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

![Bar chart showing master's enrollment from 2000 to 2013. The enrollment numbers range from around 3500 to 4500. There is a peak in 2008 and 2009.](image_url)
VCU Graduate Student Enrollment
Fall 2012

- Arts
- Allied Health
- Business
- Dentistry
- Education
- Engineering
- Graduate
- Humanities
- Life Sciences
- Medicine
- Nursing
- Pharmacy
- Social Work

- Doctoral
- Master's
- Certificate
## Graduate Assistantships

<table>
<thead>
<tr>
<th></th>
<th>PhD</th>
<th>Masters</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Total</strong></td>
<td>672</td>
<td>220</td>
</tr>
<tr>
<td><strong>Residency</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Non-Resident US Citizen</td>
<td>254</td>
<td>97</td>
</tr>
<tr>
<td>Resident</td>
<td>231</td>
<td>106</td>
</tr>
<tr>
<td>International</td>
<td>187</td>
<td>17</td>
</tr>
<tr>
<td><strong>Ethnicity</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>American Indian/Alaskan Native</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Asian or Pacific Islander</td>
<td>107</td>
<td>9</td>
</tr>
<tr>
<td>Black or African American</td>
<td>40</td>
<td>10</td>
</tr>
<tr>
<td>Hispanic</td>
<td>25</td>
<td>4</td>
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<tr>
<td>White</td>
<td>222</td>
<td>53</td>
</tr>
<tr>
<td>Unknown/Not Specified</td>
<td>275</td>
<td>144</td>
</tr>
<tr>
<td><strong>Gender</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Female</td>
<td>355</td>
<td>121</td>
</tr>
<tr>
<td>Male</td>
<td>317</td>
<td>99</td>
</tr>
</tbody>
</table>
Doctoral Student Enrollment and Sponsored Programs Dollars at VCU
Master’s Degrees Awarded
Doctoral Student Graduation Rate

Source: Office of Planning and Decision Support, June 2013

Years
- Fall 2003
- Fall 2004
- Fall 2005
- Fall 2006
- Fall 2007
- Fall 2008
- Fall 2009

% Graduated
- 0%
- 10%
- 20%
- 30%
- 40%
- 50%
- 60%
- 70%
- 80%

Years
- 4
- 5
- 6
- 7
- 8
- 9
- 10
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
- Career and Professional Development Website
  - [www.graduate.vcu.edu/community/career.html](http://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/fellowships.html](http://www.graduate.vcu.edu/community/financing/fellowships.html)

Forms

  • [http://www.graduate.vcu.edu/forms/index.html](http://www.graduate.vcu.edu/forms/index.html)
Sherry Sandkam

- **Graduate Bulletin**
  - VCU Bulletins portal [www.pubapps.vcu.edu/bulletins/](http://www.pubapps.vcu.edu/bulletins/)
    - 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](http://www.pubapps.vcu.edu/bulletins/graduate/?uid=10045&iid=30061)

- **Graduate School Website** [http://www.graduate.vcu.edu/](http://www.graduate.vcu.edu/)
  - Forms [http://www.graduate.vcu.edu/forms/index.html](http://www.graduate.vcu.edu/forms/index.html)
  - Faculty resources – Graduate School Bylaws, Article II: Membership
    [http://www.graduate.vcu.edu/facultyresources/bylaws.html](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](http://www.graduate.vcu.edu/community/thesis.html)
• **Graduate Advising**
  – Satisfactory Academic Progress [http://www.pubapps.vcu.edu/bulletins/graduate/?uid=10045&iid=30075](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](http://www.pubapps.vcu.edu/bulletins/graduate/?uid=10045&iid=30054)
  
  
  – 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%202010,%2020211.pdf](http://www.graduate.vcu.edu/pdfs/Degree%20Candidacy%20Form%20-%20May%202010,%2020211.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](http://www.graduate.vcu.edu/community/thesis.html)
  
  
  – 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](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.html

Programs and Courses

– http://www.graduate.vcu.edu/facultyresources/gradcouncil/committee/index.html
Virginia Commonwealth University
Graduate School

Contact Information

F. Douglas Boudinot, Dean   fdboudinot@vcu.edu   828-2233
Lori Floyd-Miller, Dean’s Assistant   lafloyd@vcu.edu   828-2233

Sherry Sandkam, Associate Dean   ssandkam@vcu.edu   828-6948
   Kelly Brooks, Administrative Assistant   827-4546
   Dawn Crichlow, Graduate Enrollment Services   dfcrichlow@vcu.edu   827-4551
   Geoffrey Cooper, PFFP & GSMP   cooperga@vcu.edu   827-4545

Mark Schaefermeyer, Associate Dean   mjschaferme@vcu.edu   828-4696

Melissa Tyler, Graduate Student Funding   mtyler@vcu.edu   828-2261

Shelley Jordan, Technology   rhjordan@vcu.edu   828-9483