

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 and Professional Programs Bulletin or contact the School of Graduate Studies, 1001 Grove Ave., (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 and Professional Programs 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
1001 Grove Ave.
P.O. 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 the Office of Records and Registration (827 W. Franklin St., Room 104, (804) 828-1349). If mail is returned to the Office of 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 at the Student Services Center in Founders Hall. The change of major becomes official after the OnTrack@VCU Office has received the form signed by the dean or chairperson of the appropriate school or department. A change of major should not occur for current semesters after the "add-drop" period. Majors may be changed for the current semester only through the first week of classes. Changes processed after the first week are effective for the following fall or spring semester. Changes processed during the summer sessions are effective for the following fall semester. Students who request or change a double major, a concentration within a major or a minor after the add/drop period and do not enroll or drop all courses will need to re-request those changes.

Before initiating a change of major, students should carefully review the requirements and prerequisites of the program they wish to enter. In certain programs — including those in the schools of the Arts, Business, Education, Mass Communications and in interdisciplinary studies — a candidate must fulfill additional requirements before being accepted as a degree-seeking student.

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 appropriate university 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 GPA falls below 2.0 (or "C") at the conclusion of any semester of attendance (fall, spring, summer). Such notification will appear on the student's grade report. A student remains on academic warning for one semester (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 semesters of attendance. (Summer is a semester 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 the Office of 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 re-admission 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.

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 Bulletin or call (804) 828-1831 or (804) 828-1349.

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 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

Repeated courses

If a student repeats a course in which a "D" or "F" was earned on the first attempt, the student may request that only the better grade be counted in computing their GPA. This option can be used for the removal of only one grade of "D" or "F" and the subsequent credit hours per course from the computation of the cumulative GPA. However, the removed grade will still appear on the student's academic record but will not influence his/her GPA. This option is not available for graduate courses. An historical repeat form must be submitted to the Student Services Center in order to request the repeat course option.

Readmission guidelines

Readmission is subject to individual degree program requirements. Contact the program department or consult the appropriate program portion of the bulletin for specific information.

Students who withdraw from all courses after the first week of the semester are considered to have been enrolled for that semester. A student who does not attend VCU for three or more successive fall and spring semesters excluding summer sessions, must submit an application for readmission to the Office of Undergraduate Admissions. **Students who have attended another institution or who have been suspended since their last enrollment at VCU also must apply for readmission.** This application must be done before the application submission date for the semester in which the student plans to return.

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. Degree-seeking students who do not know who their advisers are should call their department or school. See the directory of deans, directors and department chairs on pages 53-54.

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 12 through Aug. 8. Students may not take more than 15 hours without special permission. Contact the Summer Studies Office at 920 W. Franklin St., Room 202 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 12 class	3
One 5-week	May 12 class	3
Two 6-week	Jun 9 classes	6
One 3-week	Jul 21 class	3
2. One 3-week	May 12 class	3
Two 8-week	evening classes	6
One 6-week	Jun 9 class	3
One 3-week	Jul 21 class	3
3. One 3-week	May 12 class	3
Two 6-week	Jun 9 classes	6
One 3-week	Jul 21 class	3
4. Two 5-week	May 12 classes	6
Two 5-week	Jun 16 classes	6
One 3-week	Jul 21 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

Dr. S. Jon Steingass, director
900 Park Ave., Room 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. Xochela James, 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.

The **College Transition 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.

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 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 a student has academic concerns, wishes to make an appointment with a counselor or needs a qualified per-

son to talk to about negotiating with VCU, he/she should stop by the Academic Success Center for assistance.

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. Students should attend the first class before purchasing textbooks.

VCU e² Bookstore regular summer hours:

May 12 – Aug 8 8 a.m. – 5 p.m., Monday – Friday
10 a.m. – 5 p.m., Saturday
1 – 5 p.m., Sunday

Online@VCU regular summer hours:

May 12 – Aug 8 9 a.m. – 4:30 p.m., Monday – Friday

Career Center

Cheryl Melton, director
University Student Commons, Room 130, (804) 828-1645
Monday – 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 recent 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. Feel free to call or stop by during the hours listed above.

University Counseling Services

<http://www.students.vcu.edu/counsel>

UCS – Academic Campus
University Student Commons, Room 225
(804) 828-6200
Monday – Friday 8 a.m. – 4:30 p.m.
UCS – MCV Campus
Hunton Hall, 3rd Floor, (804) 828-3964
Monday – Friday 8 a.m. – 4:30 p.m.

University Counseling Services (UCS) is an office within the Division of Student Affairs that provides psychological services to the university community. UCS facilitates academic achievement and learning while providing opportunities for personal, intellectual, emotional and social growth. UCS services include individual psychotherapy, group psychotherapy, couples therapy, career counseling, limited medication management, limited psychological assessment, and education and prevention services. The Academic Success Program provides weekly workshops, computerized assessments, and individualized sessions to enhance student academic success. The Safe Zone program assists faculty and staff in the provision of supportive environments for lesbian, gay, bisexual and transgendered students. UCS services are free and available to all enrolled VCU students.

UCS professional staff include licensed clinical psychologists, licensed clinical social workers, licensed professional counselors, a consulting psychiatrist, interns in psychology, social work and rehabilitation counseling, psychiatric residents, and advanced graduate students. UCS adheres to professional, legal, clinical and ethical guidelines established by professional organizations and state law to protect student confidentiality.

Dining Services

<http://www.bsv.vcu.edu/vcufood>

On the academic campus, the University Student Commons retail restaurant is open for breakfast and lunch, Monday through Friday. A variety of favorites,

including Montague's Deli and World's Fare salads/wraps, are available for a la carte dining. Java 901 Coffee Bar, located in James Branch Cabell Library, features a full line of Starbucks® beverages and bakery treats. Java 901 is open Monday through Friday, 7:30 a.m. - 2 p.m. Downtown on the health sciences campus in the Gateway Building, Alpine Bagel Café is open Monday through Saturday and McDonald's is open seven days a week. Café Express, featuring Bene Pizzeria and Montague's Deli, is open Monday through Friday, 7:30 a.m. - 2 p.m. in Hunton Hall.

A 25 meal block is available for all-you-care-to-eat dining on both campuses. The plan can be used throughout the summer in Hibbs U-Club on the academic campus and at Larrick Dining Center on the health sciences campus for breakfast, lunch and preordered carry-out dinners Monday through Friday. For more information, visit the Dining Services Web site at <http://www.bsv.vcu.edu/vcufood> or contact Dining Services by phone at (804) 828-1148 or through e-mail at dining@vcu.edu.

Disability Support Services

Joyce Knight
(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. The Office of Disability Support Services determines 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. However, students are requested to self-identify at least four weeks prior to the start of the semester or the university cannot guarantee that accommodations will be in place by the first class.

English Language Program

(804) 828-2551

English Language Program (ELP) offers intensive English for nonnative 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 Office of Undergraduate Admissions 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 Office of International Education, 916 W. Franklin St., Room 205, or by calling an ELP adviser at (804) 828-2551.

Degree-seeking students desiring admission to the university, should contact International Admissions, (804) 828-6016.

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	1 p.m. – 10 p.m.

Tompkins-McCaw Library

MCV Campus, 509 N. 12th St., (804) 828-0635
Monday – Thursday 7 a.m. – 9 p.m.
Friday 7 a.m. – 6 p.m.

Saturday	9 a.m. – 6 p.m.
Sunday	noon – 9 p.m.

Hours may be subject to change. Libraries will be closed on May 26 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 \$2.75 per entry with a valid student ID. The parking fee for the West Broad Street Deck, located at 1111 W. Broad St., is \$2.75 per entry with a valid student ID. Please be advised, beginning July 1, 2003, the entry fee will be \$3 per entry.

Students attending evening classes may purchase an evening parking decal from the Parking Office and should contact the office for more information. This decal permits students to park in nonrestricted Academic Campus lots with 20 or more spaces 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 \$25 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 \$55 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 #159, 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.

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 Commons expansion and renovation project, also known as "Phase 3," is currently underway and will be completed during the Spring 2004 semester. While most of the Commons remains fully operational, some services may be temporarily unavailable due to construction projects. Check the Commons Phase 3 Web site for more information: www.students.vcu.edu/commons/phase3/.

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: <http://www.students.vcu.edu/commons/infocntr.html>.

Summer Programs offer students a variety of extracurricular activities to supplement their summer learning experience. Catch a free movie, take a trip or spend your Wednesday lunch enjoying music and the company of fellow students. Summer Programs also offer free area sports tickets to registered VCU summer students. For a complete schedule, visit www.students.vcu.edu/commons.

Lower level. The lower level of the Commons, also known as the "Underground," has computers, games and resources. LAN ports, a large screen TV, snack and soda vending, study space and a microwave are available in the Commons. 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. 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 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 pizza, subs, fries, or bagels and coffee from the Commons Cafe, students can find a quick meal in the Commons.

Second floor. The administrative offices for the University Student Commons and Activities and the University Counseling Center are located on the second floor of the Commons as well as lounge space, meeting rooms, the Commonwealth Ballroom and the Capital Ballroom.

General Summer Hours

May 10 – Jun 6	8 a.m. – 6 p.m.
Jun 9 – Aug 15	7 a.m. – 7 p.m.

Closed Weekends. Hours are subject to change.

Refer to the Commons Web site:

<http://www.students.vcu.edu/commons>.

Summer Studies Administration

920 W. Franklin St., Room 202, (804) 828-1831

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

Office of Veterans Affairs

James Chambliss, certifying official
901 W. Franklin St., rooms 113 and 116, (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 parent 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 Affairs.