

Admission to Master's or Doctoral Degree Candidacy

Student _____

VID# _____ VCU Email Address _____

Degree _____ Program _____

My signature acknowledges that I have read and understand the following policies regarding research involving human or animal subjects and that I am fully aware of all requirements for successful completion of my degree program, including continuous enrollment.

Research involving human or animal subjects must receive approval from the Institutional Review Board (IRB) or Institutional Animal Care and Use Committee (IACUC) before collection of data may begin. I understand that failure to obtain a copy of the IRB or IACUC approval letter from the project principal investigator will negate the use of that data for my thesis/dissertation or in any form of presentation or publication. (Information on human and animal subjects can be found at <http://www.research.vcu.edu/irb/guidance.htm> and <http://www.research.vcu.edu/iacuc/index.htm>.)

University Graduate Council and Graduate School continuous enrollment policy requires that any student engaged in any form of study at VCU that involves use of university facilities, laboratories/studios, and/or libraries, or who is supervised by or consults regularly with a faculty member concerning graduate work on a project, work of art, thesis or dissertation must register formally for a course while engaged in these activities, including the semester in which the student graduates.

Graduate students approved for candidacy must register for at least one graduate credit hour at VCU each fall and spring semester until the degree is awarded (including the semester of graduation). Students should consult with their program directors regarding additional enrollment requirements. Graduate students with approved leaves of absence are exempted from continuous enrollment requirements for the LOA period. **Note: While a LOA temporarily suspends continuous enrollment requirements, it does not extend the time limit for degree completion.**

Student's signature

Date

Major Advisor and Advisory Committee Members (if applicable): PLEASE TYPE OR PRINT

Major Advisor

Committee Member

Committee Member

Committee Member

Committee Member

Committee Member

The program director, major advisor and/or advisory committee (if applicable) have approved this student for admission to candidacy effective (sem/yr) _____ and confirm the following (check all that apply). Degree candidacy will be approved for a current semester only, based on the date the form is received in the Graduate School.

- All provisional or probationary conditions of admission have been met.
- A 3.0 GPA has been maintained on all graduate coursework attempted after acceptance into program (for repeated courses, both original and repeat grade must be included in calculation of graduate GPA).
- No more than 6 semester hours or 20 percent of total semester hours attempted (whichever greater) at "C" or below level (C, D, F).
- At least one half of required course work designated exclusively for graduate students (600 or higher at VCU). **Identify all 500-level courses that restrict undergraduate enrollment.** _____
- Written and oral comprehensive and/or qualifying examinations (if required) have been passed.
- The thesis or dissertation prospectus (if required for candidacy) or final research project has been approved.
- The student is in compliance with the time to degree limit (6 years certificates and masters, 8 years doctoral).
- Other/Comments: _____

Approval signatures:

Major Advisor & VCU Email Address

Date

Graduate Program Director & VCU Email Address

Date

School Dean/ Designee & VCU Email Address

Date

Graduate Dean/ Designee

Date

OFFICE USE ONLY

DATE
ENTERED _____

INITIAL _____

RETURNED TO
PROGRAM _____