Dear Colleague:

We are extremely pleased that your institution is interested in a dual degree arrangement with Florida International University (FIU). Consistent with our mission, the College of Business Administration (CBA) is eager to provide students with a broadened international business perspective made possible through shared experiences with students and faculty from around the globe.

As we explore dual degree possibilities, it is important to first understand the few necessary conditions for an arrangement to move forward. Incoming students must first be admitted to FIU, and then to the CBA. Admission of students is not guaranteed under this agreement and therefore students must satisfy the admission requirements of both FIU and the CBA as specified in the University’s overall course catalog. While the CBA determines the qualifications of its applicants, the University administrators are solely responsible for first evaluating applicant qualifications for admission to FIU.

Upon successful admission to FIU, and in order for students to be admitted to the CBA, it is necessary that they satisfy all academic admission requirements as specified in the catalog of courses, including course equivalents for the following 7 pre-core classes:

ACG 2021 Accounting for Decisions  
ACG 3301 Accounting for Planning and Control  
CGS 2100 Microcomputer Applications  
ECO 2013 Principles of Macroeconomics  
ECO 2023 Principles of Microeconomics  
STA 2023 Statistics for Business and Economics  
MAC 2233 Calculus for Business and Economics

Please refer to [http://business.fiu.edu/undergraduate_admissions.cfm](http://business.fiu.edu/undergraduate_admissions.cfm) for a complete description of academic admission requirements for the CBA. Additionally, our website (business.fiu.edu) contains a wealth of information about the CBA and undergraduate programs.

In addition to the aforementioned requirements, transfer students must satisfy FIU’s University Core Curriculum (UCC) requirements. These requirements are rooted in a broad, liberal arts curriculum that includes the following areas: English Composition, Humanities, Quantitative Reasoning, Social Inquiry, Societies and Identities, Natural Sciences, and Arts. A dual degree program requires that students transfer to FIU with all or the majority of these UCC requirements met. A detailed transfer equivalency agreement between both institutions would be required to meet this aim. For more specific course information please refer to the UCC curriculum website: [http://undergrad.fiu.edu/advising/uccform.html](http://undergrad.fiu.edu/advising/uccform.html).

It is important to note, as documented in the University catalog, that your students would need to complete (at least) their last 30 credit hours, either onsite or online, at FIU. This is a requirement of the State of Florida for all undergraduate colleges in the State University System.

During the student’s third year, credits could be earned on-line through courses offered by the College prior to entering the United States. Alternatively, the third year courses could be attended here on-campus combined with a maximum of one on-line course during each semester. It is assumed that the combination of these third year courses and the 30 hours taken during the 4th year at FIU would be sufficient to comprise a major, consistent with the requirements for graduation from the CBA as described
in the Course Catalog.

The total of 60 upper level division courses taken during the third and fourth year must include three course electives, seven courses in the major, and the 10 core courses listed below. Credit will be granted toward degree completion requirements if course equivalency for any of these courses can be demonstrated, provided the last 30 credit hours are completed at FIU.

- BUL 4310 Legal Environment of Business (prerequisite fully admitted)
- CGS 3300 Introduction to Information Systems
- COM 3110 Business and Professional Communication
- ECO 3202 Applied Macroeconomics (prerequisite ECO 2013)
- FIN 3403 Financial Management (prerequisites STA 2023 and ACG 2021 or ACG 3024 or its equivalent)
- MAN 3025 Organization and Management
- MAN 4504 Operations Management (prerequisite QMB 3200)
- MAN 4722 Strategic Management (prerequisite senior status)
- MAR 3023 Marketing Management
- QMB 3200 Application of Quantitative Methods in Business (prerequisites STA 2023 or its equivalent, and CGS 3300 or ACG 4401 and college algebra)

There is one important final issue that must be addressed before moving forward with a dual degree agreement. Due to FIU’s position within the Florida State University System, the CBA cannot participate in any partnership agreement that requires guaranteed reciprocity or balancing, in terms of financial exchange or student exchange. That is, while we would be eager to accept your students subject to the general guidelines outlined in this memorandum, we cannot stipulate or guarantee an equal number of FIU students for study at your university nor a financial stipend in lieu of an equal, balanced student exchange.

Based on your understanding and agreement with all the requirements and conditions specified above, we can take the next step in jointly drafting a Memorandum of Understanding that will officially document our relationship. As Associate Dean for International Affairs and Projects, my role is one of coordination. Dr. Clifford Perry, Associate Dean of the R. Kirk Landon Undergraduate School of Business, is responsible for the academic content and administrative arrangements, and he will be most eager to help consummate our dual degree arrangement. Dr. Perry can be reached at 305-348-3274 or emailed at: Clifford.Perry@fiu.edu. He and I have worked closely together which will help make this a smooth working relationship.

Thank you, again, for considering a partnership with Florida International University’s College of Business Administration, and I look forward to hearing from you shortly.

Sincerely,

Jerry Haar
Associate Dean
International Affairs
Checklist for establishing a Dual Degree Undergraduate program with Florida International University:

1) Institutional Accreditation – In order for FIU to accept transfer credits from incoming students, the accreditation of the home University must be verified. Accreditation documents must be sent, and approved, prior to engaging in an agreement.

2) Submit course descriptions and syllabi (official translations if required) to the College of Business indicating a suggested study track that will strive to meet the University Core Curriculum (UCC) requirements for students aspiring towards a dual degree with FIU. (See ATTACHMENT A: University Core Curriculum Check-Off Form)

3) Submit faculty CVs for the UCC courses described above.

4) Submit course descriptions and syllabi (official translations if required) to the College of Business identifying potential course equivalents for the seven (7) pre-core class requirements to be admitted into the College. (See ATTACHMENT B: College of Business Administration Pre-Core Classes)

5) Submit faculty CVs for the pre-core classes described above.

6) Once the course track is agreed upon and accepted, manage an equivalency table with FIU to ensure students are taking the approved courses prior to applying to FIU and the College of Business. (See ATTACHMENT C: Sample Equivalency Table)

7) Ensure compliance with State of Florida requirements for incoming students:
   - TOEFL
   - FLENT/FLEX
   - CLAST (or equivalent)
   - Summer Requirements
   - Completion of last 30 credits at FIU
   - Gordon Rule Courses

8) Develop minimum admissions standards with FIU College of Business.
   - Prerequisite courses
   - Minimum GPA
   - Required course list while at FIU

9) Sign a Cooperation Agreement with FIU to manage the program.

10) Students can begin applying to the dual degree program.

11) Once admitted, students will communicate directly with the College of Business Administration Advising Department to coordinate their transfer. This will include an orientation to welcome the students, and counseling to ensure all international requirements are being met.
Contact Information

For Questions: Maria Isabel Pradilla
International Affairs and Projects
Phone: 305-348-2780
Fax: 305-348-7204
Email: mpradill@fiu.edu

Mailing Address: 11200 SW 8th Street, CBC 200
Miami, FL 33199
Attn: Leslie Hulser
ATTACHMENT A: University Core Curriculum Check-Off

UNIVERSITY CORE CURRICULUM CHECK-OFF FORM
Office of Undergraduate Studies, Academic Advising Center: PC 240 UP, AC 180 (BBC)
The University Core Curriculum requirements are for students admitted to FIU.
beginning Fall 2003 as transfer students with less than an AA from a public Florida school, or as Freshmen beginning Summer 2003.

FIRST YEAR EXPERIENCE (1 course required)
Students with fewer than 20 transfer credits only.
______SLS 1501 First Year Experience (3 cr)

ENGLISH COMPOSITION (2 three-credit courses required)
These are all Gordon Rule courses (must earn “C” or better).
______ENC 1101 Writing and Rhetoric I (3 cr)
______ENC 1102 Writing and Rhetoric II (3 cr)

HUMANITIES WITH WRITING (2 three-credit courses required, one of which must be historically-oriented)
Prerequisites: ENC 1101 and ENC 1102. These are Gordon Rule courses (must earn “C” or better).
One course must be from the following list: (historically-oriented)
______AMH 2001 African Civilization (3 cr)*
______AMH 2061 Origins of American Civilization (3 cr)*
______AMH 2042 Modern American Civilization (3 cr)*
______ARC 2701 History of Architecture I (3 cr)
______EUI 2021 Western Civ: Early European Civilization (3 cr)*
______EUI 2021 Western Civ: Medieval to Modern Europe (3 cr)*
______EUI 2028 Western Civ: Europe in the Modern Era (3 cr)*
______HUM 3122 Ancient Chinese, Islamic, & Japanese Civilization (3 cr)*
______HUM 3505 History of Ideas (3 cr)*
______LAH 2021 Latin American Civilization (3 cr)*
______PHIL 2063 Classical Phil.: Intro. to the History of Phil. (3 cr)*
______PHIL 3013 Ancient & Medieval Political Theory (3 cr)*
______WCH 2031 World Civilization (3 cr)*

A second course may be selected from the following list:
______ENG 2101 Approaches to Literature (3 cr)*
______PHIL 2011 Philosophical Analysis (3 cr)*
______PHIL 2060 Introduction to Ethics (3 cr)*
______REL 2111 Religion: Analysis and Interpretation (3 cr)*

QUANTITATIVE REASONING (2 three-credit courses required, at least one of which must be in mathematics) There are all Gordon Rule courses (must earn “C” or better).
One course must be from the following mathematics list:
______MAC 1144 Trigonometry (3 cr) If taken after College Algebra, will be equivalent to Pre-calculus/MAIC 2171.*
______MAC 1105 Finite Math (3 cr)*
______MAC 1107 Math of Soc. Choice and Decision Making (3 cr)
______MAC 2317 Precalculus (3 cr)*
______MAC 2333 Calculus for Business (3 cr)*
______MAC 2311 Calculus I (4 cr)*
______MAC 2312 Calculus II (4 cr)*
______MAC 2313 Multivariable Calculus (3 cr)*
______MTG 1200 Geometry for Education (3 cr)*

A second course may be selected from the following list:
______STA 2023 Statistics for Business and Economics (3 cr)*
______STA 2122 Introduction to Statistics I (3 cr)*
______STA 3111 Statistics I (3 cr)*
______STA 3145 Statistics for the Health Professions (3 cr)*
______COP 2210 Introduction to Programming (3 cr)
______COP 2250 Programming in Java (3 cr)
______PHL 2101 Introduction to Logic (3 cr)
______COS 2518 Data Analysis (3 cr)

SOCIAL INQUIRY (6 credits required – 3 credits from each area)
Foundations of Social Inquiry (one three-credit course)
______AMH 3550 The History of Women in the U.S. (3 cr)
______ANT 2000 Introduction to Anthropology (3 cr)
______CPO 2002 Introduction to Comparative Politics (3 cr)
______DEF 2000 Human Growth & Development (3 cr)
______ECO 2013 Principles of Microeconomics (3 cr)
______ECO 2103 Principles of Macroeconomics (3 cr)
______GEO 2000 Introduction to Geography (3 cr)
______INF 2019 Intro. Information/Learning Systems (3 cr)*
______INF 2031 Introduction to Information Systems (3 cr)
______INF 2052 Dynamics of World Politics (3 cr)
______PSC 2042 American Government (3 cr)
______POT 3002 Political Ideologies (3 cr)
______PEY 2020 Introduction to Psychology (3 cr)
______SOP 3022 Social Psychology (3 cr)*
______SOP 3041 Social Psychology (3 cr)
______SOP 3120 Social and Personality Development (3 cr)
______SOP 3120 Communication Theory (3 cr)
______SYG 2021 Introduction to Sociology (3 cr)
______SYG 2010 Social Problems (3 cr)
______SYG 3022 Basic Ideas of Sociology (3 cr)*
______WST 3015 Introduction to Women’s Studies (3 cr)

Societies and Identities (one three-credit course)
______AFA 2000 Africam World-Intro. (3 cr)
______ANT 3212 World Ethnographies (3 cr)
______ANT 3451 Anthropology of Race & Ethnicity (3 cr)
______ANT 3241 Myth, Ritual, and Mysticism (3 cr)
______COM 3310 Inter/Intercultural Communication (3 cr)
______CPO 3103 Political of Western Europe (3 cr)
______CPO 3104 Politics of Latin America (3 cr)
______ECS 3013 Comparative Economic Systems (3 cr)*
______ECS 3021 Women, Culture, and Economic Development (3 cr)*
______EDP 3521 Education in Society (3 cr)
______EON 3010 Technology, Human and Society (3 cr)
______EVR 1201 The Global Environment & Society (3 cr)
______COL 3000 World Regional Geography (3 cr)
______IRR 3001 Contemporary International Problems (3 cr)
______LBS 3001 Introduction to Labor Studies (3 cr)
______RES 3001 Studies in World Religions (3 cr)
______SYD 3010 Sociology of Gender (3 cr)*
______SYF 3000 The Individual in Society (3 cr)
______WST 3015 Gay & Lesbian in America (3 cr)

NATURAL SCIENCES (2 courses w/ lab required - 1 from each area)
Life Sciences, Lecture and Lab must be taken together
______BOT 1010 & BOT 1015L Introductory Botany (3 cr)
______BSC 1000 & BSC 1000L General Biology I (3 cr)
______BSC 1001 & BSC 1001L General Biology I (3 cr)
______BSC 2020 & BSC 2020L Thomas Biology (3 cr)
______CHS 3501 & CHS 3501L Survey of Forensic Science (3,1 cr)
______EVR 3013 & EVR 3013L Ecology of South Florida (3 cr)
______GLY 1101 & GLY 1101L History of Life (3,1 cr)
______MCB 2006 & MCB 2006L Intro. Microbiology, OI (3,1 cr)
______MCB 2008 & MCB 2008L Intro. Microbiology, OI (3,1 cr)
______MCB 2009 & MCB 2009L, Found. of Human Physiol. (3,1 cr)

*These courses have prerequisites, please check the catalog or with an advisor. N*Original University Core Curriculum-yellow as of Fall 03.doc 07/2006
*These courses require an audition or permission from the instructor.
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Physical Sciences
(Lecture and Lab must be taken together)
AST 2003 & AST 2003L - Solar System Astronomy (3,1 cr)
AST 2004 & AST 2004L - Stellar Astronomy (3,1 cr)
CHM 1022 & CHM 1022L - Chemistry and Society (3,1 cr)
CHM 1035 & CHM 1035L - Survey of Chemistry (4,1 cr)*
CHM 1045 & CHM 1045L - General Chemistry I (3,1 cr)*
EVR 1001 & EVR 1001L - Intro to Environ. Sciences (3,0 cr)
EVR 1011 & EVR 1011L - Intro to Environ. Resources & Policy (3,0 cr)
GEQ 3510 & GEQ 3510L - Earth Resources (3,1 cr)
GLY 1010 & GLY 1010L - Intro to Earth Sciences (3,1 cr)
GLY 2030 & GLY 2030L - Environmental Geology (3,1 cr)
MAE 2010 & MAE 2010L - Statics & Strength of Materials (3,1 cr)
MCE 2010 & MCE 2010L - Mechanics of Materials (3,1 cr)
OCE 3010 & OCE 3010L - Oceanography (3,1 cr)
PHY 1620 & PHY 1620L - Understanding the Physical World (3,1 cr)
PHY 2048 & PHY 2048L - Physics with Calculus I (4,1 cr)*
PHY 2049 & PHY 2049L - Physics with Calculus II (4,1 cr)*
PHY 3053 & PHY 3053L - Physics without Calculus I (4,1 cr)*
PHY 3054 & PHY 3054L - Physics without Calculus II (4,1 cr)*
PHY 3073 & PHY 3073L - Quarks & Black Holes (3,1 cr)

ARTS (3 credits required)
ARH 2550 - Art History Survey I (3 cr)
ARH 2555 - Art History Survey II (3 cr)
ART 2300C - Drawing I (3 cr)
ART 2300C - Drawing II (3 cr)
ART 2300C - Painting I (3 cr)
ART 2300C - Painting II (3 cr)
ART 2750C - Ceramics I (3 cr)
CRW 2001 - Introduction to Creative Writing (3 cr)*
DAA 1100 - Modern Dance Techniques I (3 cr)
DAA 1200 - Modern Dance Techniques II (3 cr)
DAN 2100 - Introduction to Dance (3 cr)
DAN 2140 - Dance in Modern American Culture (3 cr)
ENL 1501 - English Literature to 1800 (3 cr)*
ENL 1502 - English Literature to 1860 (3 cr)*
ENL 3506 - English Literature Since 1860 (3 cr)*
HUM 1011 - Music Appreciation (3 cr)
MUN 1160 - Golden Panther Band (1 cr)*
MUN 1210 - Orchestra (1 cr)*
MUN 1380 - Master Class (1 cr)*
SPC 2000 - Public Speaking (3 cr)
THE 2000 - Theatre Appreciation (3 cr)
TTP 2100 - Introduction to Acting (3 cr)

IMPORTANT NOTES
Only these courses meet the University Core Curriculum (UCC) requirements, and all must be taken for a letter grade. UCC courses may not be taken at other institutions without permission from the Dean of Undergraduate Studies. Pre-major requirements are available at the Academic Advising Center Website listed below. Students are ultimately responsible for meeting with advisors to plan course schedules and review important academic policies and procedures.

GORDON RULE REQUIREMENT
Courses in the following areas are considered Gordon Rule: English Composition, Humanities with Writing, and Quantitative Reasoning. A grade of "C" or better is required in these courses. Intensive writing courses require demonstration of college-level writing skills through multiple assignments. Gordon Rule courses must be completed within the first 60 credits.

ENGLISH COMPOSITION
Placement into ENC 1101 will be based on SAT/ACT scores. Students may be required to take ENC 1930 Essay Writing prior to enrollment into ENC 1101. Students should see an advisor for clarification.

Students who have earned credits may be eligible to substitute the following for ENC 1101, ENC 1102
ENC 2301 Expository Writing (3 cr)
(and then one of the following)
ENC 3211 Report and Technical Writing (3 cr)
ENC 3311 Advanced Writing and Research (3 cr)
ENC 3317 Writing Across the Curriculum (3 cr)

AP, TRANSFER, AND DUAL ENROLLMENT CREDITS
Students must consult with an advisor about these credits to determine course equivalency toward UCC requirements.

EXCEPTIONS:

- Quantitative Reasoning:
  Transfer students who have successfully completed MAC 1105 (College Algebra) at another institution prior to admission to FIU will be deemed to have completed one math course for the purposes of the UCC.

- Natural Science:
  Transfer students who have successfully completed one or both science courses without labs at another institution prior to admission to FIU will be deemed to have completed the appropriate components of the science requirement.

- Honors College:
  Students in the Honors College who have satisfied designated Honors Courses will be deemed to have met section of the UCC requirements. Students should check with an advisor for clarification.

*These courses have prerequisites; please check the catalog or with an advisor. N/Original/University Core Curriculum-yellow as of Fall 06.06 07/2006
* These courses require tuition or permission from the instructor

ELECTIVE CREDIT REQUIREMENT
The number of electives students need varies; elective credits are needed in addition to the UCC to reach 60 credits (Junior standing). Electives should be selected with the aid of an advisor and are intended to help the student's academic and career goals.

INTENDING A MAJOR
After completing 30 credits students may intend a major in the Advising Center. After earning 60 credits, students officially declare their major in the Registrar's Office.

CLASS EXAM OR EXEMPTION
All students must meet with an advisor after completing 18 credits, and before earning 60, to discuss either taking the CLAST exam or applying for the CLAST exemption.

ACADEMIC WARNING AND PROBATION
Students are required to meet with an advisor immediately after being placed on Academic Warning or Probation.

SUMMER ENROLLMENT POLICY
Students who transfer into the University with fewer than 60 credits must earn at least 9 credits during one or more summer semesters to be eligible for graduation.

SASS REPORT
A SASS report is an unofficial copy of a student's academic progress. An advisor may assist students in understanding SASS. Students must bring their SASS to all advising sessions. A SASS report may be obtained via kiosks, machines, FIU web page, or SASS office.

Questions: PC 249 (UP) 305 348-2892
ACI-180 (BCC) 305 919-5754
E-mail: advcr@fiu.edu
Website: www.fiu.edu/advcr
ATTACHMENT B: College of Business Administration Pre-Core Classes

The following pre-core class requirements must be met, along with the State and UCC requirements prior to being admitted to the program:

ACG 2021 Accounting for Decisions
ACG 3301 Accounting for Planning and Control
CGS 2100 Microcomputer Applications
ECO 2013 Principles of Macroeconomics
ECO 2023 Principles of Microeconomics
STA 2023 Statistics for Business and Economics
MAC 2233 Calculus for Business and Economics
ATTACHMENT C: Sample equivalency Table

TO BE INSERTED