

# GRADUATE INFORMATION

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## Graduate programs

The School of Business offers degree programs leading to the Master of Arts in Economics, Master of Accountancy, Master of Business Administration, Master of Decision Analytics, Master of Science in Business, Master of Science in Information Systems, Master of Supply Chain Management and the Doctor of Philosophy in Business.

## Graduate policies

### Enrollment in graduate courses

Students may not enroll in any graduate business courses for credit without first being admitted formally to a graduate degree or graduate certificate program.

Exceptions may be granted by the director of graduate studies in business to students with superior academic records. No credit will be given for graduate classes taken prior to acceptance into a graduate degree program in business or economics unless such an exception has been granted. Requests for such an exception shall be made directly to the Graduate Studies in Business Office.

A “graduate transient” classification may be granted to a student in good standing in any graduate school accredited by the Association to Advance Collegiate Schools of Business who wishes to enroll in the School of Business for any one semester or summer session. Students will be required to present certificates of graduate standing but will not have to submit the data normally required for an admission decision. Such requests shall be made directly to the Graduate Studies in Business Office.

### Transfer credit

School of Business policy allows for a maximum of 30 percent of the didactic hours required for a graduate degree or any graduate certificate program to be transferred in from another AACSB-accredited institution toward the degree. Acceptance of transfer credit is made at the discretion of the director of graduate studies in business.

All transfer work must be at the A or B grade level. Students must be in good standing both at VCU and at the institution from which the credits were earned. Transfer credit shall not be older than seven years at the time the degree is awarded.

Credit to be earned at other institutions after acceptance to the graduate program must be approved in advance, and approval is granted at the discretion of the director of graduate studies in business. Such work is approved only under unusual circumstances such as job transfers or other extenuating circumstances.

### Advising program

All students admitted to graduate programs are assigned advisers. Students are expected to work with their advisers to plan their graduate programs. Any deviation in curriculum must be approved by the faculty adviser and the VCU Graduate School, and reflected in Degree Works. Courses taken without approval are taken at the student’s own risk.

Students are responsible for knowing and fulfilling all general and specific requirements relating to the completion of their degree programs. Answers to specific questions may be obtained from the Graduate Studies in Business Office: (804) 828-4622.

## Change in program or concentrations

Students who wish to change their graduate programs or areas of concentration within the school must make that request in writing to the director of graduate studies in business. The director will advise them of the necessary requirements and whether the change is possible. The student must be in good standing at the time of change.

## Notification

The student should notify in writing both the Office of Records and Registration and the Graduate Studies in Business Office, 301 W. Franklin St., Box 844000, Richmond, VA 23284-4000, of any address changes. Students who do not wish to register in any given semester must notify in writing the Graduate Studies in Business Office of their intent not to register and their plans for continuation in the program.

## Student appeals

Appeals for exceptions to policies or academic standards may be made in writing to the Graduate Studies in Business Office, School of Business, Virginia Commonwealth University, 301 W. Main St., Richmond, VA 23284-4000.

## Individual research projects

Various opportunities exist for students to work closely with faculty on individual research projects. Courses in the School of Business numbered 693 and 697 are suitable for this purpose.

Registration in all research courses requires approval of both the student’s adviser and the director of graduate studies in business. Forms for this purpose are available upon request from the Graduate Studies in Business Office. Students are expected to seek permission to register in research courses by the end of the semester or summer session preceding the semester or summer session for which registration is desired. The written research report is required to be filed at the Graduate Studies in Business Office no later than the last day of classes of the semester or summer session in which the course is taken.

## General requirements for master’s degrees

In addition to the general academic regulations stated in the Graduate study (<http://bulletin.vcu.edu/graduate/study/>) section of this bulletin and the regulations listed earlier in this section, master’s students in the School of Business are subject to the following requirements:

1. A course for which a passing grade was received cannot be repeated without prior written permission of the director of graduate programs in business. An appeal to the School of Business Master’s Program Committee is required.
2. Students who satisfy all requirements except the 3.0 average may be allowed to take a maximum of six additional credit hours to raise the average. Students are required to appeal to the School of Business Master’s Program Committee for permission.
3. A maximum of two one-year extensions may be granted by the director of graduate studies in business in the time allowed to complete a degree if satisfactory progress has been demonstrated on the part of the student requesting an extension. For extensions, write to the director of graduate studies in business.
4. Grades received for undergraduate courses are not included in the calculation of the cumulative graduate GPA.
5. All students admitted into a program must have earned a bachelor’s degree or its equivalent. To be accepted in the graduate program, in

In addition to other requirements, applicants must be in good standing at the college or university they previously attended.