Undergraduate Credit for Graduate Degree Request

Per University of Miami policy, graduate students can apply a specified number of undergraduate credits toward electives in their graduate degree requirements, as follows:
- Masters students: may apply a total of 3 undergraduate credits
- Doctoral students: may apply a total of 6 undergraduate credits

Undergraduate credits may not be used to substitute for required graduate courses. The use of undergraduate credits must be approved in advance (i.e., prior to course completion) by the student’s advisor, the Frost School Associate Dean of Graduate Studies, and the University of Miami Graduate School. Any undergraduate credits used in this manner may not have been applied to any other degree. Completed forms should be submitted to the Frost School Graduate Studies office. A separate form must be used for each course.

Student: ____________________________________________________________

Degree Program and Major: ____________________________________________
(i.e., Master of Music in Music Therapy)

Full title and number of course: ________________________________________
(i.e., MVP VOS Voice, or MED 545 Music in Rehabilitation)

Number of credit hours: _____________  Semester in which course will be taken: Fall/Spring/Summer 20______

In the box below, provide a written statement in which you clearly explain how the specified undergraduate course is relevant to your graduate degree requirements, and if appropriate, future professional goals. This statement will become part of your academic record here in the Frost School, so specificity and professionalism are important.

____________________________________________________________________________

Advisor Name (printed or typed)

Advisor Signature (original hard copy or digital signatures only)  Date

Associate Dean of Graduate Studies, Frost School  Date

University of Miami, Graduate School representative  Date

Created: May 2017