

Information for Graduate Students

Application to Graduate

At the beginning of each semester, all matriculated graduate students will receive an e-mail reminder from the Office of Records & Registration/Graduation Office to initiate the application to graduate process **for the current semester**.

The e-mail notification will be sent to the student's official VCU e-mail address and will include submission deadlines and guidelines. (All graduate students in the **School of Medicine** are asked to complete a preliminary review before initiating the online E-services graduation checkout procedure and are referred to the School of Medicine guidelines or to their advisers/graduate program directors regarding application to graduate procedures.)

Students planning to graduate in the current semester should proceed first

- to the E-services Web site at https://iserver.adm.vcu.edu/AIS/STU/S_ESERV_HOME.html to complete the online E-services portion of the graduation checkout procedure

and then to

- The Graduation Forms Web site at <http://www.vcu.edu/enroll/forms/graduation> to complete the Graduate School Application to Graduate according to the instructions provided for the completion and submission of documentation to advisers for review and approval. (These forms are provided in PDF format so that the student can complete the forms online, print and save them in document form. Adobe Acrobat Reader is required. Mac OSX users: Preview will allow you to view and print these forms, but will not allow for you to fill out the forms. You may download Adobe Reader at <http://www.adobe.com/products/acrobat/readermain.html>. This will allow you to fill out and print the form. However, a full version of Acrobat is necessary to save the completed document on either a Mac or PC.) A separate set of graduation forms must be completed and submitted for each program from which a student intends to graduate.

The Graduate School Application to Graduate consists of:

- Instructions for students and advisers regarding submission of documentation and the approval process, including a checklist summarizing academic policies and requirements for graduation as determined by the University Graduate Council and articulated in the Graduate Studies at VCU section of the Graduate and Professional Programs Bulletin at <http://www.vcu.edu/bulletins/gpb>.
- An approval sheet, requiring both preliminary and final reviews/approvals (and indicating the process by which advisers can notify Records and Registration/Graduation Office if students do not complete their programs of study by the end of the current semester).
- Directions for completing Commencement Program/Diploma Information (This information must be submitted no later than the deadlines provided in the e-mail notification to the student in order to ensure inclusion in the appropriate Commencement Programs.)
- An optional Graduation Worksheet (Students should check with their advisers/graduate program directors to see if they are required to complete the optional graduation worksheet.)

Students are reminded to complete a final check of their academic records BEFORE they exit the university to ensure that all temporary grades have been converted, that the record accurately reflects their academic histories and that all degrees have been posted.