VCU APPLICATION TO GRADUATE – FOR ALL GRADUATE STUDENTS INSTRUCTIONS/CHECKLIST

PLEASE NOTE: Initiating online eServices portion of graduation checkout procedure will prohibit future registration. If you initiate the eServices checkout procedure by mistake (i.e., by clicking on the Submit Request button), contact Records & Registration, (804) 827-1673 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 eServices 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 eServices portion of checkout procedure.

☐ Student completes, prints and submits the following to advisor:
- eServices 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 the Office of Records and Registration (1015 Floyd Ave., Box 842520) no later than deadline indicated in eServices email.

☐ Before the end of the 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 Office of Records and Registration (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 the Office of Records and Registration to authorize continuation in program and rescinding of registration restriction.

APPLICATION TO GRADUATE CHECKLIST

CURRENT
☐ All provisional or probationary conditions of admission have been met.

☐ Candidate enrolled at time of application to graduate (i.e., semester in which candidate plans to graduate)

☐ All missing grades (NR) have been resolved and recorded on the academic transcript

☐ 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 six credit hours or 20% of total credit hours attempted (whichever greater) at "C" or below level (C, D, F). Individual programs reserve the right to establish more stringent requirements regarding the acceptance of "C" grades. Specifically, students may not present courses receiving less than "C" for fulfilling degree requirements.

☐ No coursework approved for transfer 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 $\geq$ 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 requirements for theses/dissertations must be completed by the deadline published in the Academic Calendar of the semester in which the candidate plans to graduate, including:
- Final defense of thesis/dissertation.
- ETD Approval Form with all approval signatures, including the graduate dean's and, if applicable, documentation of IRB or IACUC approval number.
- Submission of the ETD to the VCU Digital Archives according to instructions on the VCU Graduate School Thesis and Dissertation webpage (Candidate should confirm with adviser/program director all internal schedules for submission of copy, defense and approval.)
- Survey of Earned Doctorates [All doctoral students must complete the Survey of Earned Doctorates (SED). In order to complete the survey, go to: https://sed.norc.org/survey. Refer to the Thesis and Dissertation Manual on the VCU Graduate School Thesis and Dissertation webpage for further information.]
- Publication with ProQuest (All doctoral dissertations must be published with ProQuest. Dissertations are submitted directly by the student through the UMI/ProQuest's ETD Administrator site for VCU. Submitting to ProQuest does not satisfy the university's requirement of submission. You must submit to the VCU Digital Archives separately in order to fulfill this requirement for graduation.)

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VCU APPLICATION TO GRADUATE – FOR ALL GRADUATE STUDENTS
PART I: APPROVAL SHEET

CANDIDATE'S NAME _____ STUDENT NUMBER_____

SECTION A: CANDIDATE
After initiating the online eServices portion of the graduation checkout procedure, submit the following documentation to your academic advisor:
1. eServices 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 _____D ate: _____

SUBMIT PARTS I AND II WITH PRELIMINARY APPROVALS TO THE OFFICE OF RECORDS AND REGISTRATION (1015 FLOYD AVE., BOX 842520) NO LATER THAN THE DATE INDICATED IN ESERVICES EMAIL TO ENSURE THAT THE CANDIDATE'S NAME WILL BE INCLUDED IN THE COMMENCEMENT PROGRAM.

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 Office of Records and Registration 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 the Office of Records and Registration 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 eServices to graduate in a future semester.

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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. ALL CANDIDATES: Please provide a permanent address to which the Office of Records & Registration 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 Office of Records and Registration can reach
   you when your diploma is available for pick-up. If you have any questions, contact the Office of Records and Registration at (804) 827-1673.

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:_____

VCU APPLICATION TO GRADUATE – FOR ALL GRADUATE STUDENTS
PART III: GRADUATION WORKSHEET
(if required by program director)

To be completed by Graduate Degree Candidate and reviewed by Advisor against the unofficial graduate transcript and Graduation Checklist. IF PREFERRED, the Advisor can check coursework, calculate/confirm the graduate GPA, and make notations on the unofficial transcript.

CANDIDATE'S NAME _____ STUDENT NUMBER_____

A. **Completed VCU credits.** List all courses completed at VCU:

Course No.	Credits	Grade	Grade Points	Semester/Year
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
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_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
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_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Total Completed VCU Credits _____ Total VCU Grade Points _____ GPA _____

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VCU APPLICATION TO GRADUATE – FOR ALL GRADUATE STUDENTS
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	_____	_____	_____

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