

VIRGINIA COMMONWEALTH UNIVERSITY
STUDENT AND ADVISOR GRADUATION APPLICATION INSTRUCTIONS
Undergraduate Degrees

**College of Humanities and Sciences candidates should take their applications with Section A completed to the secretaries in the offices of their majors.

**School of Business candidates should take their applications with Section A completed to the Undergraduate Studies Office Room 3119, in the Business Building, or call 828-3710 to schedule an appointment.

**Allied Health candidates should submit their applications to Monica White in the Allied Health dean's office.

**School of Nursing candidates should submit their applications with Section A completed to the Office of Enrollment and Student Services-Room 1, in the Nursing Education Building.

**Candidates in all other Schools should review their applications with their academic advisors after completing Section A.

MANDATORY STUDENT PROVIDED INFORMATION ON THE GRADUATION APPLICATION

The student must fill in section A of the graduation application. Degree information can be obtained from the Unofficial Transcript printed from e-services.

COMPLETING THE GRADUATION APPLICATION

- A. If the Unofficial Transcript indicates a major that is different from the major in which the student plans to graduate, the student should come immediately to the Graduation Office in Founder's Hall.
- B. The student's Unofficial Transcript should be reviewed against the academic campus, school, and major requirements as outlined in the effective University Bulletin. The bulletin for the academic year a student enters or re-enters a degree program identifies the curriculum degree requirements for the student.
- C. **The student should complete section B of the graduation application and submit it to their advisor for review.** Please follow the instructions listed below to complete section B. The instructions correspond to the subsections with Roman numerals.
 - I. **Total Credits Presented/Grade Point Average** –From the Unofficial Transcript, enter the following numbers.
 - a. **VCU Earned** – On the **line under Credits**, enter the number next to **Overall Ehrs** (Earned Hours) from the transcript. This is the

concentration for graduation in order to receive a baccalaureate degree. **Only credits taken at VCU are computed in the GPA for the major concentration.**

Some major concentrations may require a higher cumulative GPA. Consult the section of the effective Bulletin that deals with the major for any grade point average requirements above the University minimum of 2.0.

IV. **Upper Level Courses**

A minimum of 45 credits in 300 to 500 level courses or the equivalent is required for a bachelor's degree.

V. **Last 25 Percent Rule**

Degree candidates must complete at least 25 percent of the credit semester hours required for their bachelor's degree program at VCU, including at least 30 of the last 45 credits. This requirement does not apply to students who participate in VCU – sponsored programs abroad or who earn course credits at a cooperating university through VCU domestic and international university exchanges.

VI. **Current Courses**

- a. **“Current Courses”** are listed as In Progress Work on the Unofficial Transcript printed from e-services. These are courses for which the student already has been registered during the current or prior term (Holiday Intersession). The student may add current term courses that are missing.
- b. Place a checkmark (✓) before those courses which are necessary to complete requirements.
- c. The Graduation Office staff will review these courses when final grades are processed. The appropriate school will be notified if the student does not satisfactorily complete a requirement.

- D. The student and advisor must sign in section C of the graduation application.** After the application has been filled out, the advisor should forward the application to the department chairperson.

Once all signatures have been obtained on the application, one copy must be returned to the Graduation Office, one copy to the Dean's Office, and one copy to the student.

GRADUATION HONORS POLICY

Candidates for a baccalaureate degree who have completed a minimum of 45 credits at VCU with a final VCU grade point average of 3.30 or better may qualify for graduation honors.

Awarding of honors for students who have completed all degree requirements at VCU is based on the student's final VCU grade point average at the time of graduation:

Cum Laude is awarded for 3.30 to 3.59

Magna Cum Laude is awarded for 3.60 to 3.89

Summa Cum Laude is awarded for 3.90 and above

Awarding of honors for students who have transferred courses to VCU to complete their degree requirements is based on a combination of their transfer and VCU work. The combined grade point average is compared to their final VCU work only. The grade point average used to determine honors can be no higher than their final VCU grade point average. For example, if a student's final VCU grade point average is 3.35 and the combined grade point average is 3.60, the VCU grade point average would be used. If this same individual's combined grade point average were 3.29, it would be used to determine honors, not the final VCU grade point average.

Recognition of graduation honors will be made on the student's diploma, permanent record, and in the Commencement Book.

If you have any questions, please call 828-1917 or visit the Graduation Office at 827 West Franklin Street in Room 328. Our office hours are 8:00 am to 4:30 pm, Monday through Friday.