

Academic rules and resources

Eligibility to enroll

Undergraduates

All students enrolled for credit as degree-seeking or special (nondegree-seeking) students must demonstrate their eligibility. Students dismissed from other institutions for academic deficiency may not enroll in classes at VCU. This policy may be waived for students who have not been in attendance at the dismissing institution for at least one year.

A student may enroll in undergraduate classes if he/she:

- is currently enrolled or admitted to a degree program and is eligible to continue at VCU,
- is a high school graduate or GED holder who has been out of school for at least one year,
- is a transfer student who is eligible to return to the former institution or has been out of school for at least one year,
- is a former VCU student who is eligible to return,
- is a degree holder taking undergraduate courses, or
- is an eligible transient student.

A student who has not been out of high school a full calendar year must meet the undergraduate degree admission standards to study as a special (nondegree-seeking) student.

Graduate students

For information about admission to graduate programs, students should consult the VCU Graduate Bulletin or contact the School of Graduate Studies, 901 W. Franklin St., Room B1A, (804) 828-6916, or 1101 E. Marshall St., Room 1-024, (804) 828-0732. Written inquiries should be addressed to P.O. Box 980568, Richmond, VA 23298-0568.

New students not admitted to a VCU graduate program, but who hold baccalaureate degrees, may enroll as nondegree-seeking students but must complete residency and certification of eligibility forms. Students should be prepared to document that they meet the course requirements (according to the VCU Graduate Bulletin) and should understand that they may be removed from the courses if they do not qualify.

Before enrolling in the graduate courses, students should be advised properly by the offering academic department. In the School of Business, credit for courses will not apply to a VCU graduate degree in business unless the student has been admitted previously to a degree program.

Questions concerning graduate school standards should be addressed to:

Sherry Sandkam, Associate Dean
School of Graduate Studies
901 W. Franklin St.
PO Box 843051
Richmond, VA 23284-3051
(804) 828-6916

Senior citizen

The Senior Citizens Higher Education Act provides that eligible senior citizens may, subject to certain limitations, audit or register for credit, tuition-free, in courses offered at VCU for academic credit. Students, including senior citizens, may not register for audit until the first day of class.

Senior citizens must be 60 years of age and have legal residency in Virginia for at least one year. They are eligible to audit credit classes regardless of income. Senior citizens with yearly taxable incomes of less than \$10,000 can enroll in classes for credit. In addition, senior citizens must meet VCU admission requirements, are limited to a maximum of three courses, are enrolled after tuition-paying students have been accommodated, and must pay established course fees.

Senior citizens wishing to avail themselves of the opportunity to study at VCU during the summer should call (804) 828-1831.

Regulations

The official policies of the university are stated in full in the university bulletins. Consult the bulletins or call the Office of Community Programs, (804) 828-1831, for more information.

Academic Regulations Appeal Committee

The Academic Regulations Appeal Committee considers petitions for waivers of academic regulations. A special student desiring to appeal an academic regulation should contact Sue Munro, (804) 828-1831. Degree-seeking students should see their advisers or assistant deans.

Attendance

Attendance criteria are the responsibility of each school and may vary from class to class. Students must abide by the requirements announced in each class.

When warranted, an instructor may mail attendance warnings to students faced with being withdrawn for non-attendance. Each student is responsible for keeping a current mailing address on file with Records and Registration (827 W. Franklin St., Room 104, (804) 828-1349). If mail is returned to Records and Registration because of an incorrect address, further registration activity will be prohibited until the student provides an address correction.

Change of major

Students who wish to change their majors must file a Change of Major form. These forms are available from the Student Services Center in Founders Hall, Room 104. Change of Major forms submitted during the summer term will be effective for the fall 2000 term. The change of major becomes official after the Office of Records and Registration has received the form signed by the dean or chair of the appropriate school or department. Students are encouraged to have changes to the Office of Records and Registration prior to the first week of classes in the fall term in order for the school/department to return approved changes by the end of the add/drop period. A change of major will not occur for the current term after the add/drop period.

Students currently enrolled in an MCV Campus program who wish to change to a curriculum on the Academic Campus must file a Change of Major Form. Such students are subject to the continuance policy of the Academic Campus after the major has been changed. Students currently enrolled in an MCV Campus program who wish to change to another MCV Campus curriculum must go through the admission process outlined in the Undergraduate and Professional Programs Bulletin.

Credits previously earned at VCU or at another university may or may not be applicable to the new major.

Continuance

Academic warning. A student is placed on academic warning when his/her cumulative grade-point average falls below 2.0 (or "C") at the conclusion of any term of attendance (fall, spring, summer). Such notification will appear on the student's grade report. A student remains on academic warning for one term (fall, spring, summer) of attendance at the end of which time the student must obtain a cumulative GPA of at least 2.0. Failure to do so results in academic probation.

Academic probation. A student is placed on academic probation when the cumulative GPA is below 2.0 (or "C") for two successive terms of attendance. (Summer is a term of attendance.) Such notification will appear on the student's grade report.

Academic suspension. A student is placed on academic suspension when the cumulative GPA is below 2.0 for two successive semesters and the following semester GPA is below a 2.0. (Summer is considered a semester.) Notification of suspension will appear on the student's grade report; the student also receives a letter from Records and Registration stating the conditions of the suspension and a notification of suspension is placed on the student's transcript. Academic suspension indicates that the student has a record of continued unsatisfactory progress.

A student on academic suspension may not enroll at the university for two consecutive semesters, including summer (fall and spring, spring and summer, or summer and fall). Students who receive a second suspension will be eligible to be considered for readmission only after a period of separation from the university of at least five years.

Students with questions concerning their suspensions are advised to see their advisers or assistant deans. Special students should contact the Office of Community Programs. Students who wish to appeal their suspensions to the Academic Regulations Appeal Committee must submit a written request to the assistant deans of their schools or, in the case of special students, to the Office of Community Programs.

Credit Options

College Level Examination Program (CLEP). Degree-seeking students may earn up to a maximum of 54 hours with satisfactory scores on CLEP tests. Students should contact their advisers or call (804) 828-8420.

Independent study. Independent study, readings and research, practicum, internship, thesis and dissertation courses are available in some departments during the summer.

Military Services Education. VCU grants credit for formal military service school courses offered by the various branches of the U.S. Armed Services. Call Ron Peterson at (804) 828-8420 for additional information.

Financial aid

Students applying for financial aid for the 2000 summer session must have a current 1999-2000 Free Application for Federal Student Aid (FAFSA) on file with the Office of Financial Aid. In addition, a separate VCU Summer Financial Aid Application, available on Page 9 of this schedule, must be completed and submitted to the Office of Financial Aid by March 31, 2000. Late applications will be accepted through May 1, 2000; applications will not be accepted after May 1, 2000.

In order to receive financial aid during the summer for the Academic Campus, students need to do the following:

- Enroll on at least a half-time basis (six credit hours for undergraduate students; five credit hours for graduate students) during the combined summer sessions.
- Submit the VCU Summer Financial Aid Application to the Financial Aid Department in Ginter House by the due date, March 31, 2000.
- Maintain Reasonable Academic Progress (RAP) towards their degree/certificate as defined by the Office of Financial Aid. Please see the Web for details:

--- www.vcu.edu/enroll/finaid

In order to receive financial aid during the summer for the MCV Campus, students need to do the following:

- Submit the MCV Campus Summer Financial Aid Application to the Financial Aid Department in Sanger Hall by May 1, 2000.

Grade Exclusion Policy

Readmitted students who have been completely separated from VCU for five or more years and who meet additional eligibility criteria may request to have "D" and "F" grades previously earned at VCU excluded from their total credits earned and GPA computation for the purpose of meeting scholastic continuance and graduation requirements. For full information, refer to the Undergraduate and Professional Programs Bulletin or call (804) 828-1831 or (804) 828-1341.

Grades and marks

Grades and grade points. VCU course work is measured in terms of quantity (semester hours of credit) and quality (grades). Grades are assigned according to a letter system; each letter is assigned a grade-point value.

The number of grade points earned is computed by multiplying the grade-point value by the number of semester credits. For example, a student receiving an "A" (four grade points) in English 101 (three credits) earns 12 grade points.

The Grade Point Average (GPA) is computed by dividing the number of grade points earned by the number of credits attempted. Only courses taken at VCU are included.

Grade	Grade point
A Superior	4
B Good	3
C Average	2
D Passing	1
F Failing	0

Marks

AU Audited
CO Continued
CR Credit by Examination
I Incomplete
NC Administrative mark, no credit
NR Temporary mark assigned when no grade is submitted
P Pass
PR Progress
W Withdrawn

Graduation application

VCU students who expect to complete degree requirements by the end of the summer may request graduation applications at 827 W. Franklin St., Room 104 **no earlier than** May 22, 2000. Completed applications must be submitted to advisers **no later than** July 1, 2000.

Repeated courses

An undergraduate student on the Academic Campus who repeats a course in which a "D" or "F" grade has been received on the first attempt may request that only the better grade be counted in computing the cumulative grade point average. A student may request this option at any time, but in order to ensure that the cumulative grade point average will be adjusted on the next grade report, the request must be made before the last week of classes.

If more than one "D" or "F" grade is received in the same course, only one of these grades will be removed from computation. The grades for all attempts will continue to be recorded on the student's transcript. Students may not repeat courses for which they have previously received transfer credit. A repeated course may be counted only once as credits earned for graduation.

Use of the repeated course option will place the student under current graduation requirements. If the student expects to graduate under the requirements of a university bulletin in effect prior to 1984, the student should consult with his or her adviser or assistant dean before requesting the repeated course option.

Re-admission policy

Undergraduate degree-seeking students on the Academic Campus may sit out for three terms (including summer) and enroll in the fourth term without having to apply for re-admission to the university provided they have not attended another college or university since last attending VCU, and provided they have not been suspended from VCU and are eligible to return.

An undergraduate degree-seeking student who does not attend VCU for four or more terms (including summer) must submit an application for re-admission to the Office of Undergraduate Admissions. A re-admission applicant must meet the university's admission guidelines as well as any specific requirement for the major to which he/she is applying.

A student wishing to return to VCU after attending another institution will be considered as a transfer applicant and will be reviewed based on transfer admissions guidelines.

Student progress

Students are encouraged to discuss progress in courses with their instructors at any time. Instructors will endeavor to provide some form of evaluation of students' academic achievement throughout the duration of the course.

Degree-seeking students are encouraged to work closely with their advisers as they progress through an academic program. If you are a degree-seeking student and do not know who your adviser is, call your department or school. See the directory of deans, directors and department chairs on pages 61-62.

Transient students

A student who is presently seeking a baccalaureate degree at another institution of higher education may register as a transient student by meeting the following criteria.

1. Transient students must be in good standing at their home institutions.
2. Transient students must have a letter from their home institution approving the courses they will transfer to the home institution.
3. Transient students may register for most courses, including upper division business courses, with approval of their home institution and the appropriate VCU office.

Workload regulations

Each summer course is designed to give one semester's work. With careful scheduling, it is possible for students to earn as many as 15 credits during the summer if course work extends over the full calendar, May 22 through Aug. 18. Students may not take more than 15 hours without special permission. Contact the Summer Studies Office at 827 W. Franklin St., Room 204 or call (804) 828-1831.

Summer success is predicated on the academic standard of one credit per week. Six credits in five weeks or nine credits in eight weeks are considered a normal load, but VCU does not permit six credits in four weeks or nine credits in six weeks.

Suggested scheduling combinations include:

	Credits
1. One 3-week May 22 class	3
One 5-week May 22 class	3
Two 6-week Jun 19 classes	6
One 3-week Jul 31 class	3
2. One 3-week May 22 class	3
Two 8-week evening classes	6
One 6-week Jun 19 class	3
One 3-week Jul 31 class	3
3. One 3-week May 22 class	3
Two 6-week Jun 19 classes	6
One 3-week Jul 31 class	3
4. Two 5-week May 22 classes	6
Two 5-week Jun 26 classes	6
One 3-week Jul 31 class	3

For the student who works five days a week:

5. Two 8-week evening classes 6
- Please Note: Three-week classes are intensive and

demanding. Students experiencing academic difficulty should consider this advisory carefully before registering for three-week classes.

Resources

Office of Academic Advising Humanities and Sciences

Marcia Zwicker, director
900 Park Ave., Hibbs 207, (804) 828-2333
Monday – Friday 8 a.m. – 4:30 p.m.

The College of Humanities and Sciences Office of Academic Advising provides educational planning for Humanities and Sciences undeclared majors and freshmen in the college. During the summer, the staff is available to answer all general questions about the college and its programs.

Academic Success Center

Dr. Quincy Moore, executive director
109 N. Harrison St., (804) 828-1650
Monday – Friday 8 a.m. – 4:30 p.m.

The Academic Success Center seeks to enhance the success and promote the retention of all students. Many center activities focus on VCU's nontraditional students, i.e., minority, low income, first-generation college students. The center provides counselor support, academic planning, tutorial assistance, career planning and a variety of seminars and workshops designed to meet the needs of VCU students. Among its services, the center offers the College Transition Program, Academic Support (counseling and advising) and VCU's tutorial program for students.

College Transition Program

This program provides an alternative admissions process for students who marginally meet or fall below the university's requirements for admissions as full-time degree seeking students. Students who are accepted into the College Transition Program have demonstrated potential for academic achievement that is not always indicated by their SAT scores. Admitted students may be required to attend a developmental program including courses in mathematics, English, reading/study skills and orientation to the university during the summer before their university enrollment. This summer experience allows students to ease into the rigorous demands of university life by improving basic academic skills and personal confidence.

During the academic year, participants maintain close contact with the program and counselors. For information about College Transition Program write to the Academic Success Center, Virginia Commonwealth University, P. O. Box 842500, Richmond, VA 23284-2500, or call (804) 828-1650.

Academic Support for Students

In addition to serving students who participate in the Summer College Transition Program, academic counseling and advising services are open to all students who are interested in enhancing their ability to perform successfully at the university level.

Tutoring

The tutorial program sponsored through the Academic Success Center is a free service available to full-time VCU students. The program offers peer tutoring to students enrolled in the traditional freshman and sophomore level classes that are required in General Education or by a variety of majors.

If you have academic concerns, wish to make an appointment with a counselor or need a qualified person to talk to about negotiating VCU, please stop by the Academic Success Center for assistance. If we can't solve the problem, we will make the telephone call to get the assistance that you need.

Academic Campus e² Bookstore

1111 W. Broad St., (804) 828-1678

Required textbooks, trade books, art supplies, school supplies, and imprinted gifts and apparel can be purchased at the Academic Campus bookstore. Computers and software are available at online@vcu in the University Student Commons.

Regular Summer Hours

May 15 – Aug 18 8 a.m. – 6 p.m., Monday – Friday
 10 a.m. – 5 p.m., Saturday
 noon – 5 p.m., Sunday

Students should attend the first class before purchasing textbooks.

Career Center

Napoleon L. Peoples, Ph.D., director

University Student Commons, 1st Floor, (804) 828-1645

Monday – Thursday 8 a.m. – 6 p.m.
 Friday 8 a.m. – 4:30 p.m.

The Career Center assists VCU students in identifying and achieving career goals. Staff members help students discover their talents, explore career options, make career choices and achieve career/educational goals.

The Career Center offers a variety of programs, ranging from counseling and advising to workshops on career and job search strategies. An on-campus interview program brings nearly 100 employers a year to campus. The center maintains a database of current students and alumni seeking career opportunities in various fields.

Through the center's computer lab, students can access various career strategy and job search links. The center also maintains current listings of vacant work-study jobs, part-time and full-time jobs, and internships. Bring your career questions to the Career Center. Feel free to give us a call or stop by during the hours listed above.

University Counseling Services

Academic Campus

907 Floyd Ave., Room 225, (804) 828-6200

Monday – Friday 8 a.m. – 4:30 p.m.

MCV Campus

323 N. 12th St., 3rd floor, (804) 828-3964

Monday – Friday 8 a.m. – 4:30 p.m.

University Counseling Services provides a wide range of personal, vocational and educational services that promote positive student growth and self-understanding, as well as assist students who are experiencing stress or crisis in their daily living. Services are free except for a small fee for selected testing. All contacts and information are strictly confidential.

The Academic Success Program has been created by UCS to assist new, returning and already enrolled students with their academic success needs. Computerized assessments and interventions, workshops, video series and consultations are available to provide assistance to students. Call Joy Bressler at UCS for more information or to preregister, (804) 828-6200.

Dining Services

The University Student Commons is open for breakfast and lunch, 8 a.m. to 2:30 p.m., Monday through Friday, featuring McDonald's, gourmet coffees, freshly made hoagies, pastries, donuts, scones, muffins, pit-cooked barbecue, Hebrew National hot dogs, Freshens yogurt, ice cream and smoothies as well as Pepsi beverages. Twenty-five and 50 meal packages are available for unlimited serving meals at Larrick and Hibbs Dining Centers. The dining centers are open for breakfast and lunch and pre-ordered carry out for dinner, Monday through Friday. For further information, contact Dining Services at (804) 828-1148 or dining@vcu.edu.

English Language Program

(804) 828-2551

CIP/English Language Program (ELP) offers intensive English for non-native speakers who wish to improve their English language skills for undergraduate/graduate study at an American university, or for professional or personal purposes. Courses are offered in eight week sessions at the following levels: everyday English; pre-intermediate; intermediate; high-intermediate and advanced.

Admission to the English Language Program may be recommended, based on TOEFL scores, by the VCU Admissions Office at the time of university application review. Students who desire English language courses only may apply directly to the English Language Program. Information describing classes, placement testing, schedules, fees, and admission requirements are available in the ELP office at the Center for International Programs 916 W. Franklin St., Room 205, or by calling an ELP advisor at (804) 828-2551.

Degree-seeking students desiring admission to the university, should contact the CIP/International Admissions Office, (804) 828-1829.

VCU Libraries

James Branch Cabell Library

Academic Campus, 901 Park Ave., (804) 828-1109

Summer hours

Monday – Thursday	7:30 a.m. – 10 p.m.
Friday	7:30 a.m. – 6 p.m.
Saturday	10 a.m. – 6 p.m.
Sunday	11 a.m. – 10 p.m.

Tompkins-McCaw Library

MCV Campus, 509 N. 12th St., (804) 828-0635

Monday – Thursday	7:30 a.m. – 11 p.m.
Friday	7:30 a.m. – 6 p.m.
Saturday	9 a.m. – 6 p.m.
Sunday	1 p.m. – 10 p.m.

Hours may be subject to change. Libraries will be closed on May 29 and July 4. Holiday hours are posted in each library.

Parking: Academic Campus

VCU Parking Office

1111 W. Broad St., (804) 828-8726

Monday – Friday 8 a.m. – 4:30 p.m.

During the summer semester, parking is available to all students in the West Main Street Deck and the West Broad Street Deck from 7 a.m. until midnight.

The parking fee for the West Main Street Deck, located between Laurel and Cherry streets, is \$2.25 per entry with a valid student ID.

The parking fee for the West Broad Street Deck, located at 1111 W. Broad St., is \$2.00 per entry with a valid student ID.

Students attending evening classes may purchase an evening parking decal from the Parking Office for \$18.00 per semester. This decal permits students to park in designated Academic Campus lots after 3:30 p.m. Evening permits are transferable from one vehicle to another as long as each vehicle is properly registered with the Parking Office. Evening permits must be clearly displayed on vehicles parked in VCU facilities. A replacement fee of \$10 will be charged for lost or stolen permits. Unless the university cancels a class, no refunds will be given for evening permits.

For additional information on Academic Campus parking or to request a parking application, please call the Parking Office at (804) 828-8726 or come to the office located in the West Broad Street Deck at 1111 W. Broad St. between the hours of 8 a.m. and 4:30 p.m., Monday through Friday. Other information, including shuttle schedules, is available 24 hours a day, seven days a week, by calling VCU-PARK (828-7275).

Residence Hall Facilities

Academic Campus (804) 828-7666

MCV Campus (804) 828-1800

Only students enrolled in summer classes are eligible for summer residence hall housing. Double occupancy rooms are available at the cost of \$50 per week. Summer rent may be paid at check-in or included on the university bill. Please sign up for the entire length of stay, so that the bill will reflect accurately summer rent and tuition. No partial or weekly payments will be accepted. Students may check-in from 9 a.m. to 3:30 p.m. during the week or on the Sunday before their classes begin. No Saturday check-ins. Summer residents are required to check out within 24 hours after their final class.

Questions? Contact University Housing, Central Office, Gladding Residence Center #103, 711 W. Main St., P.O. Box 842517, Richmond, VA 23284-2517, (804) 828-7666 or, on the MCV Campus, Bear Hall Housing, Residence Education Office, 10th and Leigh streets, P.O. Box 980243, Richmond, VA 23298-0243, (804) 828-1800.

Services for Students with Disabilities

Shyla Ipsen, Ph.D.

(804) 828-2253 (VCU-ABLE)

VCU is committed to providing students with disabilities an equal opportunity to benefit from all programs, services and activities. VCU complies with the requirements of the Americans with Disabilities Act of 1990 and the Rehabilitation Act of 1973.

The university does not discriminate against qualified students with disabilities in admissions or program accessibility. Offices of Services for Students with Disabilities determine appropriate academic adjustments such as program and exam modifications, classroom accommodations and auxiliary aids. Students with disabilities are responsible for self-identification prior to requesting services and may do so at any time by contacting the campus coordinator and presenting documentation.

University Student Commons

907 Floyd Ave., (804) 828-1981

The University Student Commons is the gathering place for the university community — students, faculty, staff and guests. The commons also provides a wide array of programs, facilities and services to meet the needs of daily life on campus. All of the facilities and services are conveniently accessible to persons with disabilities.

The Information Center, located on the first floor, is staffed by students who can provide information about activities, events and services on campus. For answers to any university-related question, stop by, call (804) 828-1981 or see the Information Center Web page.

--- www.vcu.edu/safweb/commons/infoctr.html

Lower level. The lower level of the commons, also known as the "Underground," has computers, games and resources. Web browsers, a large screen TV and study space are available in the Common Ground which can double as a space for dances and programs during the regular year. Next to the Common Ground is a computer lab which is open to VCU students. Break Point, the commons game room with billiards, arcade games, table tennis and darts, is located down the ramp in the Underground. The Student Activities Center, across from Break Point, includes the offices of the student organizations and information about getting involved at VCU.

First floor. First Year Student Services provides support for students just starting the VCU experience. The VCUCard office located at the Main and Cherry streets entrance, allows students to replace a lost ID or add funds to a debit account. The Career Center can assist students in finding part-time employment while in school and help in clarifying career options. Located next to the Information Center, the technology store, online@vcu, carries a variety of computer software, accessories and hardware for both IBM PC compatible and Macintosh

computers. Rotating exhibitions of student art work are displayed in the Art Gallery, around the corner from the Information Center.

Other services available on the main floor include bulletin boards, student organization display cases, pay phones, a coin-operated copier, and campus literature racks. A self-service U.S. Post Office station provides stamps and other mailing supplies from vending machines along with a letter/parcel mail drop. Two Wachovia automated teller machines, one inside (Main and Linden streets) and one outside (Commons Theater) for 24-hour access, provide students with several banking options.

The commons offers a variety of food options for the "grab and go" student. Whether it's burgers and fries from McDonald's, bagels and coffee from the Commons Cafe or salads and sandwiches from Ukrop's Deli, students can find a quick meal in the commons.

The Commuter Lounge is located on the first floor lobby area of the Commons Theater building. A pay telephone, microwave, restrooms and storage lockers are conveniently located in the lounge. For those students interested in taking advantage of the GRTC University Pass Program, a kiosk of bus schedules and routes also is located in the Commuter Lounge. The Rideboard helps connect drivers and riders for local and long-distance carpooling. The Commuter Services and Off-Campus Housing Office provides computerized listings of available apartments, rooms and roommates.

Second floor. The administrative offices for the University Student Commons and Activities, the University Counseling Center and Health Promotion also are located on the second floor of the commons as well as lounge space, meeting rooms, the Commonwealth Ballroom and the Capital Ballroom. The Center for Multicultural Activities offers programs to embrace and promote the diversity of VCU.

Commons summer hours

May 22 – Jun 18	
Monday – Thursday	8 a.m. – 6 p.m.
Friday	8 a.m. – 5 p.m.
Saturday – Sunday	Closed
May 29, Memorial Day	
Closed	
Jun 19 – August 23	
Monday – Thursday	7 a.m. – 7 p.m.
Friday	7 a.m. – 6 p.m.
Saturday – Sunday	Closed
Jul 4, Independence Day	
Closed	
Aug 24 – regular hours resume	
Monday – Thursday	7 a.m. – midnight
Friday	7 a.m. – 1 a.m.
Saturday – Sunday	10 a.m. – 1 a.m.

Summer Studies Administration

827 W. Franklin St., Room 204, (804) 828-1831

Summer studies is administered through the Office of Community Programs in the Division of University Outreach. Summer students are encouraged to call or stop by with summer questions or concerns.

Veterans Services Office

James Chambliss, certifying official
901 W. Franklin St., rooms 107-109, (804) 828-6166
Monday – Friday 8 a.m. – 5 p.m.

Students who plan to apply for Veterans Benefits under the Contributory Educational Assistance Program (VEAP), New Montgomery G.I. Bill, Vocational Rehabilitation (disabled), Selected Reserve Educational Assistance Program, or a dependent whose father was killed in action, held hostage, received 100 percent service-connected disability or died of a service-connected disability should contact the Office of Veterans Services.

VCU Honor System

Congratulations on your enrollment at VCU. You are a member of a community of learning. All members of this unique community, including faculty, students and administrators, have agreed to act with honor and integrity in all matters. As a student at VCU, you will be expected to practice personal and academic integrity; respect the rights and property of others; honor the rights of others to their opinions and strive to learn from the differences in people, ideas and cultures.

In the academic community, the practice of academic integrity is of the highest priority. The honor system obligates each student to understand the types of conduct that are unacceptable, to refrain from acts of cheating and plagiarism and to report those who violate these standards. The honor system assumes that each student's word can be trusted implicitly and that a violation of a student's word is a violation against the whole university community. The system's effectiveness depends upon each student's acceptance of responsibility for it. For example, a student who cheats creates at least three problems for self and others: loss of knowledge that may be beneficial in the future; an unfair advantage over classmates who have not cheated; and the possibility of forming a pattern of accepting lower standards of behavior that could lead to unethical conduct in other areas.

Your attention is directed to the VCU Honor System as printed in the VCU Resource Guide. You should be certain to obtain a copy of this publication, which is available from several distribution points on the campus, including the commons and the e² Bookstore. Many of your professors will be discussing this policy and describing their expectations for your behavior in classes at the first class session.

The Honor System utilizes the Honor Pledge, which states, "On my honor, I have neither given nor received aid on this assignment." Instructors may give assignments to students in one of two ways: (1) as "Pledged" work, for which the student will sign a pledge statement indicating that the work was completed independently, or (2) as "Unpledged" work, which may be completed in collaboration with others as directed by the instructor. All work is considered to be pledged unless the instructor specifies otherwise.

It is your responsibility to be aware of, and to observe, the VCU Honor System and all of the policies and regulations at VCU. If you have a question about a policy, please feel free to call or stop by the office of the dean of student affairs, consult with your faculty adviser or ask to see someone in the office of the dean of your school or college.

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CARD	Communication Arts and Design	37
CRAF	Crafts	37
DANC	Dance and Choreography	38
FASH	Fashion Design and Merchandising	38
IDES	Interior Design	39
MHIS	Music History, Theory and Literature	39
MUED	Music Education	39
PAPR	Painting and Printmaking	39
PHTO	Photography and Film	40
SCPT	Sculpture	40
SPCH	Speech	41
THEA	Theatre	41

School of Business

ACCT	Accounting	42
ECON	Economics	43
FIRE	Finance, Insurance and Real Estate	43
INFO	Information Systems	44
MGMT	Management	46
MRBL	Marketing and Business Law	48

School of Education

ADLT	Adult Education	49
ADMS	Administration and Supervision	49
CLED	Counselor Education	49
ECSE	Early Childhood Special Education	49
EDUS	Educational Studies	50
EMOD	Emotional Disturbance	50
HLTH	Health Education	50
IDDS	Interdisciplinary Developmental Disability Studies	51
PHED	Physical Education	51
RDSS	Reading and Study Skills	52
RECR	Recreation	52
SELD	Special Education — Learning Disabilities	53
TEDU	Teacher Education	53
	Off-campus courses	54

School of Engineering

EGRB	Biomedical Engineering	55
EGRM	Mechanical Engineering	55
ENGR	Engineering	55

School of Social Work

SLWK	Social Work	56
SWKD	Social Work — Doctorate	57
	Off-campus courses	57

Academic Affairs

HONR	University Honors Program	58
PPAD	Public Policy and Administration	59

University Outreach

COOP	Cooperative Education	59
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