

Professional Studies at VCU

Virginia Commonwealth University currently offers first professional degree programs leading to the doctor of dental surgery, doctor of medicine and the doctor of pharmacy degrees.

The university expects approval from the commonwealth of Virginia to offer the doctor of physical therapy degree program beginning fall 2001. Information on the status of this program may be obtained by contacting the Department of Physical Therapy, School of Allied Health Professions, at (804) 828-0234 or visiting the department's Web site: www.vcu.edu/pt.

Professional programs admissions

For information about admission to MCV Campus professional programs, refer to professional sections of the schools of Dentistry, Medicine and Pharmacy.

General admission requirements and procedures

The Board of Visitors, the administration and the faculty of VCU are committed to a policy of equal opportunity in education and employment without regard to age, race, color, national origin, gender, religion, sexual orientation, veteran's status, political affiliation or disability.

Admission requirements

Admission requirements, entrance examinations and application materials for first professional programs may be obtained by contacting the appropriate admissions office, listed above. Other detailed information including financial aid opportunities, procedures for international students, regulations and procedures, academic, curricula and degree requirements are included in the section describing each professional program.

Admission through the University Honors Program

VCU undergraduate students participating in the University Honors Program may apply

for guaranteed admission to certain professional programs before matriculation at VCU or early in their undergraduate studies. (The specific deadline for applying is set by each program.) Honors students who receive guaranteed admission may enter the programs of their choice provided they fulfill the requirements for graduation with University Honors and satisfy the curricular prerequisites of the program they plan to enter. In some programs, the requirement for standardized testing is waived.

To be granted guaranteed admission to any professional program, a student must submit a completed application form with three letters of recommendation to the appropriate admissions office as indicated previously. To be accepted into a Guaranteed Admission Program, a student must be accepted by the university, by the University Honors Program and by the admissions committee of the program the student wishes to enter. The admissions committee may require an interview. Final notification of guaranteed admission is made by the appropriate school's admissions office. For additional information, refer to the Undergraduate Bulletin.

The following professional programs offer guaranteed admission through the University Honors Program:

Doctor of Dental Surgery

Doctor of Medicine

Doctor of Pharmacy

Doctor of Physical Therapy

International students

International students should refer to the appropriate professional program's chapter for information regarding international student admission guidelines.

Financial aid

Current information on financial aid programs, policies and procedures are available on the VCU Web site at www.vcu.edu/enroll/finaid.

Doctor of Dental Surgery (D.D.S.)

School of Dentistry
Ronald J. Hunt, D.D.S.
Dean

Dentistry Admissions

Marshall P. Brownstein, D.D.S.
Associate Dean
Lyons Building, Room 309
520 N. 12th St. • P.O. Box 980566
Richmond, VA 23298-0566
(804) 828-9196

Doctor of Medicine (M.D.)

School of Medicine
Heber H. Newsome, M.D.
Dean

Medicine Admissions

Cynthia M. Heldberg, Ph.D.
Associate Dean
Sanger Hall, Room 1-008
1101 Marshall St. • P.O. Box 980565
Richmond, VA 23298-0565
(804) 828-4006

Doctor of Pharmacy

School of Pharmacy
Victor A. Yanchick, Ph.D.
Dean

Pharmacy Admissions

Thomas P. Reinders, Pharm.D.
Associate Dean
R. Blackwell Smith Building
410 N. 12th St. • P.O. Box 980581
Richmond, VA 23298-0581
(804) 828-3000

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To obtain printed materials and additional program-specific information on financial aid eligibility, application procedures and deadlines, scholarships, appeals

and refunds, call or visit the appropriate financial aid office in the list that follows.

Schools of Allied Health Professions, Nursing and Pharmacy

Sanger Hall, Room 1-055
1101 E. Marshall St.
P.O. Box 980244
Richmond, VA 23298-0244
(804) 828-9800
Fax: (804) 828-2703

School of Dentistry

Lyons Building, Room 309
520 N. 12th St.
P.O. Box 980566
Richmond, VA 23298-0566
(804) 828-9953
Fax: (804) 828-5288

School of Medicine

Sanger Hall, Room 1-008
1101 E. Marshall St.
P.O. Box 980565
Richmond, VA 23298-0565
(804) 828-4006
Fax: (804) 827-5555
E-mail: jmcramer@vcu.edu

Financial aid eligibility

Most students are eligible for some type of financial aid regardless of family financial circumstances. However, to be eligible for aid, a student must:

- be a U.S. citizen or an eligible noncitizen,
- be admitted to or enrolled in an eligible degree or certificate program,
- be making Reasonable Academic Progress (defined later in this section),
- not owe a refund on a federal student grant or be in default on a federal student loan, and
- be enrolled at least half time (five or more graduate credit hours).

Applying for financial aid

Students do not need to receive an admissions decision before applying for financial aid. To apply, submit a Free Application for Federal Student Aid (FAFSA) designating VCU (school code 003735) to receive the FAFSA results. The FAFSA must be completed annually and is available at VCU, high schools, colleges and most public libraries. The FAFSA also is available on the Web: www.fafsa.ed.gov.

In order to reduce problems, errors and omissions on the FAFSA, students are strongly encouraged to apply electronically using FAFSA on the Web; however, appli-

cants may apply using the paper FAFSA application.

Students should complete the FAFSA using data from their completed federal tax returns if at all possible. However, applicants may use estimated tax return data to file the FAFSA in order to meet the VCU priority filing date but should be prepared to submit a completed tax return and W2 forms to VCU at a later date. Students will receive their award letters after the application data have been verified.

Health profession students (dentistry, medicine, nursing or pharmacy) must provide both student and parental information to apply and receive consideration for Title VII grants and loans from the Department of Health and Human Services.

Priority filing date

Graduate students are encouraged to submit the FAFSA and have the results sent to VCU no later than May 1. In order to meet the June 1 priority filing date, graduate students should mail the FAFSA by March 15 if they complete the paper FAFSA, or submit the FAFSA by April 1 if they file electronically. Completed applications received after June 1 will be processed in the order received. If students have not applied for financial aid in a timely manner, they may want to contact the Student Accounting Department at (804) 828-2228 to request the VCU Installment Payment Plan which budgets each semester's bill over four payments.

Financial aid for summer sessions

Financial aid may be available for the summer session if the student applied for aid and was eligible for aid during the previous academic year and has remaining loan eligibility. Information about the summer aid application form, deadlines and processing schedule is published in the summer VCU Schedule of Classes (available in March). Although summer financial aid applications are due earlier, Academic Campus processing usually occurs during the third week of April, and MCV Campus processing begins during the first week in April and continues through the beginning of May.

Quality assurance

To ensure that information provided on the FAFSA is accurate, applications may be selected for review at any time during an enrollment period. The student, parent

and/or spouse will be requested to provide documentation that supports the FAFSA information. By signing the FAFSA, the applicant agrees to furnish such documentation. If the student fails to provide documentation when requested, the student's financial aid will be canceled, and any funds already disbursed may need to be repaid.

Financial aid and the university bill

Bills for tuition, fees and other university charges are mailed by the Student Accounting Department to the student's permanent address. When financial aid awards are not enough to pay the university bill, the remaining balance must be paid from the student's personal funds. The student may choose to participate in the VCU Installment Payment Plan. Federal Work-Study awards may not be deducted from the university bill, since work-study awards must be earned throughout each semester.

Financial aid appeals

Financial aid eligibility decisions are made using federal, state and institutional regulations and policies. Students may appeal their award offers if special circumstances warrant a review. The following documented unusual circumstances may be reasons for appeal:

- loss or reduction of employment earnings,
- disability or death of a spouse,
- separation or divorce,
- loss or reduction of untaxed income,
- losses due to natural disaster,
- unusually high educational program costs,
- unusual medical expenses, or
- dependent and child care expenses

Any financial aid staff member can advise a student about the procedures on how to file an appeal.

Federal refund policy

Students who receive federal Title IV financial aid and withdraw from classes before completing 60 percent of the calendar days of the semester will have a portion of their financial aid returned to the various programs (thereby reducing amounts refunded to the student).

When the certified date of withdrawal falls during the federal refund period, financial aid eligibility is recalculated. This recalculation may reduce financial aid eligi-

bility resulting in a partial or complete return of aid funds to the aid program(s). When funds are returned to the aid programs, it may be necessary for the student to repay funds from an earlier living expense refund(s) for which the student is no longer eligible. Furthermore, the student also may be required to directly repay funds received to the U.S. Department of Education.

Reasonable academic progress

To be eligible to receive financial aid at VCU, students must make Reasonable Academic Progress (RAP). RAP is a combination of qualitative and quantitative components. RAP is measured by:

- **GPA.** Generally, graduate students are expected to maintain at least a 3.0 GPA as specified by their departments.
- **Completion rate.** The completion rate is measured by the number of credit hours earned divided by the number of credit hours attempted. All students must successfully complete at least 67 percent of all credit hours attempted (withdrawals, incompletes and repeated courses also are considered attempted credit hours).
- **Overall progress toward degree/certificate.** Overall progress is measured by the number of credit hours attempted divided by the number of credit hours necessary to complete the degree or certification program. Students may attempt no more than 150 percent of the hours required to complete their graduate degrees or certificate programs.

The Office of Financial Aid will perform a periodic RAP review for students who receive or apply for financial aid. The reviews are typically performed at the end of the spring semester and must be completed at least once per academic year.

Students will be alerted with warning letters, whenever possible, to provide them with notice that their financial aid may be in danger of being suspended. When students fail to meet RAP requirements, they will receive suspension letters indicating that they are ineligible to receive further financial aid. Students whose eligibility for financial aid has been suspended may submit an appeal if mitigating circumstances prevented the student from maintaining RAP.

For more detailed information about the VCU Reasonable Academic Progress

Policy, visit the Office of Financial Aid Web site (www.vcu.edu/enroll/finaid).

Types of financial aid

There are three basic types of financial aid: loans, grants and work-study. Each type has different features and advantages.

- **Loans.** In terms of total dollars available, long-term federal loan programs provide the most dollars. Federal loans must be repaid after the grace period and/or deferment periods have expired. Students must generally remain enrolled at least half-time (five credit hours for graduate students). Multiple repayment plans may be available for most federal loans. Selected loan programs include.
 - Federal Direct Loan (subsidized and unsubsidized)
 - Health Professions Student Loan
 - Loans for Disadvantaged Students
 - Nursing Student Loan
 - Primary Care Loan
- **Grants.** Contact individual academic departments for information about grant or scholarship programs.
- **Work-study.** Work-study is a form of financial aid that pays wages for work performed through employment. Work-study positions are located on-campus and in approved off-campus locations. Hourly wages will vary depending on skills and experience. Job listings are posted to the Career Center's Web site (www.students.vcu.edu/careers). When interviewing for work-study positions, students should take copies of their award letters to show prospective employers.

Veteran and reservist educational benefits

Detailed information about Veteran and Reservist Educational Assistance eligibility is available on the web (www.vcu.edu/enroll/finaid). To obtain printed materials, contact:

Veterans' Affairs Office
Office of Financial Aid
901 W. Franklin St., Room 109
Richmond, VA 23284-3026
(804) 828-6166
e-mail: faidmail@vcu.edu
Fax: (804) 828-6187

Eligible veterans must comply with the following requirements to receive educational benefits as students.

1. The veteran must apply or be accepted into a degree- or certificate-seeking program.
2. The veteran must request certification after registering for courses each semester and each summer session from the Veterans' Affairs Office.
3. The veteran may only be eligible to use benefits for only those courses applied toward a degree or certificate program.
4. The veteran is not eligible for benefits for courses taken on an audit basis. If repeating a course or taking a course with no credits, the veteran must notify the Veterans' Affairs Office.
5. The veteran is responsible for ensuring that his/her transcripts are evaluated for transfer credits to be accepted by VCU. The veteran must submit this information to the Veterans' Affairs Office for transmittal to the Veterans' Administration Regional Office.
6. The veteran must notify the Veterans' Affairs Office if planning to drop or withdraw from classes or stop attending VCU.

Professional programs tuition and student fees

Students must pay all applicable tuition and fees when due, as described in this section. Students who fail to pay these charges on time may be assessed a late payment fee. The university reserves the right to revise or alter all tuition and fees, regulations pertaining to student fees and collection procedures at any time. In addition to expenses billed by the university, students should make allowances for books, clothing, supplies, travel and other out-of-pocket costs when figuring their total yearly expenses at the university.

Every student is responsible for maintaining a current mailing address on file with the Office of Records and Registration and checking his or her VCU official e-mail on a frequent and consistent basis. Failure to receive a bill because of an incorrect address does not relieve responsibility of timely payments.

The tuition and fees for 2002-03 are as listed. Additional fees may be assessed by individual programs. A complete listing of all university charges is published annually in the VCU Schedule of Tuition, Fees, and Other Expenses. A copy of this publication may be obtained from the Student Accounting Department on the Academic

Campus, 827 W. Franklin St., (804) 828-2341; on the MCV Campus; or online: www.vcu.edu/enroll/sa.

All charges are subject to change by decision of the Board of Visitors.

Professional programs	In state	Out of state
Dentistry		
Fall 2002, Spring 2003		
Tuition	5,270.50	12,780.00
SGA fee	24.50	24.50
University fee	477.50	477.50
Technology fee	20.50	20.50
Health fee	80.50	80.50
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	\$ 5,873.50	\$ 13,383.50

Medicine*		
Fall 2002, Spring 2003		
Tuition	5,862.50	15,025.00
SGA fee	39.50	39.50
University fee	477.50	477.50
Technology fee	20.50	20.50
Health fee	80.50	80.50
	<hr/>	<hr/>
	\$ 6,480.50	\$ 15,643.50

* M.D./Ph.D. in medicine is charged the regular graduate tuition and the same fees as for medical professional students.

Pharmacy		
Fall 2002, Spring 2003		
Full time (9 - 15 credits)		
Tuition	4,821.50	9,643.50
SGA fee	39.50	39.50
University fee	477.50	477.50
Technology fee	100.00	100.00
Clerkship fee	87.50	87.50
Health fee	80.50	80.50
	<hr/>	<hr/>
	\$ 5,606.50	\$ 10,428.50
Part time (1 - 8 credits)		
Tuition	525.00	1,052.00
SGA fee*	5.25	5.25
University fee	39.50	39.50
Technology fee	100.00	100.00
Clerkship fee	87.50	87.50
Health fee	0.00	0.00
	<hr/>	<hr/>
	\$ 757.15	\$ 1,284.15

* SGA fee is a flat rate for part-time students.

University fee

This fee is used by the university to support student facilities, campus development, intercollegiate athletics and other programs. Full-time students pay a flat-rate university fee each semester. Part-time students pay this fee on a per-credit basis.

Student activity fee

This fee is used to support social, cultural and other student activities on the Academic Campus. These activities include concerts, plays, student organizations and publications.

Full-time students on the Academic Campus pay a flat-rate student activity fee, while part-time students on the same campus pay this fee on a per-credit basis. Students on the MCV Campus are not charged this fee.

Student Government Association fee

This fee is used to support social, cultural and other student activities on the MCV Campus. It is determined and assessed by the Student Government Association on the MCV Campus. Academic Campus students are not charged this fee.

Student health fee

All full-time students on both campuses must pay the student health fee. Part-time students may participate in the University Student Health Services on an elective basis by paying the student health fee. The University Student Health Services offers unlimited office visits for acute and chronic ailments, after-hours emergency room referrals and laboratory tests, among other services.

Technology fee

The technology fee is charged to all undergraduate, graduate and professional students in all programs. Full-time students pay a flat rate. Part-time students pay a per-credit-hour rate. The fee is used to fund improved access and assistance with information technology.

Off-campus fees

The university fee, the student activity fee, the student government association fee (except School of Social Work) and the student health fee are not charged to students taking off-campus classes.

Special fee charges

Because of specialized programs, various schools and departments may charge each student additional fees to cover special materials, equipment breakage and other costs. For specific information about special fees,

refer to the Student Accounting Department Web site or to the specific school or department section in this bulletin.

Tuition determination and student classification

Tuition is based on the number of credit hours a student is taking and by the student's residency classification, course of study and classification level. For in-state tuition benefits, the student must comply with Section 23-7.4 of the Code of Virginia. See the Appendices of this bulletin.

All applicants to VCU who wish to be considered for in-state tuition rates as Virginia residents must submit the Application for Virginia In-state Tuition Rates. The residency determination of the applicant is conveyed at the time of admission.

New students initially classified as non-Virginians for tuition purposes may request a review of the initial residency determination by contacting the residency officer in the Office of Records and Registration. This office may request that the applicant complete a Student Supplemental Application for Virginia In-state Tuition Rates and submit documents for additional clarification. Continuing students desiring a change of residency status must submit a completed Student Supplemental Application for In-state Tuition Rates with supporting documentation. Requests and applications for a second review should be submitted to the residency officer no later than 30 days prior to the beginning of any semester.

Students approved for a change to in-state status for tuition purposes are notified by mail with copies of their approval letters sent to the Office of Financial Aid and the Student Accounting Department. Students denied this status also are notified by mail. The denial letter informs the student of procedures for appeal of this decision.

In-state residency

Eligibility for in-state tuition benefits is determined by Section 23-7.4 of the Code of Virginia. Refer to "Appendix B" of this bulletin for the complete code.

All applicants to VCU who want to be classified as Virginia residents must complete the Application for Virginia In-state Tuition Rates included in the graduate application. The residency determination of the applicant will be conveyed at the time of admission.

New students who have been classified initially as non-Virginians for tuition purposes may request a review of the initial residency determination by contacting Records and Registration/Residency, (804) 828-0366. The residency officer may request that the applicant complete a Student Supplemental Application for Virginia In-state Tuition Rates and submit supporting documents for additional clarification. Continuing students desiring a change of residency status to in-state tuition rates must submit the supplemental application along with supporting documentation. Requests and applications for a second review must be submitted to the residency officer by the last day of add/drop week for each semester; however, it is strongly recommended that applications be submitted by the appropriate deadline: fall semester, Aug. 1; spring semester, Dec. 1; summer session, May 1.

Students will be notified by mail of decisions regarding residency status. The Financial Aid and Student Accounting departments also will receive official notification of residency decisions. Any denial for a change in residency status will include procedures for appeal of the intermediate decision. Students who submit fraudulent applications, falsify documentation or conceal information will be subject to reclassification, payment of all nonresident fees owed and university discipline.

Student billing

The Student Accounting Department issues bills to students showing charges for the following fees: tuition, student activities fee, student government association fee, technology fee, university fee, private music lessons, school major fees, special course fees, course materials fees, dental kits, disability insurance, room rent, board fees, communication fees, student health fee and study abroad fees.

Tuition and fees for preregistered students, along with charges for room and board where applicable, are due by the beginning of each semester. All other students will be billed after the registration period and should pay upon receipt of the invoice.

Drop vs. withdraw

Drop — charges are removed to indicate that the student never attended the class. The student is not eligible to receive financial aid, and any financial aid already cred-

ited to the student's account based on the original course registration will be removed from the student's account and may create a balance due to the university.

Withdraw — results in the academic grade of "W." Charges are assessed and adjusted according to the University Refund Policy. Students may owe a balance to the university.

Refund of tuition and fees

The official university tuition and fee policy applicable for the fall and spring semesters only (excluding short courses) is outlined below. Refunds are calculated on a course-by-course (per credit hour) basis, disregarding the full-time cap amounts. Students who are enrolled full-time and withdraw from courses may not receive a refund.

- Students dropping/withdrawing from courses through the first week of class will be entitled to a 100 percent refund of tuition and fees.
- Students withdrawing from courses through the second week of class will be entitled to an 80 percent refund of tuition and the university fee.
- Students withdrawing from courses through the third week of class will be entitled to a 60 percent refund of tuition and the university fee.
- Students withdrawing from courses through the fourth week of class will be entitled to a 40 percent refund of tuition and the university fee.
- Students withdrawing from courses after the fourth week of class are not entitled to receive a refund of tuition and fees.

Students in off-campus courses are subject to the same refund policy as all other university students if the class is scheduled on the regular semester schedule. If the off-campus course is shorter or longer than the academic semester, the refund dates are adjusted accordingly at the request of the Off-campus Programs Office.

The refund policy and deadlines of the English Language Program (ELP) are different from the university's refund policy for academic courses. Details of the policy may be obtained from the English Language Program Office.

A full refund for Holiday Intersession will be granted if the course is dropped before 4:30 p.m. on the day of the first class meeting. Partial refunds are not granted.

A full refund for summer tuition and applicable fees will be granted if the course

is dropped no later than the day following the first day of a given class. (This policy also is applicable if the class does not meet on two consecutive days.) Students reducing their academic course loads to fewer than full time (12 credits for undergraduates and nine credits for graduates) before the end of the last day to drop a course will be entitled to a refund of tuition and applicable fees reflecting the reduced course load. Partial refunds are not granted for the summer session. This same refund policy also applies to short courses offered during the fall and spring semesters.

Students who are financial aid recipients and withdraw from all courses prior to completing 60 percent of the semester are subject to the Federal Return of Title IV Funds Policy. For more details see Federal Financial Aid Refund Policy. In accordance with credit card regulations, the university will refund any credit balance that may result in a student's account as the outcome of a credit card payment to the credit card account. The remaining credit balance, if any, will be refunded to the student.

Refunds will be computed based on the actual withdrawal date certified by the University Records and Registration. Refunds will not be made to students who do not attend classes and have not completed the required withdrawal procedure. Refund processing may take approximately two weeks. Exceptions to this refund policy are made only in rare instances. Written application for an exception must be filed in the Student Accounting Department to the Refund Appeals Committee.

Students will not be entitled to a refund of room fees if:

- they are suspended from the residence halls for disciplinary reasons,
- if they voluntarily withdraw from the university residence halls but remain registered for any course(s) at the university unless clearance is granted through the Housing/Residence Education Office,
- unless they have completed the withdrawal procedures through the Housing Office.

A refund of the board plan charges will be made if:

- the cancellation occurs prior to the first official board plan day of the year provided the dining services coordinator has been given written notification. A full refund of the board plan charges will be made at this time. If the cancellation occurs throughout the semester, refunds will be granted on a

daily proration. Refer to the Room and Board Contract Terms and Conditions sheet for additional information.

Requests for refunds of overpayment may be made in writing to: VCU Student Accounting Department, P.O. Box 843036, Richmond, VA 23284-3036. Refund request forms are available at the Student Services Centers, 827 W. Franklin St., Room 104 or 1101 E. Marshall St., Room 1-055. In accordance with credit card regulations, the university will refund any credit balance that may result on a student's account as the outcome of a credit card payment back to the credit card account. The remaining credit balance, if any, will be refunded to the student.

Statement of student financial responsibility

Students who fail to meet payments when due will be assessed late payment penalties and will be denied registration for future classes until they have paid all accrued amounts owed. Students with balances owed to the university will not be issued degrees, transcripts of grades, or graduate reports until all charges are paid in full.

Any communication disputing an amount owed, including an instrument tendered as full satisfaction of a debt, must be submitted to the Director of Student Accounting, Student Accounting Department, Virginia Commonwealth University, P.O. Box 843036, Richmond, VA 23284-3036.

Pursuant to Section 2.2-4805 et seq., of the Code of Virginia, and in accordance with rules and regulations promulgated by the State Comptroller and Attorney General of the commonwealth of Virginia, VCU will charge interest, costs and fees on all accounts past due.

VCU is participating in the Virginia Set-off Debt Collection Act of 1981. Under the provisions of this act, a Virginia individual income tax refund will be subject to the university's claim for unpaid balances of tuition and fees. A charge is levied for all dishonored checks.

General academic regulations

University rules and procedures

Each member of the VCU community has certain responsibilities, rights and privileges. These are stated in some detail in the

VCU Rules and Procedures, and all students are responsible for being familiar with provisions of this document. The rules and procedures are printed in the campus calendar and also are available at the Office of the Dean of Student Affairs. This document also provides for the process whereby disciplinary action, including separation from VCU, may be taken against a member of the university community as a result of behavior which is in violation of the prohibited conduct as stated in the VCU Rules and Procedures.

Students at VCU have a right to appeal actions of an academic nature. If such action involves a course grade, the Grade Review Procedures should be followed. If such action involves computing, the Computer Ethics Policy should be followed. If such action involves dishonesty, the Academic Integrity Policy for Academic Campus students should be followed.

All students enrolled in courses on the MCV Campus are subject to the Honor System of the MCV Campus and, as such, are required to sign an Honor Pledge Card. Copies of the Honor Code and Pledge Cards are available in Office of Records and Registration, Sanger Hall, Room 1-055.

In addition to those standards of conduct described in VCU Rules and Procedures and the MCV Campus Honor Code, which applies to all students enrolled on the MCV Campus, a student enrolled at the university may be dismissed from the school in which enrolled for failure to meet prescribed academic program requirements. Students appealing termination from a graduate program/department should first pursue appeals at the department and/or the school level. After receiving a decision from the department and/or school, a student has the option of filing an appeal with the dean.

VCU seeks to foster insight, imagination, creativity, resourcefulness, diligence, honesty and responsibility as well as the education of the men and women enrolled in its graduate programs. Such an enterprise can take place only where the highest standards of academic integrity exist.

Academic dishonesty is the giving, taking or presenting of information or material by students with the intent of unethically or fraudulently aiding themselves or others on any work that is to be considered in the determination of a grade or the completion of academic requirements. Students in doubt regarding any matter related to the standards of academic integrity in a given course or on a given assignment should

consult with the faculty member responsible for the course before presenting the work.

Effective bulletin

The bulletin of record for a professional student is the Graduate and Professional Programs Bulletin in effect at the time of the student's official admission to the degree program (as specified in the student's official letter of admission). The effective bulletin contains the official requirements that the student must complete to earn the degree. A student who does not maintain continuous enrollment must re-apply to the program and will be subject to the requirements of the bulletin in effect at the time of readmission. Exception to this policy must be approved by the student's dean or dean designee.

Immunization requirements

VCU requires that all full-time students supply validated immunization records to University Student Health Services. This requirement must be completed prior to registering for second semester. Failure to meet these state law requirements will result in a hold placed on the student's second semester registration. The hold can be removed only upon receipt of the student's documented records.

The immunization record must be completed fully and accurately and also must be accompanied by documentation that the vaccines were given. This completion may be done in several ways. For example:

1. students may have their physicians transfer the information from their medical records and sign the forms verifying their accuracy, or
2. students may complete the forms using information received from their local health departments or from the armed services, but they then must attach validated copies of supporting documentation.

Many high schools require validated immunization records from students. If students recently have graduated from high school, their immunization records may still be available. They may request that the high school provide them with a copy of their immunization records.

If students cannot provide documented evidence of full immunization according to VCU guidelines, then the students must see their family physicians or health departments and receive updated immunizations. Most city

and county health departments offer immunization clinics (Richmond City Health Department, 500 N. 10th St., Room 114).

Immunity to the following diseases must be documented as specified on the forms supplied by the School of Graduate Studies with the formal offer of admission.

Tetanus. Documentation of (1) is requested. Documentation of (2) is required. (1) Primary immunization series, including month/day/year of each dose, and (2) Tetanus/diphtheria (Td) booster (month/day/year) within the past 10 years.

Diphtheria. Documentation of both (1) and (2) is requested. (1) Primary immunization series, including month/day/year of each dose, and (2) Tetanus/diphtheria (Td) booster, including month/day/year within the past 10 years.

Polio. (1) Primary immunization with a total of three doses of OPV (oral Sabin) or (2) primary immunization with a total of four doses of IPV (injected Salk). Note: Documentation of prior vaccination against polio, including month/day/year of each dose, is requested; however, if not completed in the past it is not recommended that the student complete the primary polio series unless the student is less than 18 years old or is planning travel to an area endemic or epidemic for polio.

Rubeola (Measles). Documentation of one of the following is necessary: (1) Born before 1957 and, therefore, considered immune, (2) two doses of the measles vaccine both administered after 1967 and given after the first birthday at least one month apart (document month/day/year), (3) physician's certification of diagnosis of measles including month and year of occurrence, or (4) documentation of immune titer proving immunity. Note: Measles vaccine given before 1968 is not acceptable.

Mumps. Documentation of one of the following is necessary: (1) mumps vaccine given after age one, month/day/year documented, (2) copy of report of immune titer, proving immunity, (3) physician's certification of diagnosis of mumps, including month and year of occurrence or (4) birth prior to 1957 (presumption of immunity).

Rubella (German Measles). Documentation of one of the following is necessary: (1) Rubella vaccine given after one year of age (document month/day/year) or (2) copy of report of immune titer proving immunity. Note: A history of disease is not acceptable. Rubella vaccine given before June 9, 1969 is not acceptable.

TB Skin Test (ppd) must be performed at University Student Health Service Office once student is attending classes.

Meningococcal vaccine is recommended to freshmen students residing in dormitories. The vaccine is available to any student wishing to reduce their risk for the disease.

Students with questions should contact the immunizations staff of University Student Health Service.

Students should refer to appropriate professional program dean's office for information on other immunization requirements.

MCV Campus

VMI Building, 1000 E. Marshall St., Room 305
P.O. Box 980201
Richmond, VA 23298-0201
(804) 828-9220

Withdrawal policies

Leave of absence. Students may request a leave of absence from a program through written appeal to their advisers. The adviser will forward the request, following departmental governance procedures, along with a recommendation to the dean who will respond for the university. Students who do not register for courses for more than one calendar year and who have not been granted a leave of absence must reapply for admission to VCU and to the degree program.

Withdrawal from the university. To withdraw officially from VCU, a student must submit a complete Official Withdrawal Form to Records and Registration before the end of the eighth week of classes. The Official Withdrawal Form is obtained from Records and Registration, 827 W. Franklin St., Room 104. Failure to complete this form may result in the assignment of failing grades in all or some of the courses.

The student's permanent academic record will indicate a grade of withdrawn ("W") for all courses in which the student was enrolled.

Health-related withdrawals. While students are expected to work toward completion of their degrees without interruption, health-related problems may necessitate withdrawal from the university.

- Some schools require a statement from a physician indicating the nature and severity of the condition, when a student should stop attending classes, and the estimated date of return to school.
- In the event that a student's health problem poses a danger to the student, to patients or to others with whom the

student may come in contact and the student is unable or refuses to initiate steps to withdraw as stated above, administrative withdrawal of the student may be made by the dean upon consultation with the appropriate faculty and a qualified physician.

- Because curricular and course content changes may occur and a student's progress toward a degree may be affected adversely because of an extended absence, specific time periods may be imposed by individual schools with respect to the length of time allowed for absence from school. If there is a delay in return beyond the allotted time period without written consent of the dean, the student may petition for return with advanced standing.
- Some schools require that prior to return to school, the student must submit to the dean a statement from a physician. This statement should document that the condition that necessitated the withdrawal has been corrected to a point where the student can complete successfully all curriculum requirements with reasonable accommodation including classroom, laboratory, clinical and fieldwork experience.

Grade review procedure

If a student thinks that a grade is inaccurate, the situation should be discussed with the faculty member. This will allow the faculty member to explain how the final grade was determined and, if an error is detected, to submit a change of grade.

If the student still thinks that the grade was assigned unfairly, a written appeal should be submitted to the department chair. Upon receipt of the written appeal, the department chair shall provide the student with a copy and explanation of the Grade Review Procedure and shall ensure that the requirements of the Grade Review Procedure are followed.

If the department chair is unable to resolve the complaint, then the dean of the school in which the course was offered will form a grade review committee as described in the Grade Review Procedure policy and will submit its decision to the dean of the school. The decision communicated by the dean of the school in which the program resides is the final decision and will be distributed to the student, faculty member(s) and department chair.

In cases concerning grades awarded for the fall semester, the written appeal must be submitted to the department chair no later than 30 calendar days after the beginning of the following spring semester. In cases concerning grades awarded for the spring semester or summer sessions, the written appeal must be submitted no later than 30 calendar days after the beginning of the following fall semester.

Grading system

Work quality is measured by the four-point grade system with the following equivalents:

Grade symbol and meaning	Grade-point value per semester credit
A	4.0
B	3.0
C	2.0
D	1.0
F	0.0
P/F (Pass/Fail)	0.0
PR	0.0
S/U (Satisfactory/Unsatisfactory)	0.0

All other grades are temporary, carry no credit and are not used in the computation of a GPA. Refer to the following pages for an explanation of the use of the grades of satisfactory and unsatisfactory in relation to thesis/dissertation/research classes.

The number of grade points earned is computed by multiplying the grade-point value for the letter grade by the number of semester credits for the course. As an example, a student receiving an "A" (i.e., four grade points) in a three-credit course receives 12 grade points.

The grades of accepted transfer courses are not included in the computation of the VCU grade-point average. Graduate students are not designated as special honors graduates (i.e., cum laude, magna cum laude, summa cum laude) on transcripts or diplomas upon completion of their programs.

No graduate student shall be awarded degree credit for remedial work. Students advised to take any level course for remedial work should be notified in writing that the course credit shall not apply to the degree they are pursuing. Other bodies may rule later, should the student wish to apply the credit to some other degree.

Grade of audit (AU)

Class size permitting, students may register for courses on an audit basis. A student may register for audit only during add/drop

and late registration periods as a new registration and not as a change from credit to audit. Auditing a course means a student enrolls in a course, but does not receive academic credit upon completion of the course. A student who registers on an audit basis is subject to attendance regulations of that class and may be administratively withdrawn by an instructor for a violation of class requirements for audit students, before or after the normal eight-week withdrawal deadline. A student who registers for audit may be subject to other course requirements at the discretion of the instructor. Audit students are charged the regular rate of tuition and fees. An audit course is counted as part of the student's semester load in terms of classification as a full-time student. Courses taken for audit, however, do not satisfy minimum enrollment requirements for students receiving graduate teaching or research assistantships, graduate fellowships, or university graduate scholarships.

Grade of continued (CO)

The grade of "CO" may be assigned as an interim grade for those courses which run over several grade reporting periods. The "CO" indicates that the course is not expected to be completed in a single semester and that students must reregister for the course. Upon completion of the course, a final grade will be assigned to the current semester, and the previous "CO" grade(s) will remain. This grade may be assigned only in courses approved for such grading.

Grade of incomplete (I)

If because of circumstances beyond their control, students are unable to meet all the requirements of a course by the end of a semester, the mark of incomplete ("I") may be given. The awarding of a mark of "I" requires an understanding between instructor and student as to when and how the course will be completed. This understanding must be recorded on an Incomplete Grade Assignment Form which is submitted instead of a final course grade. The maximum time limit for submission of all course work necessary for removal of an incomplete is the end of the last day of classes of the next semester following the semester in which the incomplete was incurred (i.e., an incomplete awarded in the fall semester must be converted by the last day of classes in the spring semester, and an incomplete awarded in the spring or

summer session must be converted by the last day of classes in the fall semester). At that time, an unremoved grade of incomplete is changed automatically to a failing grade. Individual departments and schools may have more stringent time limits. An extension of the time limit is possible, but must be approved, prior to the expiration date stated above, by the instructor and the dean of the school through which the course is offered. Written approval indicating the new time limit must be filed with the dean.

Grade of pass (P)

This grade is awarded for certain courses to denote satisfactory completion of requirements. Courses assigned the grade of "P" will not be computed in the grade-point average.

Grade of progress (PR)

The mark of "PR" may be assigned only in courses approved for such grading. Unlike the mark of "I," "PR" will not automatically be changed to a failing grade at the end of the succeeding semester.

Grades of satisfactory (S), unsatisfactory (U) or fail (F) in research, thesis and dissertation courses

All research, thesis, and dissertation credits taken as part of the final project (thesis/dissertation/project) for awarding a graduate degree are to be graded each semester as "S," "U" or "F." There is no limit to the number of these credits a student may take while pursuing completion of the degree as long as the student receives a grade of "S" for each credit. An individual department may terminate a student who does not progress satisfactorily as indicated by a "U" grade in research, thesis/dissertation/project course work. A student who receives a final grade of "F" in the thesis or dissertation will be terminated from the graduate program.

Grade of withdrawn (W)

The grade of "W" indicates that the student has officially withdrawn from a course or has been dropped for nonattendance. No student who has officially withdrawn from a course or who has been dropped for nonattendance may attend subsequent meetings of the course.

Course listings

Identification of symbols

- I A course offered in the first semester
- II A course offered in the second semester
- I, II A course offered in each semester
- I and II A course continued through two semesters
- S A course offered in summer sessions

Course interpretation

A single number listing for a course, such as MGMT 648, indicates that it is a one-semester course and may be offered each semester or only one semester each year.

Courses listed with a double number, such as THEA 603, 604 and designated as semester courses, consist of two one-semester courses, either semester of which may be taken without the other.

Courses listed with a double number, such as APPM 575-576, are designated as continuous courses and consist of two one-semester courses, the first of which can be taken without the second, but the second of which cannot be taken without the successful completion of the first.

The university reserves the right to withdraw any course or program.

Course numbering

All schools and programs within VCU use the following course numbering system. All course numbers consist of three digits (XXX). The first digit relates to the course level as follows:

0XX Noncredit courses

Such courses are offered for students to make up deficiencies in previous training or to improve certain basic skills prior to full-time enrollment in undergraduate credit courses.

1XX and 2XX Undergraduate, lower level

Courses with these numbers are offered primarily for undergraduate students and may not be used for graduate credit, although graduate students may be required to register for courses at this level to gain a necessary foundation for other course work.

3XX and 4XX Undergraduate, upper level

Courses offered for advanced undergraduates and usually constitute the major portion of specific program work leading to the baccalaureate degree. On occasion, students will be advised by their graduate advisers to enroll in a 4XX course.

5XX Introductory graduate courses

Graduate students enroll for credit in these courses through the normal graduate advising system. Departments may limit the number of 500-level courses applicable to a graduate degree program. Advanced undergraduates may enroll in these courses for credit with con-

sent of the offering department. Credit is applicable toward only one degree.

First year, first professional (medicine and dentistry). Courses normally open to students enrolled in the M.D. and D.D.S. programs. Certain courses of this group may be designated by the department and approved by the Graduate Council for graduate credit.

6XX, 7XX, and 8XX Graduate courses

Graduate students enroll for credit in these courses through the normal graduate advising system.

6XX Second year, first professional (medicine, dentistry, and pharmacy). Courses normally open only to students enrolled in the M.D., D.D.S., and Pharm.D. programs. Certain courses of this group may be designated by the department and approved by the Graduate Council for graduate credit.

7XX Third and fourth year, first professional (medicine, dentistry, and pharmacy). Courses normally open only to students enrolled in the M.D., D.D.S., and Pharm.D. programs. Certain courses of this group may be designated by the department and approved by the Graduate Council for graduate credit.

MCV Campus programs

Warning, probation and suspension are defined by the program of study. Consult program adviser for further details.

Dietetic internship

A post-baccalaureate, accredited dietetic internship is offered through the VCU Health System's Medical College of Virginia Hospitals. Qualified applicants must have completed an undergraduate or graduate program in dietetics. For additional information contact the Dietetic Internship Director, Medical College of Virginia Hospitals, Virginia Commonwealth University, P.O. Box 980294, Richmond, VA 23298-0294.

