

# POST-BACCALAUREATE UNDERGRADUATE CERTIFICATES

The School of Business at VCU offers post-baccalaureate undergraduate certificates in accounting and information systems. These certificate programs are designed for individuals who hold bachelor's degrees in other fields. By taking the courses required at the undergraduate level in one of the certificate concentrations, individuals are able to obtain an extensive knowledge of the subject.

Refer to individual program listings for certificate requirements.

## Application information

To apply, visit the Office of Admissions website. (<http://www.ugrad.vcu.edu/apply/>)

Students cannot be accepted into a program until they have completed all the requirements for their bachelor's degree and have achieved a minimum 2.5 GPA in their undergraduate work.

## Academic regulations for School of Business post-baccalaureate undergraduate certificates

The following academic standards apply to students in the undergraduate certificate programs:

1. Candidates for the certificate are required to complete a minimum of 24 hours beyond the bachelor's degree, with a minimum of 24 credit hours of study to be taken while in the undergraduate certificate program at VCU.
2. All students admitted to a certificate program are assigned advisers. Students are required to work with their advisers to plan their certificate programs. Both the adviser and the associate dean for undergraduate studies must approve each student's program or changes. Courses taken prior to approval are taken at the student's own risk. Each student is required to complete an approved program form and file it with the undergraduate studies office no later than the end of the first semester in which the student is admitted. Failure to do so may result in dismissal from the program.
3. All requirements for the certificate must be completed within five years from the date of admission or taking the first course in the program. This time limitation applies to both full- and part-time students. A maximum of two one-year extensions may be granted if satisfactory progress is demonstrated on the part of students requesting extensions. For extensions, write to the associate dean for undergraduate studies.
4. Students may not use the same course(s) for two certificates or the certificate and another program.
5. Grades and GPA requirements:
  - a. Certificate recipients must have received an overall grade-point average of 2.5 on credit hours attempted for the certificate at VCU. The grades of D or F are counted in computing the overall GPA but carry no credit.
  - b. Grades of A, B and C are passing grades; D is not a passing grade. Students who receive a grade of D or below on more than 20

percent of the credit hours attempted for the program will be terminated from their program.

- c. Courses in which students have earned a grade of D or F must be repeated if these courses are needed for the program. The historical repeat course option in baccalaureate programs is not applicable to certificate programs.
  - d. Students who satisfy all the requirements except the 2.5 GPA may be allowed to take a maximum of six additional credit hours to raise the average. Students are required to get the approval of the adviser and the associate dean of undergraduate studies before attempting additional credit hours.
6. Transfer credits:
    - a. Transfer credit, including courses from VCU to be applied after acceptance in the program, is accepted at the discretion of the associate dean for undergraduate studies upon the recommendation of the student's adviser.
    - b. All transfer work, including courses from VCU, must be at the minimum a C grade.
    - c. CLEP examination credit is not accepted for the certificate programs.
    - d. Credits to be earned at other institutions after acceptance to the program must be approved in advance, and approval is granted at the discretion of the associate dean for undergraduate studies.
  7. Students must continually demonstrate acceptable professional behavior to be retained in the program.
  8. Students must apply to graduate using the undergraduate graduation application form. For deadlines, consult the university calendar.
  9. The policies of the university regarding undergraduate degree programs will apply as the minimum when the certificate policy is not stated clearly in these policies. When in conflict, the stricter policy will apply in any case.

Student appeals for exceptions to policies or academic standards may be made in writing to:

Virginia Commonwealth University  
School of Business  
Associate Dean for Undergraduate Studies  
Box 844000  
Richmond, VA 23284-4000