

Graduate School

408 W. Franklin Street

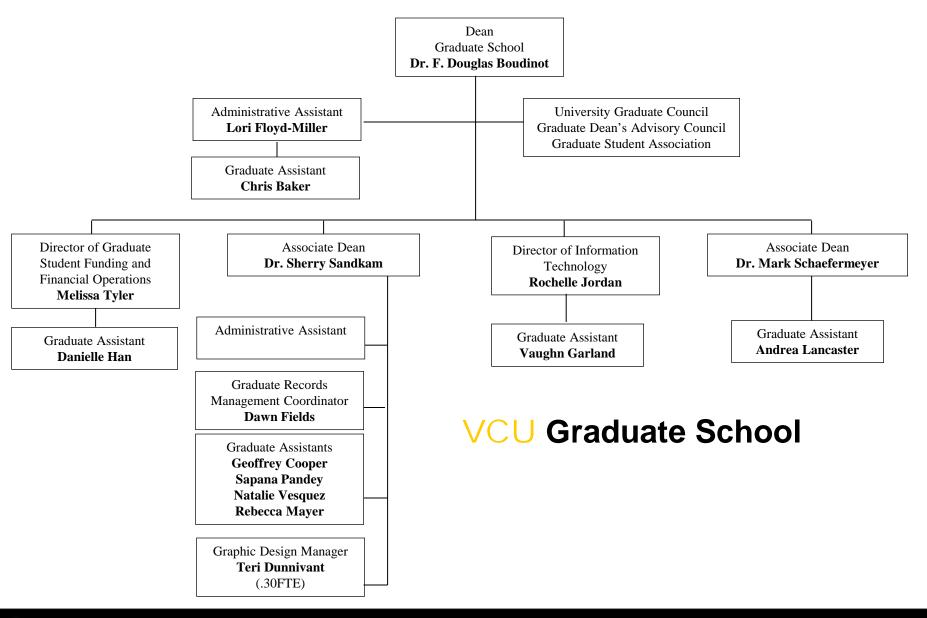
PO Box 843051

Phone: 804-828-2233

www.graduate.vcu.edu

Welcome!

Graduate Program Directors' Support Staff Open Forum



Graduate School

Graduate Faculty - 1,046 full; 321 affiliate

Graduate Programs

24 Certificate; 73 Master's; 39 Doctoral Degrees

Graduate Students – 5,683

90% Degree seeking (5,123)

67% Master's, 27% Doctoral, 5% Certificate

62% Female, 37% Male

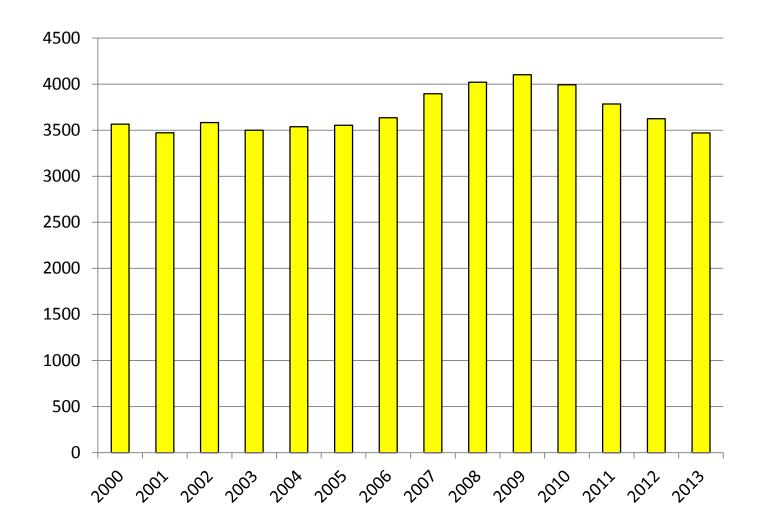
72% Resident, 28% Non-resident

22% Minority, 65% White, 10% International

65% Full-time, 35% Part-time

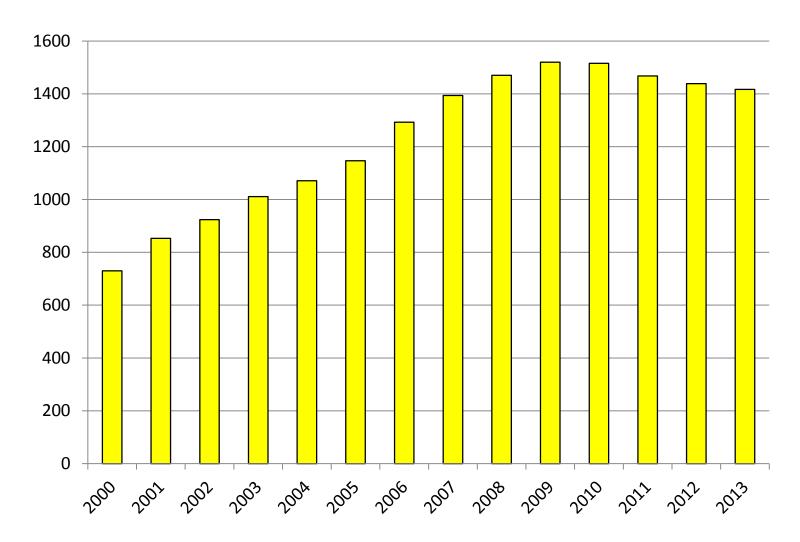


Master's Enrollment



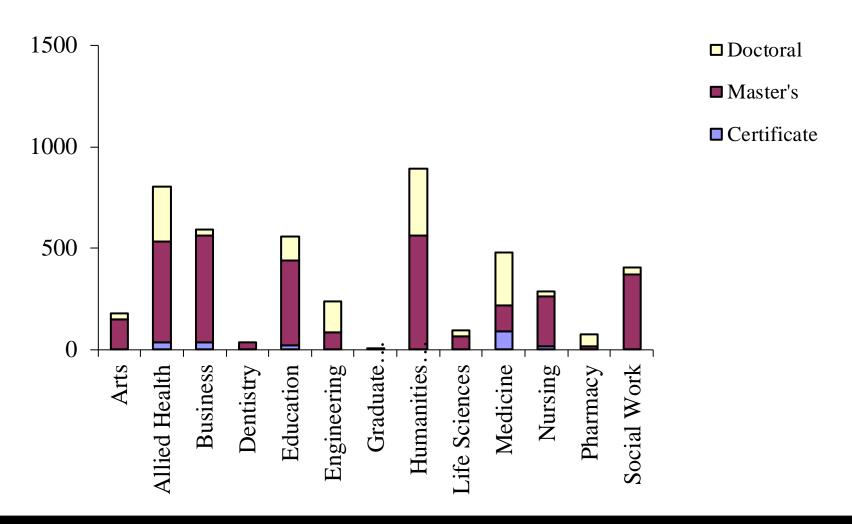


Doctoral Enrollment





VCU Graduate Student Enrollment Fall 2012





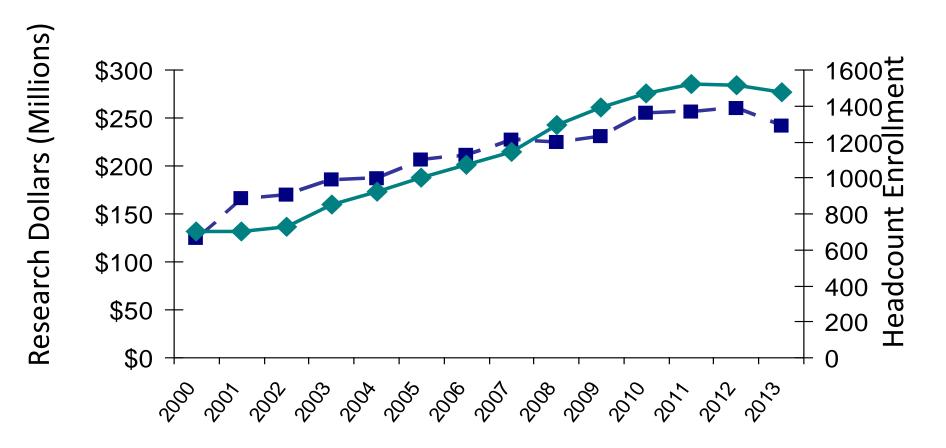
Graduate Assistantships

Number of Assistantships	PhD	Masters
Total	672	220
Residency		
Non-Resident US Citizen	254	97
Resident	231	106
International	187	17
Ethnicity	672	220
American Indian/Alaskan Native	3	
Asian or Pacific Islander	107	9
Black or African American	40	10
Hispanic	25	4
White	222	53
Unknown/Not Specified	275	144
Gender		
Female	355	121
Male	317	99



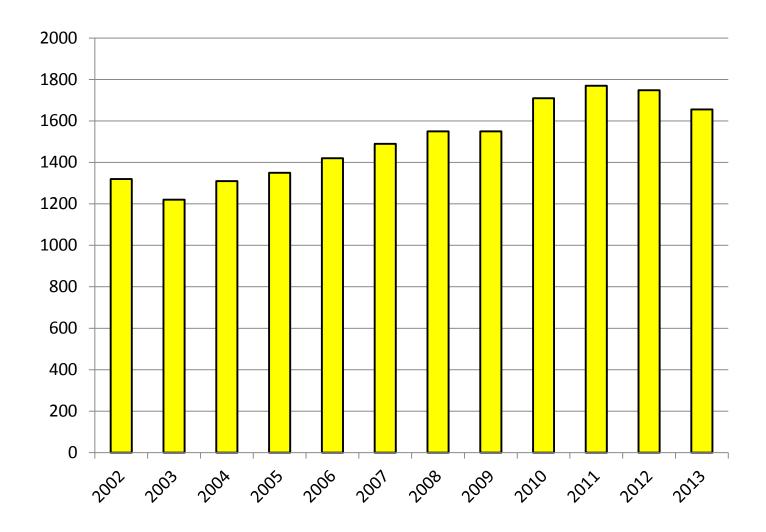
Doctoral Student Enrollment and Sponsored Programs Dollars at VCU

—■— Research \$ (Millions) —— Doctoral Enrollment



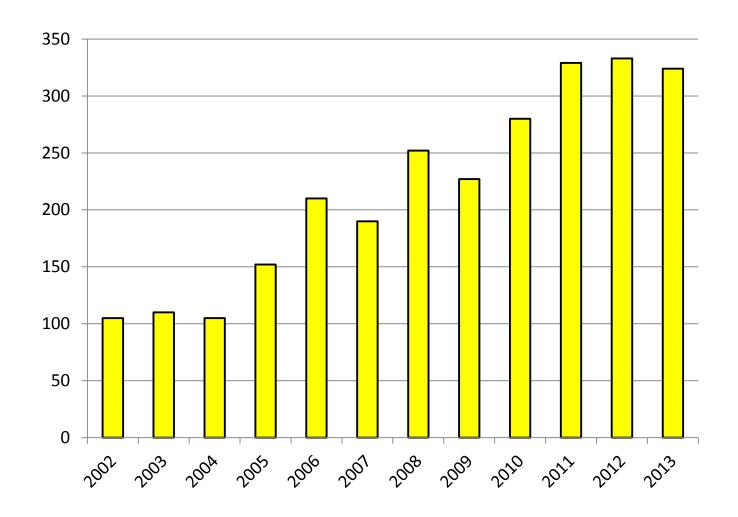


Master's Degrees Awarded



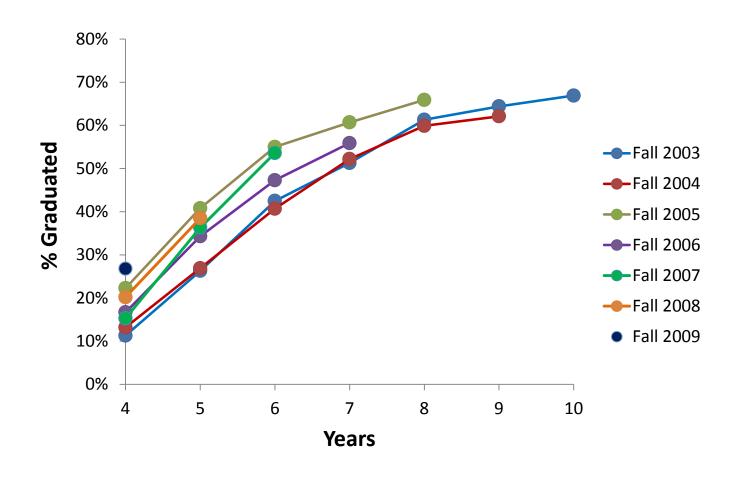


Doctoral Degrees Awarded





Doctoral Student Graduation Rate





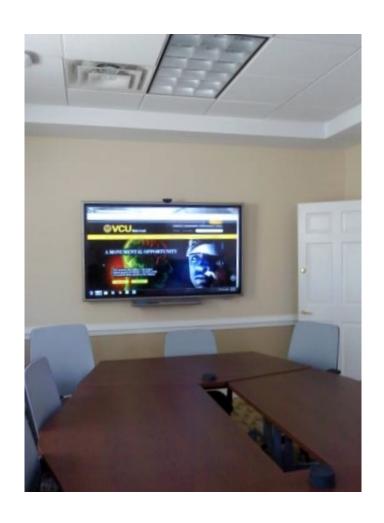
Graduate School Professional Development Programs

- Preparing Future Faculty Program (PFF)
- Graduate School Mentorship Program
- Leaders and Entrepreneurs Academy for Professional Development (LEAPD)
- Grace E. Harris Leadership Institute
 - Nominations submitted to the Graduate School by September 24, 2013
 - www.pubapps.vcu.edu/gehli/forms/form.aspx?ID=6
- Career and Professional Development Website
 - www.graduate.vcu.edu/community/career.html



Graduate School Conference Room

- Student committee meetings
- Preliminary examinations
- Thesis/dissertation defenses
- Teleconferences



Melissa Tyler

Student Funding

- Graduate Student Funding Process
- Graduate Assistantships
 - http://www.graduate.vcu.edu/community/financing/f ellowships.html

Forms

http://www.graduate.vcu.edu/forms/index.html

Sherry Sandkam

Graduate Bulletin

- VCU Bulletins portal <u>www.pubapps.vcu.edu/bulletins/</u>
 - official archived version
 - html draft version
- Academic rules and regulations required of all graduate students in all graduate programs
 http://www.pubapps.vcu.edu/bulletins/graduate/?uid=10045&iid=30061
- Graduate School Website http://www.graduate.vcu.edu/
 - Forms http://www.graduate.vcu.edu/forms/index.html
 - Faculty resources Graduate School Bylaws, Article II: Membership http://www.graduate.vcu.edu/facultyresources/bylaws.html
 - Eligibility, appointment of full graduate faculty
 - Eligibility, appointment of affiliate graduate faculty
 - Thesis/Dissertation guidelines
 http://www.graduate.vcu.edu/community/thesis.html

Graduate Advising

- Satisfactory Academic Progress http://www.pubapps.vcu.edu/bulletins/graduate/?uid=10045&iid=30075
- Satisfactory Academic Progress for Financial Aid Purposes
 http://www.pubapps.vcu.edu/bulletins/graduate/?uid=10045&iid=30054
- Advising Manual (on Provost's website) http://www.provost.vcu.edu/advising manual.pdf
- Advising Sessions Checklist (p. 20) being developed into a mobile application that graduate students can access via their mobile devices during their meetings with their advisors

Admissions-related Tracking ***Should be coordinated with the Graduate Admissions Office***

- Student is accepted, student accepts offer (OA), and registers in the semester for which he/she is accepted
- Student is accepted but does not accept offer (OA)
- Student is accepted, requests a deferral to a future semester
- Student is accepted, student accepts offer (OA), but does not show
- Student is accepted, student does not accept offer, does not show

Provisional to full admit audits/holds – changes processed via SAF

- Missing documentation (AT) by the end of the fourth week of first semester of matriculation
- Academic provisions (AP) by end of the first year of matriculation



Special Action Form

- Purposes faculty form
 - To request exceptions to Graduate Council policy for extenuating circumstances only
 - To document changes in student status
- New SAF form and electronic submission process
 - More intuitive, will reference appropriate policy, will indicate documentation needed
 - Will be submitted to a unique email address
 - Announcement with instructions coming soon
 - No paper or faxed copies will be accepted after the end of the fall 2013 semester.
- Supporting documentation varies by action
 - Transfer equivalency form
 - Military orders
 - Medical documentation
 - Attendance records
 - Financial Aid Impact Form
- Denial of SAF request why a denial would be appropriate
- Drop vs. withdrawal from courses
- Withdrawal vs. dismissal from program



Degree Candidacy

http://www.graduate.vcu.edu/pdfs/Degree%20Candidacy%20Form%20-%20May%2010,%202011.pdf

- Documents student's acknowledgement that he/she has read and understands research policies involving human and animal subjects.
- Student also acknowledges each time he/she registers on line

BY CLICKING SUBMIT, I affirm that I have read and agree to abide by the University Honor System Policy, University Code of Ethics, University Academic Regulations and Student Financial Responsibility Statement contained in the VCU Bulletins. Further I affirm that I will abide by VCU policies pertaining to responsible conduct of research, including the protection of human and animal research subjects, and that I have completed or will complete relevant training required by VCU and appropriate sponsoring agencies.

- Serves as a preliminary graduation check
- Appropriate time to submit Varies by program
 - Typically, after completion of didactic coursework and comprehensive/qualifying examinations, if required, but always BEFORE the student begins formal work on the thesis, dissertation, or final directed research or project
 - NO LATER THAN THE STUDENT'S NEXT-TO-THE-LAST SEMESTER OF MATRICULATION.
 - Degree candidacy will be approved for a current semester only. No retroactive approvals for degree candidacy will be approved.
 - Should not wait until the DC stage to process provisional to full admits
 - Required for nominations for some awards, i.e., Thesis/Dissertation Assistantships
 - In the future, may be tied to reduced tuition for Ph.D. students

• ETD Process

http://www.graduate.vcu.edu/community/thesis.html

- Thesis/Dissertation Manual
- ETD Approval Form
 - This is the official signature page, requires all original signatures discard any previous copies of form
 - Form should come to the Graduate School fully completed for Graduate Dean's final approval
 - A justification for embargo must be included with the ETD approval form
- Uploading to VCU Digital Archives required for all theses and dissertations
- UMI/ProQuest and Survey of Earned Doctorates required for all doctoral students, optional for masters students
- Thesis/Dissertation Taskforce

Degree Audit

- Curricular descriptions in Graduate Bulletin are being edited and finalized for necessary specificity.
- Degree Works templates are currently under development.
- Meetings with program directors/staff are being scheduled.
- Testing will begin during spring and summer 2014 with implementation beginning in the fall 2014.
- Goal is for Degree Works to eventually replace current graduation application.

Graduation

- Graduate School does not process/approve graduation applications
 - Program director/advisor
 - Academic school dean
 - Graduation Office
- Graduation Application information on Graduate School website http://www.graduate.vcu.edu/forms/index.html
 - Information for graduate students
 - Guidelines for graduate program directors and advisors Application to Graduate
 - Cover sheet graduation checklist
- Graduate School Graduation Check Process/Holds
 - The Graduate School Graduation Check Report is available on the VCU Reporting Center web site.
 NOTE: Entries are updated overnight, so there is a one-day lag before actions are reflected in the report.
 - Sign in to your myVCU portal
 - Click on the VCU Reporting Center
 - Click on the Graduate Program Directors folder
 - Choose the Graduate School Graduation Check report
 - The report is run against students who
 - have applied to graduate
 - have grades of C, D, F, and U; ungraded courses; and temporary grades of I and FI
 - have cumulative graduate GPAs below 3.0.



Graduation Continued

- The Graduate School Graduation Check Report is NOT a full degree audit and does not check for curricular requirements. Program directors still need to conduct a comprehensive review. Requirements that cannot be captured by the report still need to be addressed. Please notify us ASAP of these issues, since we have no way to identify them from the report. For example:
 - The requirement that 50% of required course work be designated exclusively for graduate students
 - The graduate GPA is calculated against all graduate course work ever taken, so there may be some grades that should be discounted from GPA and/or 20% C or below calculations.
- Graduation and Commencement Information
 http://www.graduate.vcu.edu/community/graduation.html
 - VCU Commencement website http://www.commencement.vcu.edu/
 - Instructions for Ph.D. candidates
 http://www.graduate.vcu.edu/pdfs/Dec%20Instruction%20letter.pdf

Mark Schaefermeyer

Student Tracking

- VCU Reporting Center
 - http://go.vcu.edu/vcureportingcenter
- OPDS
 - http://www.opds.vcu.edu/decisions/108.h
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Programs and Courses

http://www.graduate.vcu.edu/facultyresources/gradcouncil/committee/index.html



Connect!

www.graduate.vcu.edu



Virginia Commonwealth University Graduate School











Virginia Commonwealth University Graduate School

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