

VIRGINIA COMMONWEALTH UNIVERSITY

STUDENT AND ADVISOR GRADUATION APPLICATION INSTRUCTIONS

Undergraduate Degrees

- College of Humanities and Sciences candidates should take their applications with Section A completed to the departmental offices of their majors.
- School of Business candidates should submit their applications with Section A completed to the Undergraduate Studies Office (Room B1100) in Snead Hall.
- College of Health Professions candidates should submit their applications to the Health Professions dean's office.
- School of Nursing candidates should submit their applications with Section A completed to the Office of Enrollment and Student Services (Room 1001), 1100 E. Leigh St.
- Candidates in all other Schools should review their applications with their academic advisors after completing Section A.

MANDATORY STUDENT PROVIDED INFORMATION ON THE GRADUATION APPLICATION

The student must fill in section A of the graduation application. Program information can be obtained from the DegreeWorks evaluation printed from eServices.

COMPLETING THE GRADUATION APPLICATION

- A. The major that appears on the DegreeWorks evaluation in the Major field is the major that will be printed on the diploma. The Concentration field lists the major specialization and is not the program major. A list of approved undergraduate programs can be found in the Undergraduate study portion of the University Bulletin. If the DegreeWorks evaluation indicates a major that is different from the major in which the student plans to graduate, the student should come immediately to the Office of Records and Registration in Harris Hall.
- B. The student's DegreeWorks evaluation should be reviewed against the academic campus, school, and major requirements as outlined in the effective University Bulletin. The bulletin for the academic year a student enters or re-enters a degree program identifies the curriculum degree requirements for the student.
- C. Unless noted differently in the submission instructions listed above, the student should complete section B of the graduation application and submit it to their advisor for review. Please follow the instructions listed below to complete section B. The instructions correspond to the subsections with Roman numerals.

I. In Progress

- a. In Progress courses on the DegreeWorks evaluation are represented with an IP. These are courses for which the student has been registered during the current or prior term (Holiday Intersession). If applicable, the student may add current term courses that are missing from the evaluation as well as courses that are being taken at another institution that are to be transferred to VCU.
- b. Place a checkmark (✓) before those courses which are necessary to complete university requirements. Place a mark of **X** before those courses which are necessary to complete major requirements.
- c. Records and Registration staff will review these courses when final grades are processed. The appropriate school will be notified if the student does not satisfactorily complete a requirement.

II. To Be Completed

List courses that have outstanding grades of "I" (Incomplete), "PR" (Progress), or "NR" (Not Reported). Give the course number (ex: ARTE 409), the credit, the grade, and the term the course was taken. The Records and Registration staff will check these courses. The Dean's Office will be notified of this status during the processing of graduation applications. The student should be alerted to these courses and the importance of their completion.

III. Major Concentration

- a. On the Required line, record the number of credits required for the major.
- b. On the In Progress line, record the number of credits the student is currently enrolled in that fulfill major requirements.
- c. On the To Be Completed line, record the number of credits for all courses which have grades of I, PR, or NR that fulfill major requirements.
- d. On the Transferred line, record the number of transfer credits used by the student to fulfill major requirements. These are designated with a TR, IB, AP or CR.
- e. On the VCU Earned line, record the number of credits earned through coursework taken at VCU that fulfill major requirements.
- f. On the Total Earned line, in the Credits box record the total credits (including In Progress, To Be Completed, Transferred and VCU Earned) to be earned by the student to fulfill their Major Concentration requirements. In the GPA box record the student's Major GPA.

A cumulative grade point average (GPA) of 2.0 ("C" average) or better is required for all courses presented in the major concentration for graduation in order to receive a baccalaureate degree. **Only credits taken at VCU are computed in the GPA for the major concentration.** Some major concentrations may require a higher cumulative GPA. Consult the section of the effective Bulletin that deals with the major for any grade point average requirements above the university minimum of 2.0.

IV. Upper Level Courses

- a. A minimum of 45 credits in 300 to 500 level courses or the equivalent is required for a bachelor's degree.
- b. On the In Progress line, record the number of credits the student is currently enrolled in that fulfill upper level requirements.
- c. On the To Be Completed line, record the number of credits for all courses which have grades of I, PR, or NR that fulfill the upper level requirement.
- d. On the Transferred line, record the number of transfer credits used by the student that fulfill upper level requirements. These are designated with a TR, IB, AP or CR.
- e. On the VCU Earned line, record the number of credits earned through coursework taken at VCU that fulfill upper level requirements.
- f. On the Total Earned line, record the total credits (including In Progress, To Be Completed, Transferred and VCU Earned courses) to be earned by the student that fulfill the Upper Level Courses requirement.

V. Total Credits/GPA – From the DegreeWorks evaluation, enter the following numbers.

- a. On the In Progress line, record the number of credits the student is currently enrolled in.
- b. On the To Be Completed line, record the number of credits for all courses which have grades of I, PR, or NR.
- c. On the Transferred line, record the number of transfer credits used by the student. These are designated with a TR, IB, AP or CR.
- d. On the VCU Earned line, record the number of credits earned through coursework taken at VCU.
- e. On the Total Earned line, in the Credits box record the total credits to be earned by the student. This number is listed under the Credits Applied section on the DegreeWorks evaluation and will include Transferred and In Progress courses. If there are To Be Completed credits, add that number to the total from the Credits Applied section. In the GPA box, record the student's Cumulative GPA.

A minimum of 120 earned hours and a cumulative grade point average of 2.0 or better are required to receive a baccalaureate degree. **Only credits taken at VCU are computed in the GPA.** Some programs may require a higher sum for earned hours or cumulative GPA. Consult the section of the effective Bulletin that deals with the major for any credit hour and GPA requirements above the university minimum.

VI. University Rules

Degree candidates must complete at least 25 percent of the credit semester hours required for their bachelor's degree program at VCU. They must also complete at least 30 of their last 45 credits at VCU. These requirements do not apply to students who participate in VCU—sponsored programs abroad or who earn course credits at a cooperating university through VCU domestic and international university exchanges.

D. **The student and advisor must sign in section C of the graduation application.** After the application has been filled out, the advisor should forward the application to the department chairperson.

Once all signatures have been obtained on the application, one copy must be returned to the Office of Records and Registration, and one copy to the student.

GRADUATION HONORS POLICY

Candidates for a baccalaureate degree who have completed a minimum of 45 credits at VCU with a final VCU grade point average of 3.30 or better may qualify for graduation honors.

Awarding of honors for students who have completed all degree requirements at VCU is based on the student's final VCU grade point average at the time of graduation:

Cum Laude is awarded for 3.30 to 3.59

Magna Cum Laude is awarded for 3.60 to 3.89

Summa Cum Laude is awarded for 3.90 and above

Awarding of honors for students who have transferred courses to VCU to complete their degree requirements is based on a combination of their transfer and VCU work. The combined grade point average is compared to their final VCU work only. The grade point average used to determine honors can be no higher than their final VCU grade point average. For example, if a student's final VCU grade point average is 3.35 and the combined grade point average is 3.60, the VCU grade point average would be used. If this same individual's combined grade point average were 3.29, it would be used to determine honors, not the final VCU grade point average.

Recognition of graduation honors will be made on the student's diploma, permanent record, and in the Commencement Book.

If you have any questions, please call 827-1673 or visit the Office of Records and Registration at 1015 Floyd Ave. Our office hours are 8:00 am–4:30 p.m., Monday through Friday.

