Graduate School
408 W. Franklin Street
PO Box 843051
Phone: 804-828-2233
www.graduate.vcu.edu
Graduate School

Graduate Faculty - 1,173 full; 434 affiliate

Graduate Programs

- 24 Certificate; 75 Master’s; 40 Doctoral Degrees

Graduate Students – 5,219

- 17% of VCU Total Student Enrollment
- 93% Degree seeking (4,840)
  - 65% Master’s, 31% Doctoral, 4% Certificate
- 68% Female, 32% Male
- 70% Resident, 30% Non-resident
- 23% Minority, 64% White, 10% International
- 68% Full-time, 32% Part-time
Fall 2016 Graduate Enrollment

- Allied Health Professions
  - Doctoral: 400
  - Master's: 300

- Arts
  - Doctoral: 100
  - Master's: 200

- Business
davinci Center
  - Doctoral: 500
  - Master's: 200

- Dentistry
  - Doctoral: 100
  - Master's: 100

- Education
  - Doctoral: 300
  - Master's: 200

- Engineering
  - Doctoral: 200
  - Master's: 100

- Government and Public Policy
  - Doctoral: 100
  - Master's: 100

- Humanities and Sciences
  - Doctoral: 100
  - Master's: 100

- Life Sciences
  - Doctoral: 100
  - Master's: 100

- Medicine
  - Doctoral: 100
  - Master's: 100

- Nursing
  - Doctoral: 100
  - Master's: 100

- Pharmacy
  - Doctoral: 100
  - Master's: 100

- Social Work
  - Doctoral: 100
  - Master's: 100

- VP Research
  - Doctoral: 100
  - Master's: 100
Master's Student Enrollment

Year: 2000 - 2016

Enrollment:
- 2000: 3500
- 2001: 3500
- 2002: 3500
- 2003: 3500
- 2004: 3500
- 2005: 3500
- 2006: 3500
- 2007: 3500
- 2008: 4000
- 2009: 4200
- 2010: 4200
- 2011: 4200
- 2012: 3800
- 2013: 3800
- 2014: 3500
- 2015: 3500
- 2016: 3300
Master’s Enrollment Fall 2016 vs Fall 2015

- AHP
- Arts
- Business
- Brand Center
- CTS
- Dentistry
- Education
- Engineering
- G&PA
- Public Policy
- H&S
- Graduate School
- Life Sciences
- Medicine
- Nursing
- Pharmacy
- Social Work
- Da Vinci
- Eng&Bus
Doctoral Student Enrollment

Doctoral Enrollment Fall 2015 vs Fall 2009

AHP | Arts | Business Center | CTS | Dentistry | Education | Engineering | G&PA | Public Policy | H&S | Graduate School | Life Sciences | Medicine | Nursing | Pharmacy | Social Work | Da Vinci | Eng&Bus
Doctoral Enrollments Fall 2016 vs Fall 2015

- AHP
- Arts
- Business
- Brand Center
- CTS
- Dentistry
- Education
- Engineering
- G&PA
- H&S
- Public Policy
- Graduate School
- Life Sciences
- Medicine
- Nursing
- Pharmacy
- Social Work
- Da Vinci
- Eng&Bus
Fall Doctoral Cohort
Graduation Rates

% Graduated

Years

0.0% 10.0% 20.0% 30.0% 40.0% 50.0% 60.0% 70.0% 80.0%

4 5 6 7 8 9 10

Fall 2003
Fall 2004
Fall 2005
Fall 2006
Fall 2007
Fall 2008
Fall 2009
Fall 2010
Fall 2011

VCU Office of Planning and Decision Support
Graduate School Newsletter

http://us13.campaign-archive1.com/?u=90a82bf6eb7232f6d7b7d95b6&id=de4b5cf677
Commonwealth Graduate Education Day  
Virginia Council of Graduate Schools  
November 4, 2016  
10:00 am – 3:00 pm  
Hosted by the College of William and Mary

The purpose of this event is to acquaint high potential undergraduate students who are in the middle-stages of their degree program (i.e. second year of 2-year program, second or third year of 4-year program), from underrepresented backgrounds, and who may not have otherwise thought about going to graduate school, with the benefits and opportunities that a graduate education provides.

The primary goals of this event are to expand students’ knowledge of what graduate education is, inform them of the path to graduate education, and to encourage promising students from underrepresented backgrounds to consider graduate education in the Commonwealth of Virginia and beyond.
Policies and Procedures

Dismissal process

Dismissal is initiated at the program/department level by advisers/graduate program directors/department chairs via a special action form indicating the reason with relevant documentation attached. Reasons for dismissal may include but are not limited to:

– Academic (D or F in class, too many grades of C or U, as determined by the student’s academic program in conjunction with Graduate Council policy, GPA below 3.0, failure to identify a major advisor, failure of comprehensive exams, lack of progress on/unsuccessful defense of thesis/dissertation),
– Discontinuous enrollment
– Exceeding time limit
– Honor policy violation
– Academic misconduct
– Professional misconduct

http://bulletin.vcu.edu/graduate/study/general-academic-regulations-graduate-students/appeal-process-students-dismissed-vcu-graduate-program/
Transfer Credit

A maximum of 30 percent of the didactic hours required for a graduate degree or any graduate certificate program may be transferred from another VCU program or outside institution and, if not applied previously toward another degree, may be applied toward a degree.

http://bulletin.vcu.edu/graduate/study/general-academic-regulations-graduate-students/transfer-credit/
Grades of satisfactory (S), unsatisfactory (U) or fail (F) in thesis and dissertation courses

All thesis and dissertation credits are to be graded each semester as satisfactory (S), unsatisfactory (U) or fail (F). There is no limit to the number of these credits a student may take while pursuing completion of the degree. Receipt of the grade of U is formal notification to the student of unsatisfactory progress. A grade of U is a permanent grade and associated credits do not count toward a degree. Future satisfactory performance following a grade of U is reflected in the assignment of the grade of S in subsequent semesters. A grade of S or U is not included in the calculation of the GPA. A student who receives a final grade of F in the thesis or dissertation will be terminated from the graduate program. A grade of incomplete (I) may not be assigned for a course approved for satisfactory, unsatisfactory or fail grading.

http://bulletin.vcu.edu/graduate/study/general-academic-regulations-graduate-students/grades/
Electronic Thesis/Dissertation (ETD) Approval Form

- **Check one of the following options***:
  - Box Release the thesis/dissertation to the Web as soon as it is approved by the Graduate School.
  - Box Release the thesis/dissertation to the Web after a period of **five years one year** (attach justification; limit one page).
  - Box Release the thesis/dissertation to the Web after a period of **10 years two five years** (attach justification; limit one page).
  - Box Never release the thesis/dissertation to the Web (attach justification; limit one page).
Under Consideration

No more than six credit hours or 20 percent 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 grades less than C for fulfilling degree requirements.

Students may not present courses receiving grades less than B (or C) for fulfilling degree requirements. Individual programs reserve the right to establish more stringent requirements regarding acceptance of C grades.

http://bulletin.vcu.edu/graduate/study/general-academic-regulations-graduate-students/graduation-requirements/
VCU undergraduate application for admission includes several disciplinary and criminal questions (see below). Many graduate schools also ask similar questions. Should the VCU graduate application include questions pertaining to disciplinary and criminal issues?

**Disciplinary/criminal questions on Fall 2016 transfer application**

1) Have you ever been dismissed, suspended or asked to discontinue college?
   
   If yes, date of suspension: month/year? If yes, are you eligible to return? If yes, date eligible to return: month/year?
   
   Please explain the circumstances:

2) Have you ever been found responsible for a disciplinary violation related to academic or behavioral misconduct, at any institution of higher education, including a community college, two-year or four-year college or university or the international equivalent of an institution of higher education, which resulted in a disciplinary action? Such disciplinary action may include, but is not limited to, probation, suspension, removal, dismissal, or expulsion from the institution.
   
   If yes, please provide more information, including dates and circumstances. If you will be eligible to return to that institution, please provide the month and year when you will be eligible to return.

3) Have you ever withdrawn from an institution of higher education, as described above, before a disciplinary action was taken in a disciplinary matter involving you, for example, while a disciplinary charge is under investigation or adjudication?
   
   If yes, please provide more information, including dates and circumstances. If you will be eligible to return to that institution, please provide the month and year when you will be eligible to return.

4) Have you ever been convicted of a felony?
   
   If yes, please provide the date(s) of each conviction and an explanation for each occurrence.
Change in State’s rehire policy

What is the change in rehire policy?
Effective April 1, 2016, the Virginia Department of Human Resource Management issued a change in state policy that applies to all state agencies including VCU. Under this new policy, VCU may not rehire former full-time or quasi-full-time faculty or classified staff (working 30 hours or more) into positions ineligible for state health coverage (e.g. wage or adjunct) until the employees have been separated from the university for a minimum of 26 weeks.

Why is this happening? This policy change addresses compliance with the Affordable Care Act (ACA) which requires large employers, including VCU, to offer qualifying health coverage to employees who regularly work 30 hours or more per week, or pay a penalty.

• VCU faculty and classified staff participate in the state employee health plan, administered by DHRM. DHRM uses a 12-month standard measurement period (May 1 – April 30) to determine whether an employee has worked 30 hours or more, on average, per week.

• Under ACA regulations, full-time and quasi-full-time employees without the required separation can be considered “ongoing” employees as opposed to “new” employees when rehired to other types of positions (e.g. wage or adjunct) at VCU.
CourseLeaf Training
Degree Works – Graduation Checkout
3MT Competition
PFFP & LEAPD Programs

Dr. Mark Schaefermeyer
Associate Dean
Graduate School
CourseLeaf System will launch on October 1, 2016

**Training** - September 27-30, 2016

**Register** for sessions here:

Degree Works – Graduation Checkout

After debriefing with the Graduation Office following the summer graduation checkout process, here are things to keep in mind for fall graduation:

• Each department must review their students audits in Degree Works to get ahead of any sub/waivers needed or issues to be corrected.
• Utilize all reports in the VCU Reporting Center on a frequent basis:
  • Graduate School Graduation Check (GPD folder) – resolve grading issues
  • Graduation Candidates Report (Student Records/Graduation Reports folder) – resolve any students who are not graduating. Contact Graduation Office immediately to have the student’s account reset
  • Graduating Students with Freeze Types by Major (Student Records/Graduation Reports/Graduate folder) – Track freezes in your department. Required freezes: Minimum of 2 at Preliminary level (one has to be Dean) and a Dean freeze at Final level
• Freeze the correct audit – if a student is enrolled in two programs, make sure to freeze the correct audit. Contact the Degree Audit Office immediately if you have frozen an audit incorrectly.
• Review your students after grading is complete to ensure all requirements have been met: ETD, Degree Candidacy, and associated additional submission requirements.
3MT Competition

Deadline for submissions is October 7, 2016.

Preliminary Rounds:
Thursday, Oct 20th - 4-6pm
Engineering West, room 104
Engineering West, room 103

Final Round:
Friday, Oct 21st - 4-6pm
Engineering West, room 104
PFFP Courses

• GRAD 601 The Academic Profession
• GRAD 602 Teaching and Learning in Higher Education
• OVPR 603 Responsible Conduct of Research
• GRAD 604 Teaching, Learning, Technology and the Future of Higher Education
• GRAD 605 Professional Specialty Seminar
• GRAD 606 Internship/Externship in Professional Teaching
• GRAD 691 Topics in Graduate Education
• GRAD 693 Graduate Internship
• GRAD 697 Directed Research

Courses in red are available in the Spring semester
LEAPD Courses

- GRAD 610 Career and Professional Development Planning for Graduate Students
- GRAD 611 Professional and Personal Development
- GRAD 612 Oral Presentation Skill-building for Career Professionals
- GRAD 614 Introduction to Grant Writing
- GRAD 615 Biomedical Science Careers Seminar Series
- GRAD 616 Becoming an Entrepreneur
- GRAD 617 Biomedical Sciences Projects in the Community
- GRAD 693 Graduate Internship
- GRAD 697 Directed Research

Courses in red are available in the Spring semester
Banner
ImageNow
Social Media
VCU Common Book Program

Rochelle Jordan, Technology
Graduate School
Banner is getting a facelift!

This facelift will remove Banner's dependency on Java and will allow users to access Banner within any internet browser. Our project team is working to thoroughly test this facelift. We are excited about what is to come and will provide our end users updates as they become available.

ImageNow – ETD/DC form submission

We are now accepting ETD/DC forms through ImageNow. Currently have 3 schools using this method for submission. If you would like to have this process setup in your department/school – contact Shelley.

Social Media
New graduate assistant, Charlena Wynn, is assisting with our social media endeavours. Please visit our website or follow us on Facebook, Twitter, or Instagram.
VCU Common Book Program

The Graduate School is working on a partnership with the Common Book Program to promote graduate student participation.

• Graduate students to lead common book discussions with undergraduates during Welcome Week and throughout the year.
• Provide mentoring opportunities for graduate students.
• Great for resume/CV
• Graduate faculty member and graduate student representation on the Common Book Program Committee

• [https://commonbook.vcu.edu/](https://commonbook.vcu.edu/)
  • Just Mercy by Bryan Stevenson
  • Mr. Stevenson will be here in the spring to speak to the University
Southern Regional Educational Board (SREB)
Dissertation Assistantship Award Program
Graduate Student Travel Grants
Graduate School Mentorship Program

Melissa Tyler, Director
Finance & Administration
Graduate School
Southern Regional Educational Board (SREB) Doctoral Scholars Program

Institutional Award

• The VCU Graduate School has partnered with the SREB Doctoral Scholars Program to provide support services to underrepresented minority students seeking their Ph.D. and plan to become college or university professors. Preference will be given to STEM disciplines.

• Scholars who are within the first year of their Ph.D. program or are expecting admission before the fall semester begins.

• Three years of program support – Partnership between the Graduate School and the school/college.
Southern Regional Educational Board (SREB) Doctoral Scholars Program

Scholar Benefits

• **Counseling Advocacy** – Counsel and guide scholars through problems related to academics, departmental issues and life outside of academe.

• **Career Counseling and Placement** – Facilitate scholar employment opportunities through online scholar database (directory), in-house online job board, onsite recruiting at annual meeting, and utilizing established program network.

• **Professional Development** – Provide scholars with the resources (e.g. travel support) to present their research and papers at professional conferences to promote and enhance their skills and knowledge.
Southern Regional Educational Board (SREB) Doctoral Scholars Program

Scholar Benefits

• **Annual Institute on Teaching and Mentoring** – Participate in the largest gathering of minority Ph.D. scholars in the nation for professional development, workshops, community building/networking, personalized CV review and faculty recruiting.

• **Scholar Directory** - All SREB scholars and scholars who attend the Institute are listed in the online Scholar Directory (database). The Directory serves as a networking platform for scholars and recruiting tool for institutions. More than 2,000 minority Ph.D. scholars are listed and more than 100 institutions subscribe for recruiting purposes.

• **Faculty Mentors** (paid by SREB) can attend SREB conference with scholar twice a year.
Southern Regional Educational Board (SREB)
Doctoral Scholars Program

Assistantship

• For the first two years, the Graduate School will pay university tuition only (not fees), $23,000 stipend support and administrative cost.

• Third year, school/department will pay university tuition, stipend support for each student commensurate with similar fields who are at the same level and administrative cost. The school/department will pay the university fees for this Institutional Award.

• Five Institutional Awards per year.

• Deadline for submission is September 23, 2016.
Dissertation Assistantship

_Dissertation Assistantship Award Program_ is for doctoral (Ph.D.) scholars who have completed all program requirements, including didactic courses, except for the dissertation and who will be defending the dissertation and graduating by the end of the 2016-2017 academic year.

<table>
<thead>
<tr>
<th>School/College</th>
<th># of students awarded</th>
</tr>
</thead>
<tbody>
<tr>
<td>College of Humanities &amp; Sciences</td>
<td>7</td>
</tr>
<tr>
<td>School of Business</td>
<td>2</td>
</tr>
<tr>
<td>School of Education</td>
<td>1</td>
</tr>
<tr>
<td>School of Engineering</td>
<td>8</td>
</tr>
<tr>
<td>School of Medicine</td>
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</tr>
<tr>
<td>School of Pharmacy</td>
<td>9</td>
</tr>
<tr>
<td>School of Social Work</td>
<td>2</td>
</tr>
<tr>
<td>VCU Life Sciences</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total Dissertation Assistantships** 33
Graduate Student Travel Grant

- Accepting travel grant applications for the 2016-2017 academic year
- Student Travel Grant is a matching grant program
- Maximum award is $300 per academic year.

2015-2016 academic year:
77 student travel grants were awarded:
Allied Health
Arts
Business
Education
Engineering
Humanities and Sciences
Life Sciences
Medicine
Pharmacy
Wilder

2016-2017 academic year:
19 travel grants awarded so far (summer and fall 2016 semesters) to:
Allied Health
Business
Education
Engineering
Humanities and Sciences
Life Sciences
Medicine
Pharmacy
Wilder

- The travel grant application can be found at http://www.graduate.vcu.edu/life/bulletin.html
- Application are due one month prior to proposed travel.
Graduate School Mentorship Program

The Graduate School Mentorship Program is a peer mentoring program that matches graduate students with undergraduate students who are interested in going to graduate school. For the 2016-2017 academic year we have 20 mentors and 20 mentees participating in the program.

- Undergraduate students must be sophomores, juniors or seniors with a 3.0 gpa and graduate students must at least be in the second year of graduate study in good academic standing.
- Students establish goals and meet with their graduate mentors once a week from September until the end of April.
- Students participate in group programs that help to orient them to the program, learn about graduate school and reflect on goals accomplished.
- Undergraduate students receive assistance with the graduate school application process which may include help with resume or personal statements for graduate school.
- Students participate in two community service projects to further strengthen their connections as a group and help in the community.

Applications for the 2017-2018 academic year are accepted any time.
Graduate Admissions & Recruitment

Lisa Dougherty
Director of Operations

Vishon Luck
Director of Recruitment

Office of Admissions
Division of Strategic Enrollment Management
Reporting Center

VCU Reporting Center

EXCEL DOWNLOADS: Right click on the downloaded file, select Properties and click on UNBLOCK. You can then double-click on the file to open in Excel. The unblock must be done for each file downloaded.

RamsVPN is required for off-campus access to the VCU Reporting Center. For more information go to: http://go.vcu.edu/ramsvpn

The preferred method of accessing the Reporting Center is by logging into http://my.vcu.edu. The Reporting center link is in General Resources.

Welcome

Click here to refresh collection.

- Reporting Center FAQ
- List of Reporting Center Reports
- Decision Support Report Descriptions

SAS Navigator Portlet

Location: Graduate Program Directors

Name A Type Date Modified
- Grades for Registered Graduate Students Stored process 09/11/2016
- Grades Outstanding Report Stored process 06/03/2016
- Graduate and Professional Students - Open Matriculation Stored process 09/18/2016
- Graduate Applicants - Checklist Items Update Stored process 09/18/2016
- Graduate Applicants - Status and Demographics Stored process 09/18/2016
- Graduate Applicants - Tally by Status Stored process 09/18/2016
- Graduate Applicants - Tally by Status(PDF) Stored process 09/18/2016
- Graduate Applicants - Test Scores Stored process 09/18/2016
- Graduate Applicants - Test Scores by Submission Stored process 09/18/2016
- Graduate School Graduation Check Stored process 09/18/2016
- Graduate Students with C,D,F or U Grades Stored process 06/03/2016
- Graduate Students with PR, NR, I or missing grades Stored process 06/03/2016
- Graduating GR Students with RG Comment Stored process 05/07/2014
- Online Tuition Deposits Stored process 09/18/2016
- Provisional to Full Admits Stored process 11/05/2013
- Recruits by Date Range Stored process 01/12/2011
- Test Scores Stored process 06/23/2014
- Weekly Graduate Admissions Report Stored process 01/13/2016

VCU Graduate School
## Graduate Applicants - Checklist Items Update

<table>
<thead>
<tr>
<th>TERM</th>
<th>COLLEGE</th>
<th>MAJOR</th>
<th>PROGRAM</th>
<th>ID</th>
<th>LAST NAME</th>
<th>FIRST NAME</th>
<th>LATEST INST DECISION</th>
<th>DATE</th>
<th>LATEST STUDENT DECISION</th>
<th>DATE</th>
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<th>REQUIREMENT</th>
<th>COMMENT</th>
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<td>AH</td>
<td>NAP</td>
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<td>V00806424</td>
<td>McGoldrick</td>
<td>Jennifer</td>
<td>08/23/2016</td>
<td>07/22/2016</td>
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<td>Application Fee</td>
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N = 4