

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
Graduate School
1001 Grove Ave.
P.O. Box 843051
Richmond, VA 23284-3051
Phone: (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 \$15,000 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) 828-1222 or (804) 828-8799.

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) 828-8799, 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 Dr. Xochela James (804) 828-1650. 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).

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 or a concentration within a major or a minor after the add/drop period and who 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 and 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 Monroe Park Campus must file a Change of Major Form. Such students are subject to the continuance policy of the Monroe Park 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 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 College Success Program. 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 College Success Program.

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 call (804) 828-8420 for further information.

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 Linda Spinelli 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) 828-8799 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. A 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 44 – 46.

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 23 through Aug. 12. 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) 828-8799.

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.

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

College of Humanities and Sciences

Seth Sykes, Ph.D., director

900 Park Ave., Room 207, (804) 828-2333

Monday – Friday 8 a.m. – 5 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.

Campus Learning Center

Michal Zivan Coffey, director

109 N. Harrison St., (804) 828-1650

Monday – Friday 8 a.m. – 5 p.m.

The Campus Learning Center provides both tutoring and supplemental instruction services for VCU undergraduates. All Learning Center services are free for currently enrolled VCU undergraduates.

Tutoring is available in a wide variety of classes with an emphasis on math and science classes. Students can request a tutor for one-on-one assistance or see a tutor during designated drop-in hours.

Supplemental instruction (SI) is a nationally recognized program that works with classes students have historically found difficult. Each semester specific course sections are assigned an SI leader to offer additional academic support and assistance to students in that class.

The Learning Center also will assist students with basic study skills such as note taking and outlining in addition to other services.

College Success Program

Xochela V. James, Ph.D., director

109 N. Harrison St.

P.O. Box 842500

Richmond, VA 23284-2500

Phone: (804) 828-1650

Fax: (804) 828-3397

E-mail: success@vcu.edu

<http://www.has.vcu.edu/success>

The College Success Program is a first year-experience designed to help students attain their academic potential and to make a successful transition to college. The program provides academic counseling, advising, peer mentoring and a variety of workshops and seminars designed to meet specific student needs. Program participants will enroll in learning communities during their first semester of enrollment. CSP students are required to take VCU 101 during the fall semester and VCU 102 during the spring semester of their freshman year. Additional support including individual and group tutoring, assistance with study skills and assistance with the development of successful time management strategies is provided for students enrolled in the program.

This yearlong first-year experience allows students to ease into the rigorous demands of university life by providing resources that assist in improving basic skills and personal confidence.

Monroe Park 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 e2 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 7 – Aug 20

Monday – Friday 8 a.m. – 5 p.m.

Saturday 10 a.m. – 3 p.m.

Sunday 1 – 5 p.m.

Online@VCU regular summer hours:

May 7 – Aug 20

Monday – Friday 9 a.m. – 4:30 p.m.

Career Center

Sue Story, director

University Student Commons, Room 143, (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, cooperative education opportunities and internships. Feel free to call or stop by during the hours listed above.

University Counseling Services

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

Charles Klink, director

907 Floyd Ave.

P.O. Box 842525

Richmond, VA 23284

UCS – Monroe Park Campus

University Student Commons, Room 238, (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 is an office within the Division of Student Affairs and Enrollment Services 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 provides individual psychotherapy, group psychotherapy, couples therapy, career counseling, limited medication management, limited psychological assessment, and education and prevention services. UCS services are free and available to all enrolled VCU students.

The Academic Success Program offers 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 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>

Shafer Court Dining Center and the Market 810 restaurant, located on the Monroe Park Campus, are open Monday through Thursday, 7 a.m. – 6:30 p.m., and Fridays, 7 a.m. – 4:30 p.m. Market 810 offers restaurant-style dining and features many favorites such as a full salad bar, fire-baked pizza, traditional grilled items and home-style comfort meals.

The University Student Commons located on the Monroe Park Campus features Commons Café retail restaurants open Monday through Friday, 8 a.m. – 2 p.m. A variety of favorites include Subway, Bene Pizza and Pasta, a full coffee bar offering your favorite coffee beverages and smoothies, and convenience snack items.

The Bookmark Bistro, located in the VCU e2 Bookstore, is open Monday through Friday, 8 a.m. – 2 p.m., for breakfast and lunch, serving Starbucks coffee, gourmet salads, sandwiches and sweet treats.

Downtown in the Gateway Building at the VCU Medical Center, Alpine Bagel Café is open Monday through Saturday and offers bagels and bagel sandwiches for breakfast and lunch. McDonald's is open seven days a week with all your new and old favorites.

All VCU retail restaurants accept cash, VISA, MasterCard, Discover, AMEX, Dining Dollars and Rambucks.

A five-block plan with \$150 Dining Dollars may be purchased for unlimited-servings dining at Market 810, and à la carte purchases at Commons Café, Bookmark Bistro and Alpine Bagel Café. In addition, a dining plan meal exchange is offered at Commons Café's Bene Pizza and Pasta, Bookmark Bistro and Alpine Bagel Café. These plans may be used during posted hours of operation beginning May 23 through Aug. 12, 2005. For additional information, please visit the Dining Services Web site at <http://bsv.vcu.edu/vcufood>, or contact Dining Services by phone at (804) 828-1148 or e-mail dining@vcu.edu.

Disability Support Services

Joyce Knight

(804) 828-2253 (VCU-ABLE)

VCU is committed to ensuring that individuals with disabilities have the opportunity to participate fully in all of its programs,

services and activities. The university complies with the requirements of the Americans with Disabilities Act of 1990 and the Rehabilitation Act of 1973.

The Office of Disability Support Services provides direct support to students with disabilities, including but not limited to, exam modifications, adapted materials and auxiliary aids.

The first step is self-identification. Students with disabilities are responsible for visiting the DSS office, providing appropriate documentation of their disabilities and requesting services. Students are strongly encouraged to self-identify at least four weeks prior to the first day of classes. The university cannot guarantee that accommodations will be in place by the first day of classes for those students who do not self-identify and request services at least four weeks prior. However, students have the right to request services at any time during their enrollment at VCU.

English Language Program

916 W. Franklin St., Room 204
(804) 828-2551; oie-elp@vcu.edu

Summer 2005 ELP session dates:

Placement testing on June 20

Classes begin June 27 and end Aug. 5

The English Language Program offers an intensive university-preparation language program for nonnative speakers of English and serves international students, U.S. citizens, permanent residents and refugees. Courses are offered at nine levels of instruction during five short sessions each year starting in August, October, January, March and June. Core courses include writing and grammar, speaking, listening, reading and vocabulary, and pronunciation. Additional electives in American language and culture, conversation partners, and cultural/educational activities also are available to students.

Admission to the ELP may be recommended by VCU's Office of Undergraduate Admissions at the time of application review. However, students who want only English as a second language courses must apply directly to the program.

Placement in ELP courses is based on the results of the English Language Placement Examination, a three-hour test in four parts: listening, reading, writing and an oral interview. Students receive their test results by meeting individually with an adviser, who then makes recommendations, answers questions and registers the student in appropriate ELP course(s).

For more information, visit the English Language Program Office in Room 204 at 916 W. Franklin St.; call (804) 828-2551; fax (804) 828-2552; or e-mail oie-elp@vcu.edu.

VCU Libraries

James Branch Cabell Library

Monroe Park 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 30 and July 4. Holiday hours are posted in each library.

Parking: Monroe Park Campus

VCU Parking and Transportation

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

Monday – Friday	8 a.m. – 4 p.m.
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During the summer semester, daily parking is available to all students in the West Main Street, West Cary Street, West Broad Street and Bowe Street decks from 7 a.m. until midnight. The daily parking rate for Monroe Park Campus facilities is \$3.25 per entry with a valid student ID.

Students attending evening classes may purchase an evening parking decal from the Customer Service Office. The EV decal is essentially a "hunting license" that permits the subscriber to park in any unrestricted faculty/staff facility with 20 or more spaces from 3:30 p.m. until midnight. The Evening decal is not offered to student subscribers with daytime or overnight parking requirements. The following facilities are restricted from EV decal use: F, G, J, K, X, BB, IA, II, JJ, OO, QQ, RL, RR, SH, SP, ST, UU, WW, Food Services Lots, Bowe Street Deck, West Broad Street Deck, West Cary Street Deck, West Main Street Deck, and the Patient and Visitors Deck. The spaces designated for faculty and staff in the VV Lot also are restricted from use by EV decal holders.

Evening decals must be clearly displayed on vehicles parked in VCU facilities. The EV decal is nonrefundable and does not guarantee a parking space. A replacement fee of \$25 will be charged for lost or stolen permits. Evening decals are transferable from one vehicle to another as long as each vehicle is properly registered with the Parking Office.

For additional information on Monroe Park Campus parking or to request a parking application, please call the Parking Office at (804) 828-8726 or visit the office located in the West Broad Street Deck at 1111 W. Broad St. between the hours of 8 a.m. and 4 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) or visiting <http://www.bsv.vcu.edu/vcupark>.

Residence Hall Facilities

Monroe Park 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 \$60 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 Residential Life and Housing, Central Office, Gladding Residence Center, Suite 159, 711 W. Main St., P.O. Box 842517, Richmond, VA 23284-2517, (804) 828-7666 or, on the MCV Campus, Bear Hall Housing, Residential Life and Housing, 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 facilities, services and programs of the University Student Commons and Activities are designed and implemented to bring together all members of the VCU community — students, faculty, staff, alumni and guests — thereby contributing to intellectual, emotional and social growth through informal interaction.

A diverse offering of educational, social, cultural and recreational programs represents an invitation to make use of personal time as an integral part of the college experience. Students develop and refine citizenship, leadership, management and interpersonal skills through participation in programs, events and organizations with administrative and advising support from staff.

The programs office sponsors the annual Summer Programs Series of Films, weekly concerts and other special events. For information on Summer Programs please visit <http://www.students.vcu.edu/commons/summer>.

The Commons is the gathering place for the VCU community, and all the facilities and services in the Commons are conveniently accessible to people with disabilities.

For summer hours and more information, please visit <http://www.students.vcu.edu/commons>.

Summer Studies Administration

920 W. Franklin St., Room 202, (804) 828-8799

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

827 W. Franklin St., Room 326, (804) 828-6166

Monday – Friday	8:30 a.m. – 5 p.m.
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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.