration of the original decision. A committee will meet to review the appeal and its accompanying documentation. The committee will make a determination in the case and will notify the student in writing of its final decision within sixty days of the meeting.

VETERANS INFORMATION

The Office of Veteran and Military Affairs assists all veterans and their dependents who wish to receive VA educational benefits. The Office also provides personal counseling, fee deferments, tutorial assistance, and work-study jobs. The Office also provides personal counseling, fee deferments, tutorial assistance, and work-study jobs. The VA Office is located in "The Tower" at the center of the Modesto A. Maidique Campus; and in ACI-100, Biscayne Bay Campus.

Veterans who are planning to attend the University should contact the Office of Veteran and Military Affairs two months prior to the date of entry. Such time is required to expedite the processing of paperwork for educational allowances from the Veterans Administration.

Fall/Spring Semesters

TRAINING STATUS	CREDIT HOURS
Full time	9 Credits
3/4 time	7 Credits
Half time	5 Credits
Less than half time	4 Credits

Summer and Dynamically Dated Courses Within a Semester

TRAINING STATUS	CREDIT HOURS
Full time	6 Credits
3/4 time	4-5 Credits
Half time	3 Credits
Less than half time	2 Credits

Note that audited credits do not count toward training status definitions.

For rate of monthly payment of educational allowances for veterans and dependents, please contact the Office of Veteran and Military Affairs.

For additional information regarding other Veterans Educational Programs, contact the Office of Veteran and Military Affairs at "The Tower" on the Modesto A. Maidique Campus, (305) 348-2838.

COLLECTION AND USAGE OF SOCIAL SECURITY NUMBERS

In accordance with Florida law, the University collects social security numbers from its students for the following reasons:

- For use in processing admission applications for purposes of identification and verification of student records;
- For use in administering federal and state programs/loans, including verification of eligibility. These programs include, but are not limited to:
  - Financial Aid and other related loan programs;
  - Scholarship Programs, including Bright Futures; and
  - Veterans Administration benefits for qualified students
- For use in complying with IRS Reporting Requirements pertaining to the Hope Scholarship Credit and the Lifetime Learning Credit provided under federal legislation;
- For use in preparing Student Enrollment Reports required to be submitted to the National Student Loan Data System under Federal Law;
- For use in providing official student transcripts to authorized third parties (i.e. educational institutions and employers upon receipt of required releases) for student identification purposes;
- For enrollment verification and eligibility for health insurance coverage, auto insurance coverage, and benefits, as requested by students.
- For submitting reports to the Florida Board of Governors as required.

Please note that this is only a listing of the collection and use of social security numbers by the University in the admissions, registration and financial aid areas. All students are advised that social security numbers are confidential and may only be released in accordance with applicable law.