

# 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 Survey Complete 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 email 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 (Founders Hall, Rm. 328, Box 842520) no later than deadline indicated in E-services email.
- 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 Graduation Office (Founders Hall, Rm. 328, 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  $\geq 3.0$
- For repeated courses, both original and repeated grades included in GPA calculation
- No more than 6 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: 5 yrs. with 2 possible one-year extensions; Ph.D.: 7 years. All extensions approved by Graduate School)

#### Pending

- Final graduate GPA based on all graduate coursework attempted
- Final graduate GPA  $\geq 3.0$
- 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 \_\_\_\_\_ SS/ID# \_\_\_\_\_

**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 RECORDS & REGISTRATION/ GRADUATION OFFICE (FOUNDERS HALL, RM. 328, BOX 842520) NO LATER THAN DATE INDICATED IN E-SERVICES EMAIL TO ENSURE THAT CANDIDATE'S NAME WILL BE INCLUDED IN COMMENCEMENT PROGRAM (FOR DECEMBER AND MAY CEREMONIES) AND THAT 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 GRADUATION OFFICE FOR DEGREE TO BE POSTED AND DIPLOMA RELEASED. DELIVER IN PERSON IF DEADLINE IS IMMINENT (FOUNDERS, RM. 328)**

### 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 & REGISTRATION/GRADUATION OFFICE ASAP TO CONFIRM STUDENT'S CONTINUATION IN PROGRAM AND TO ENSURE THAT STUDENT'S MATRICULATION TO PROGRAM WILL BE REOPENED FOR FUTURE REGISTRATION.**

\*\*\*\*\*STUDENT MUST RE-INITIATE APPLICATION TO GRADUATE PROCESS VIA E-SERVICES TO GRADUATE IN A FUTURE SEMESTER\*\*\*\*\*

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## PART II: COMMENCEMENT PROGRAM/DIPLOMA INFORMATION

(To be completed by Graduate Degree Candidate)

1. SS/ID#: \_\_\_\_\_  
Name: \_\_\_\_\_  
School: \_\_\_\_\_  
Major: \_\_\_\_\_  
Concentration: \_\_\_\_\_  
Degree: \_\_\_\_\_  
Degree Requirements to be completed by: Year: \_\_\_\_\_ Month (Check one): Aug \_\_\_\_ Dec \_\_\_\_ 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.

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

6. Ph.D. Candidates: (for publication in the Commencement Program)

Dissertation title

Dissertation Advisor(s):

**My signature acknowledges that I am responsible for settling all financial obligations with the VCU Office of Student Accounts and that the University will not release official transcripts or diplomas until all financial obligations are met.**

**Candidate's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_



**Part IV: Graduation Worksheet (if required by program director) cont.**

**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
<b>Completed VCU Credits (Part A)</b>	_____	_____	_____
<b>Transfer Credits (Part B)</b>	_____	_____	_____
<b>Pending Credits (Part C)</b>	_____	_____	_____
<b>Total Credits To Be Presented</b>	_____	<b>Final VCU Grade Points</b>	<b>Final GPA</b>
<b>Total Credits Required</b>	_____	_____	_____