

University Undergraduate Rules and Regulations

CLASSIFICATION OF STUDENTS

The University classifies students as follows:

Degree-Seeking Students

This category includes students who have been admitted to a degree program, but have not completed the requirements for the degree.

Freshmen - Students who have earned fewer than 30 semester hours.

Sophomores - Students who have earned at least 30 semester hours but fewer than 60 semester hours.

Juniors - Students who have earned at least 60 semester hours but fewer than 90 semester hours.

Seniors - Students who have earned 90 or more semester hours but who have not earned a baccalaureate degree.

Non-Degree Seeking Students

Non-degree students may be either affiliated with a college or school or unaffiliated in their status. Unaffiliated students are limited to taking a total of fifteen credits at the University. Affiliated students must be approved by the appropriate college or school and must meet its specific requirements.

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 will be charged to each student's account upon enrollment.
2. 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 for future admission as a regular, degree-seeking student. Credit earned will not be counted toward a degree at the University unless such students subsequently apply for regular admission and are accepted as undergraduate students.
3. Registration is permitted on a space-available basis. Non-degree seeking students may not register during the official registration period for degree-seeking students.
4. No more than 15 undergraduate level semester hours earned as a non-degree seeking student may be counted toward a degree. The appropriate dean must approve the acceptance of such credit.
5. Applicants denied admission to the University will not be allowed to register as non-degree seeking students for a period of one year without obtaining admission into a formal Certificate Program or obtaining affiliated status from the appropriate academic department.
6. Immigration regulations prevent most foreign nationals from enrolling without being admitted into a formal degree or certificate program, depending on the type of visa that they have. 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 in accordance with criteria approved by that College or School's Faculty Curriculum Committee.

Transient Students

This category includes students who are fully admitted and are actively pursuing a degree at regionally accredited Florida public college or university and wish to take courses at FIU for a semester. Such students need to present evidence of their status from their home institution each semester before they will be allowed to register.

If the student is enrolled at a Florida public institution, the student may apply as a transient student through <http://www.flvc.org>. Any student who is enrolled at a Florida private or any out-of-state educational institution may apply as a non-degree seeking student.

Certificate Students

This category includes students who have been accepted into a specific certificate program by the academic department responsible for that program. Certificate programs are subject to all University regulations. Some certificate programs are eligible for financial aid and others are not: students should check with the financial aid office regarding this.

COLLEGE/MAJOR CLASSIFICATION

Degree-seeking students are classified according to the college or school and major of their degree program; and when applicable, to the college or school and major of their second major.

ACADEMIC DEGREE REQUIREMENTS

Bachelor Degree

The University will confer the bachelor degree when the following conditions have been met:

1. Recommended by the faculty of the college or the school awarding the degree.
2. Certified by the dean of the college or the school that all requirements of the degree being sought have been completed.
3. Completion of a minimum of 120 semester hours in acceptable coursework.
4. Completion of the last 30 credit hours at the University. Exceptions (normally not to exceed six hours) may be made in advance by the appropriate dean. 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.
5. Completion of the University Core Curriculum.
6. Earned a cumulative GPA of 2.0 or higher at the University (or the minimum cumulative GPA requirement for a specific program if applicable).
7. Earned the grade requirements for major, University Core Curriculum Courses, and course sequences established by the appropriate College or School.
8. Completion of 8-10 sequential credits in one foreign language (American Sign Language is acceptable). Students who entered the University with a foreign language requirement deficiency, regardless of

whether the student holds an A.A. degree, must complete 8-10 sequential credits in one foreign language. Transfer credit acceptable to the requirement and exemption by CLEP examination is available. Students who have successfully completed two years of high school foreign language study in one language are considered to have met the requirement.

Students who can demonstrate continuous enrollment in a degree program at an SUS institution or Florida Community College since Fall Term 1989 (continuous enrollment is defined by the state to be the completion of at least one course per year) will be exempt from the foreign language requirement. Also exempt are students holding an A.A. degree from a Florida Community College or SUS institution prior to Fall Term 1989.

Two Bachelor Degrees

Two bachelor degrees may be awarded simultaneously when the following conditions have been met:

1. Requirements for two majors have been completed as certified by the appropriate academic units.
2. A minimum of 30 appropriate semester hours in addition to the requirements of one degree has been earned

A graduate from an accredited four-year institution who applies for admission to work toward a second bachelor degree must meet the requirements of the major department which shall include (but is not limited to) a minimum of 30 semester hours of coursework.

Two Majors for a Bachelor Degree

Any undergraduate student who elects to do so may carry two majors and work to fulfill the requirements of both concurrently. Upon successful completion of the requirements of two majors, the student will be awarded one degree and a notation denoting both majors will be entered on the transcript. A request for a second major via an Academic Program/Plan Declaration or Change Form must be completed and turned into the appropriate academic unit for approval. This form can be downloaded from the Forms section at <http://onestop.fiu.edu>.

Minors and Certificate Programs

Students who have completed an approved minor as part of their bachelor degree program will have this notation as a part of the degree comment on their transcript. A request to declare a minor via an Academic Program/Plan Declaration or Change Form must be completed and turned into the appropriate academic unit for approval. This form can be downloaded from the Forms section at <http://onestop.fiu.edu>.

Students who have completed an approved certificate program will have an appropriate notation placed on their transcript. A request for admission into an undergraduate certificate via an Undergraduate Certificate Application must be completed and turned into the appropriate academic unit for approval. This form can be downloaded from the Forms section at <http://onestop.fiu.edu>.

Associate in Arts

Students who satisfactorily complete 60 semester hours of acceptable college work with an overall GPA of 2.0 or higher, fulfill the University Core Curriculum requirements, and complete at least 20 credit hours in residence at the

University may apply for the Associate in Arts degree through the Office of Undergraduate Education.

Students who transfer in 36 or more credits are not eligible for the degree. The Associate of Arts degree will not be awarded on completion of the baccalaureate degree. A notation will appear on the student's transcript but no diploma will be issued.

SUMMER ENROLLMENT REQUIREMENT

All students entering FIU or any university within the State University System (SUS) of Florida with fewer than 60 credit hours are required to earn at least nine credit hours prior to graduation by attending one or more summer terms at a university in the SUS.

ACADEMIC DEFINITION

Program and Course Regulations

Credit Hour

The term semester credit hour as used at the university shall mean 50 minutes of classroom instruction, or the equivalent, each week for an entire academic term.

Major

An integral part of the bachelor degree is a major concentration of coursework in an approved academic discipline or area. The exact course and credit requirements and prerequisites for each major are outlined in the departmental program areas in the catalog.

Electives

Students may select courses from any academic area to complement their area or areas of study or to meet their interests in order to fulfill the credit hour requirements for the bachelor degree. Prerequisite course requirements should be considered in selecting elective courses. Students should refer to their academic program requirements concerning electives.

Minor Program

A minor program is an arrangement of courses that enables students to develop some degree of expertise in one area of study. A minor is awarded upon completion of the bachelor degree, but is not interdisciplinary in nature.

Certificate Program

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.

Change of College/School or Major

A fully admitted undergraduate student may change majors, provided he or she meets the entrance requirements of the new program and is approved by that program's academic department, by submitting an Academic Program/Plan Declaration or Change Form. The form and instructions are available online at <http://onestop.fiu.edu>.

EXCESS CREDIT SURCHARGE

All students who entered a postsecondary undergraduate program at any institution of higher education for the first time in Fall 2009 or thereafter are subject to **Florida Statute 1009.286f.s.** This statute governs the number of credits a student can take before being assessed excess credit surcharges. Excess Credit threshold and the Excess Credit surcharges vary based on student first-time-in-college admit term.

Effective Fall semester 2009, all undergraduate students who enter or transfer to Florida International University between Fall 2009 and Summer 2011 may be subject to the new statute [1009.286f.s.] that governs the number of credits a student can take before being assessed an excess credit surcharge. Students can accumulate up to 120% of credits towards their degree by paying normal tuition and fees. This is equivalent to 144 hours for students in a 120-hour degree program. After the 120% mark, students are subject to an additional surcharge equal to 50% of the tuition rate for each credit hour enrolled. It is important to communicate closely with your undergraduate or your academic advisor in order to stay on track towards graduation and to avoid excess credit surcharges that may challenge you financially. Please be aware that courses in which a student receives grades of DR, WI, IN and F can count towards excess credit calculations.

Effective Fall semester 2011, all undergraduate students who enter or transfer to Florida International University between Fall 2011 and Summer 2012 may be subject to an adjustment in the new statute [1009.286f.s.] that governs the number of credits a student can take before being assessed an excess credit surcharge. Students can accumulate up to 115% of credits towards their degree by paying normal tuition and fees. This is equivalent to 138 hours for students in a 120-hour degree program. After the 115% mark, students are subject to an additional surcharge equal to 100% of the tuition rate for each credit hour enrolled. It is important to communicate closely with your undergraduate or your academic advisor in order to stay on track towards graduation and to avoid excess credit surcharges that may challenge you financially. Please be aware that courses in which a student receives grades of DR, WI, IN and F can count towards excess credit calculations.

Effective Fall semester 2012, all undergraduate students who enter or transfer to Florida International University for Fall 2012 and thereafter may be subject to an adjustment in the new statute [1009.286f.s.] that governs the number of credits a student can take before being assessed an excess credit surcharge. Students can accumulate up to 110% of credits towards their degree by paying normal tuition and fees. This is equivalent to 132 hours for students in a 120-hour degree program. After the 110% mark, students are subject to an additional surcharge equal to 100% of the tuition rate for each credit hour enrolled. It is important to communicate closely with your undergraduate or your academic advisor in order to stay on track towards graduation and to avoid excess credit surcharges that may challenge you financially. Please be aware that courses in which a student receives grades of DR, WI, IN and F can count towards excess credit calculations.

More information regarding excess credit surcharges can be found <http://onestop.fiu.edu>.

REGISTRATION

The following registration information is subject to change. Students should verify dates with the Office of the Registrar, PC 130, Modesto A. Maidique Campus, (305) 348-2320; ACI-100, BBC Enrollment Center, (305) 919-5750; Room 101 Broward Pines, (954) 438-8600 or visit <http://onestop.fiu.edu>.

All degree seeking students registering for more than 18 credit hours during one semester must obtain the approval and the signature of the dean of their college or 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 PantherSoft ID and password in order to utilize the system.

New students must reset their passwords at <http://myaccounts.fiu.edu> in order to access their FIU accounts. Current students experiencing difficulties with accessing their FIU accounts may reset their passwords 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 physician (M.D. or D.O. only) documenting a diagnosis of measles (Rubeola). Must include date of diagnosis, be signed by the physician 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 student's doctor, 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 physician, nurse practitioner or registered nurse 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 physician (M.D. or D.O. only) documenting a diagnosis of hepatitis B. Must include date of diagnosis, be signed by the physician 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 University 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 health care provider:

- Health Department Records
- Childhood Immunization Records
- School Immunization Records
- Military Service Records
- Laboratory test results demonstrating immunity to the disease

Can't Find Your Immunization Documents?

If the student is certain they have received all of the required or recommended doses of measles and/or Rubella and/or hepatitis B vaccine in the past but cannot obtain written documentation of the actual dates, a blood antibody titer test is recommended to determine immunity to these viral diseases. If students must register and cannot wait for the test results, they can safely receive an MMR vaccine prior to the registration process and a second dose after 28 days--assuming there are no medical contraindications to receiving the vaccine(s) as determined by the physician.

Where can I get immunized?

MMR, meningitis, and hepatitis B vaccines are available for a nominal charge at the FIU University 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 processed accordingly.

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

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 processed accordingly. 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 'F0' grade for each course.

RETURN OF FINANCIAL AID POLICY

Federal regulations mandate that the Financial Aid Office comply with the Return to Title IV Funds policy in which any student who drops all courses or officially withdraws before completing 60% attendance for the semester or does not earn at least one credit with a grade of "D-" or higher, may be liable to repay a portion of the Title IV aid that was disbursed. Title IV funds include the following financial aid programs: Pell, SEOG, Perkins Loan, Subsidized and Unsubsidized Stafford Loans, and PLUS Loans. The amount of the return is based on formulas established by the U.S. Department of Education. For additional information regarding the Return of Financial Aid Policy view the complete policy at <http://onestop.fiu.edu>.

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
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

¹IN is only a temporary symbol. It will revert to the default grade of an F after two consecutive terms if student has not met the terms and conditions.

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)

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), "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 1147	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. A course may be offered for a letter grade as listed above or Pass/Fail; or for an optional grade (if designated by a dept.) in which the student has a choice of either receiving a letter grade or pass/fail; or 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 Drop/Add period (first week of classes). There are no exceptions to this deadline.

To register for an audit, the student must obtain the permission and signature of the instructor of the course to be audited. Once the course is registered for as 'Audit', the grading option cannot be changed. Tuition and fees are the same whether the student is taking the course for credit or for audit.

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 longer than two consecutive semesters (including Summer semester) after the initial taking of the course or it will automatically default to an "F" grade. The student must not register again for the course to make up the incomplete. There is no extension to the two consecutive semester deadline.

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 application. The student will need to reapply for graduation.

FORGIVENESS POLICY

The Forgiveness Policy is a method by which students may repeat a limited number of courses, provided the grade earned is less than a "C" to improve their grade point average (GPA). Only the grade received on the last

repeat is used in the GPA calculation. Under the University's forgiveness policy, students must file a Forgiveness Policy Form with the Office of the Registrar. The form should be completed and submitted once the student has repeated the course and grades are posted. There is no time limit on the use of the forgiveness policy for grades; however, the forgiveness policy cannot be used once a degree is posted. All courses taken with the grades earned will be recorded on the student's transcript. The repeated course form will not be processed if

- The first or repeated grade received is 'DR', 'DP', 'IF', 'W', 'WI', 'WP', 'AU', or 'EM'.
- The student receives a lower grade than their initial attempt.

Repeated courses will be appropriately designated with a transcript comment.

Undergraduate students may use the forgiveness policy a maximum of three times for the purpose of improving their GPA. The same course (prefix and number) may be repeated up to three times or the student may use the three opportunities to apply to three different courses. Only the final grade for the three courses repeated under the forgiveness policy will be counted in computing the student's GPA. In order for a course to be considered as repeated and adjusted in the GPA, the course must be the same course with identical course prefix and course number and must be repeated at the University. Students who have used their three options under the forgiveness policy may still repeat courses; however, both the original grade and any additional grades received through repetitions of the course will be used in computing the GPA.

A course taken on a letter grade basis must be repeated on the same basis. Students will not be allowed additional credit or quality points for a repeated course unless the course is specifically designated as repeatable (independent study, studio courses, etc.). Students not using the forgiveness policy may still repeat a course. All attempts will apply to computation of the GPA but credit for one attempt will apply towards graduation. Students must check with the appropriate academic department to determine whether there are additional restrictions on repeating courses.

Repeated courses may be subject to the Repeat Course Surcharge. Students should refer to the Tuition and Fees section of the Undergraduate Course Catalog for more information on the Repeat Course Surcharge Fee.

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 who wishes to take an examination in lieu of taking the course should discuss the matter with his/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 fully admitted degree-seeking student, register, and pay for the course. 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, which default at the end of two consecutive 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 final 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>).

DEAN'S LIST

Any fully admitted undergraduate student who earns a semester average of 3.5 or higher on nine or more semester credit hours of coursework for which grade points are earned, is placed on the semester Dean's List. This achievement is noted on the student's permanent academic record (transcript).

APPLICATION FOR GRADUATION

Students who plan to graduate are required to apply for graduation through the **MyFIU Self-Service portal** (<http://my.fiu.edu>) by the deadline per the academic calendar.

Students whose graduation application is denied by their academic department must re-apply for graduation and complete the remaining requirements needed to graduate.

ACADEMIC HONORS

Summa Cum Laude

To graduate Summa Cum Laude, a student must have earned a cumulative FIU GPA of 3.90 and higher.

Magna Cum Laude

To graduate Magna Cum Laude, a student must have earned a cumulative FIU GPA of 3.70 - 3.899.

Cum Laude

To graduate Cum Laude, a student must have earned a cumulative FIU GPA of 3.50 - 3.699.

To graduate with the above honors, the student must have completed a minimum of 40 semester hours of coursework at FIU for which grade points (Pass/Fail does not apply) are earned at the university.

ACADEMIC WARNING, PROBATION, AND DISMISSAL

Warning

An undergraduate student whose cumulative GPA falls below a 2.0 will be placed on warning, indicating academic difficulty.

Probation

An undergraduate student on warning whose cumulative GPA remains below 2.0 will be placed on probation, indicating serious academic difficulty. The College/School of the student on probation may indicate the conditions which must be met in order to continue enrollment.

Dismissal

An undergraduate student on probation whose cumulative and semester GPAs fall below a 2.0 will automatically be dismissed from his/her program and the University. An undergraduate student will not be dismissed prior to attempting a minimum of 20 semester hours of coursework. The dismissal from the University is for a minimum of one year. After one year, the student may apply for re-admission (see Re-admission) to the University in the same or different program, or register as a non-degree seeking student.

A student who has been dismissed from the University under this policy will have ten working days to submit and appeal for Academic Reinstatement. The appeal for Academic Reinstatement is the formal method through which a student can appeal the dismissal decision. In order for a student's appeal to be considered complete, the following documentation must be submitted to the OneStop Enrollment Services office:

1. **Personal Statement** describing the circumstances that led to the student's lack of academic progress; this statement must also include a statement describing a change of conditions that will facilitate improved academic performance.
2. **Academic Plan** signed by the student's academic advisor. The plan describes the academic steps suggested by the advisor to facilitate improvement in the student's academic performance.
3. **Academic Agreement** signed by the student's College/School Dean or the Dean's designee (usually the student's Department Chair); the College/School Dean or designee is responsible for approving or denying the reinstatement appeal.
4. **Supporting Documentation** for Financial Aid Recipients are required for financial aid recipients; this documentation should support any claims or assertions made the student's Personal Statement.

If approved, the Academic Reinstatement specifies the term for which the student has been reinstated and (if applicable) limitations on the number of credit hours in which a student can enroll; please note that the student must enroll during the term specified in the reinstatement decision. Dismissed students reinstated to the university are placed on academic probation.

RE-ADMISSION

An admitted degree-seeking student who has not enrolled in any course at the University for three (3) or more consecutive terms, excluding military withdrawals, will be required to apply for re-admission. The student must meet the University and program regulations in effect at the time of re-admission. Students must contact the Office of Admissions to apply for re-admission. Students must apply for readmission through the [Undergraduate Admissions](#) website.

UNDERGRADUATE ACADEMIC AMNESTY

FIU undergraduate students who apply for re-admission (with a prior cumulative GPA below a 2.0) and have not been enrolled in any university or college for at least six calendar years may apply for academic amnesty. If re-admitted, students will begin with a new grade point average of 0.0. No grades previously earned will be included in the University grade point average, however, credit for previous University courses, in which a grade of "C" or better was earned may be applied toward a degree, subject to determination by the College of the student's major. All prior courses attempted and grades received will remain on the student's transcript. Admitted or re-admitted students may not petition for any retroactive change in their academic record utilizing this policy. Students applying for academic amnesty to a limited access program must meet the admission criteria of that program. Students must follow the regular re-admission application process and complete the amnesty form for consideration to be determined by the student's academic dean. Re-admission applications and academic amnesty applications may be obtained on the [Undergraduate Admissions](#) website.

UNDERGRADUATE ACADEMIC SALVAGE

FIU undergraduate students who are academically dismissed from the University or who have a cumulative GPA below a 2.0, and who subsequently receive an Associate of Arts degree from another Florida public institution of higher learning may apply for academic salvage. If re-admitted, students will begin with a new FIU grade point average of 0.0. Students re-admitted under academic salvage will be credited with a maximum of 60 semester credit hours. Students must follow the regular re-admission application process and complete the Academic Salvage form for consideration by the student's academic dean. Re-admission applications and academic salvage applications may be obtained on the [Undergraduate Admissions](#) website.

STUDENT RECORDS

Florida International University assures the confidentiality of student educational records in accordance with State University System rules and 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.

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 the parent/legal guardian 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-Service** 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 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. This information should be clearly stated in the course syllabus.

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 conduct the class in his/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/her instructor, be excused from class to observe a religious holy day of his/her faith.
2. While the student will be held responsible for the material covered in his/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.

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 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 anticipated date of entry. Such time is required to expedite the processing of paperwork for educational allowances from the Veterans Administration.

	Training Status
Full time	12 Credits
3/4 time	9 Credits
1/2 time	6 Credits
Less than 1/2 time	5 Credits

Rate of Payments/Number of Dependents

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.

ENROLLMENT CERTIFICATION

The Office of the Registrar is responsible for certification of student enrollment. Certification of enrollment cannot be processed if the student has a financial liability. Enrollment certifications for a current semester 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

Undergraduate:

Full time: 12 credits or more.

Half time: 6 - 11 credits.

Less than half time: 5 credits or less.

Enrollment status is for continuous enrollment for the semester in which the student attended. Reduction of course load will reflect the student's status. Contact the Office of the Registrar for further details.

(Note: Enrollment status for Financial Aid recipients may differ on federal aid regulations.)

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 for tuition purposes.

To qualify as a Florida Resident for tuition purposes, the student or the parent/legal guardian of a dependent 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. Students claiming to be independent must meet one of the following:
 - a) The student is 24 years of age or older by the first day of classes of the term for which residency status is sought; if student is under the age of 24, they must demonstrate earned income, through income tax forms, of a minimum of \$11,500 in the prior year or present evidence of that amount or greater by means of contracts or appointment letters;
 - b) The student is married;
 - c) The student has children who receive more than half their support from the student;
 - d) The student has other dependents who live with and receive more than half of their support from the student;
 - e) The student is a Veteran of the United States Armed Forces or is currently serving on active duty in the United States Armed Forces for purposes other than training;
 - f) Both of the student's parents are deceased or the student is or was (until age 18) a ward/dependent of the court;
 - g) The student is working on a master's or doctoral degree during the term for which residency status is sought;
 - h) The student is classified as an independent by the financial aid office at the institution.

4. Submit the following documentation (or in the case of a dependent student, the parent must submit documentation), prior to the first day of classes for the term for which resident status is sought (late submissions will be considered for the following academic term):
 - 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 resident status is sought). The following documents will be considered in determining legal residence:
 - (1) Declaration of domicile (recorded issue date will be the effective date on this document).
 - (2) Proof of purchase of a home in Florida which the student occupies as his/her residence.
 - (3) Proof that the student has maintained residence in the state for the preceding year (e.g., rent receipts, employment record).
5. 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 Florida 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 that 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 payment.
- c. No contrary evidence establishing residence elsewhere.
 - d. Documentation of dependent/in-dependent 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 twelve 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 demonstrated 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 twelve 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 on <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.

TERM COURSES 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 'F' (Fall), 'S' (Spring), 'SS' (Summer) 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.

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.