

VCU APPLICATION TO GRADUATE – FOR ALL GRADUATE STUDENTS

INSTRUCTIONS/CHECKLIST

PLEASE NOTE: Initiating online E-services portion of graduation checkout procedure will prohibit future registration. If you initiate the E-services checkout procedure by mistake (i.e., by clicking on the Submit Request button), contact Records & Registration/Graduation Office, 828-1917 to rescind the action and to remove the registration restriction.

ALL GRADUATE STUDENTS IN THE SCHOOL OF MEDICINE must complete a preliminary review before initiating the online E-services checkout procedure and should refer to School of Medicine guidelines or contact their advisors/graduate program directors about application to graduate procedures.

APPLICATION TO GRADUATE INSTRUCTIONS

- Student receives e-mail reminder at beginning of semester regarding application to graduate process.
- If student is ready to graduate by end of current semester, he/she initiates online E-services portion of checkout procedure.
- Student completes, prints and submits the following to advisor:
 - E-services copy of unofficial graduate transcript.
 - Application to Graduate – For All Graduate Students (Instructions/Checklist; Part I: Approval Sheet; Part II: Commencement Program/Diploma Information; and Part III: Graduation Worksheet, if required by program director)
- Student and advisor review documentation against checklist and program requirements.
- Advisor signs Part I: Approval Sheet, Section B, **Preliminary Review and Approval** and forwards Parts I and II to Program Director, who reviews, signs, and forwards to School Dean/Designee for review and approval. A file copy of signed form should be maintained for final signature approval processing.
- School Dean/Designee submits Parts I and II to Graduation Office (1015 Floyd Ave., Box 842520) no later than deadline indicated in E-services e-mail.
- Before end of current semester, the Advisor, Program Director, and School Dean/Designee review all current semester activities to confirm that candidate has met all pending degree requirements.
- Part I: Approval Sheet, Section C, **Final Review and Approval** must be submitted to the Graduation Office (1015 Floyd Ave., Box 842520) in order for degree to be posted and diploma released. **(Deliver in person if deadline is imminent.)**
- If student does not complete requirements for current semester, Part I: Approval Sheet, Section D, with relevant signatures must be submitted to Graduation Office to authorize continuation in program and rescinding of registration restriction.

APPLICATION TO GRADUATE CHECKLIST

CURRENT

- Candidate enrolled at time of application to graduate (i.e., semester in which candidate plans to graduate)
- Current graduate GPA based on all graduate coursework attempted
- Current overall graduate GPA ≥ 3.0
- For repeated courses, both original and repeated grades included in GPA calculation
- No more than six credit hours or 20% of total credit hours attempted (whichever greater) at "C" or below level
- No coursework approved for transfer below grade of "B" or included in calculation of GPA (All coursework approved for transfer must be recorded on the VCU transcript.)
- 50% of required coursework designated exclusively for graduate students (600 level or higher at VCU)
- All coursework taken within prescribed time limits (Master's: Six years with two possible one-year extensions; Ph.D.: Eight years. All extensions approved by Graduate School)

PENDING

- Final graduate GPA based on all graduate coursework attempted
- Final graduate GPA ≥ 3.0
- All grades of I, CO, PR, and NG converted to letter grade by last day of semester in which student plans to graduate
- All thesis/dissertation requirements completed no later than the Friday preceding the week before Commencement, including:
 - Final defense of thesis/dissertation.
 - Signature sheet with all approval signatures, including Graduate Dean's and, if applicable, documentation of IRB Approval No. _____ or IACUC Approval No. _____
 - Required copies submitted to VCU Libraries, with appropriate forms/fees, etc. according to instructions in Graduate Council's Thesis/Dissertation Manual and/or VCU Libraries Electronic Thesis and Dissertation procedures and program/school handbooks (Candidates should confirm with advisors/program directors all internal schedules for submission of copy, defense, and approval.)
 - Submission of Survey of Earned Doctorates to Graduate Dean (Doctoral students only).

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PART I: APPROVAL SHEET

CANDIDATE'S NAME _____ STUDENT NUMBER _____

SECTION A: CANDIDATE

After initiating the online E-services portion of the graduation checkout procedure, submit the following documentation to your academic advisor:

1. E-services copy of unofficial graduate transcript.
2. Application to Graduate – for all graduate students (Instructions/Checklist; Part I: Approval Sheet; Part II: Commencement Program/Diploma Information; Part III: Graduation Worksheet, if required by program director)

SECTION B: PRELIMINARY REVIEW AND APPROVAL

We have reviewed the academic record of the candidate against program, school, Graduate School and Graduate Council degree requirements and certify that the candidate should complete all degree requirements, including (if applicable) successful defense of thesis/dissertation and all related T/D processing, by the end of the current semester.

Advisor's Signature: _____ Date: _____

Graduate Program Director's Signature: _____ Date: _____

School Dean/ Designee's Signature – PRELIMINARY _____ Date: _____

Submit parts I and II with preliminary approvals to the Records and Registration/Graduation Office (1015 Floyd Ave., Box 842520) no later than the date indicated in E-services e-mail to ensure that the candidate's name will be included in the commencement program (for December and May ceremonies) and that the diploma will be available by commencement (for May graduates).

Maintain file copy of signed form for final signature approval processing

Section C: FINAL REVIEW AND APPROVAL

We have reviewed the academic record of the candidate against program, school, Graduate School and Graduate Council degree requirements and certify that all degree requirements have been fulfilled, including (if applicable) successful defense of thesis/dissertation and all related T/D processing. We approve this candidate for the awarding of the degree.

Advisor's Signature: _____ Date: _____

Graduate Program Director's Signature: _____ Date: _____

School Dean/ Designee's Signature – FINAL _____ Date: _____

Submit part I with final approvals to the Graduation Office for degree to be posted and diploma to be released. Deliver in person if deadline is imminent to (1015 Floyd Ave., Harris Hall).

Section D: NOTICE THAT CANDIDATE DID NOT COMPLETE DEGREE REQUIREMENTS

Advisor's Signature: _____ Date: _____

Graduate Program Director's Signature: _____ Date: _____

School Dean/ Designee's Signature: _____ Date: _____

Submit part I to Records and Registration/Graduation Office ASAP to confirm the student's continuation in the program and to ensure that the student's matriculation to the program will be reopened for future registration.

Student must re-initiate their application to graduate process via E-services to graduate in a future semester

VCU APPLICATION TO GRADUATE – FOR ALL GRADUATE STUDENTS
PART II: COMMENCEMENT PROGRAM/DIPLOMA INFORMATION
 (To be completed by Graduate Degree Candidate)

1. GENERAL INFORMATION

Student Number: _____

Name: _____

School: _____

Major: _____

Concentration: _____

Degree: _____

Degree Requirements to be completed by:

Year: _____ Month (Check one): August _____ December _____ May _____

2. PRINT NAME/HOMETOWN INFORMATION **EXACTLY** AS YOU WISH THEM TO APPEAR ON DIPLOMA AND IN COMMENCEMENT PROGRAM:

Diploma Name: _____

Hometown City/State: _____

3. UNDERGRADUATE DEGREE, YEAR OF GRADUATION, AND INSTITUTION

Degree _____ Year of Graduation _____

Institution _____

4. PREVIOUS GRADUATE DEGREE, YEAR OF GRADUATION, AND INSTITUTION

Degree _____ Year of Graduation _____

Institution _____

5. MAY GRADUATES UNABLE TO ATTEND COMMENCEMENT AND **ALL** AUGUST AND DECEMBER GRADUATES: Please provide a permanent address to which the Records & Registration/Graduation Office can mail your diploma. If you do not want your diploma mailed, please check the box below and provide a telephone number at which the Graduation Office can reach you when your diploma is available for pick-up. If you have any questions, contact the Graduation Office at (804) 828-1917.

Address: _____

Please do not mail my diploma. Telephone number: () _____

6. PH.D. CANDIDATES: (FOR PUBLICATION IN THE COMMENCEMENT PROGRAM)

Dissertation Title: _____

Dissertation Advisor(s): _____

I understand and confirm that I have met or will meet upon successful completion of the proposed course schedule (i.e., current courses) the university and academic requirements for my degree.

Candidate's Signature: _____ Date: _____

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PART IV: GRADUATION WORKSHEET (if required by program director) continued

B. Transfer Credits. List graduate courses approved for transfer from other universities (must be recorded on VCU transcript).

Name of University	Course No.	Credits
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Total Transfer Credits _____

C. Pending Credits. List all pending graduate coursework to be presented for graduation, including registration for all current required coursework; all coursework for which grades of I, CO, NG or PR have been assigned; and, if applicable, final defense of thesis/dissertation and all related T/D processing.

Course No.	Credits	Instructor's Name
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Total Pending Credits _____

SUMMARY	CREDITS	CURRENT VCU GRADE POINTS	CURRENT GPA
Completed VCU Credits (Part A)	_____	_____	_____
Transfer Credits (Part B)	_____		
Pending Credits (Part C)	_____		
Total Credits To Be Presented	_____	FINAL VCU GRADE POINTS	FINAL GPA
Total Credits Required	_____	_____	_____