GRADUATE INFORMATION

Admission
Admission to programs of the L. Douglas Wilder School of Government and Public Affairs is available to qualified students on a rolling admissions basis. Since the demand for admission to some programs is high and space availability is limited, students are encouraged to apply well in advance of their proposed admission dates.

As outlined below, admission requirements vary by academic program. No application packet will be considered by the relevant program admissions committee until all the required materials have been submitted by the applicant.

Application forms and instructions for applying to all graduate programs are available on the Graduate School website (http://www.graduate.vcu.edu).

Provisional admission does not constitute a waiver of the requirement to submit a standardized test score if required by the program.

Re-admission after dismissal
If a student is dismissed from the VCU Wilder School, the student must wait a minimum of one year before applying for re-admission. Dismissed students will not be admitted to any other Wilder School graduate program for a period of one year after dismissal.

Continuous enrollment requirements and expectations
To remain in good standing, students must maintain continuous registration for each fall and spring semester (except for approved leaves of absence) until they have completed all requirements. Students who fail to register for two consecutive semesters will be dropped automatically from the program and must reapply for admission in order to continue. Exceptions to this policy will be made on an individual basis by petition. Students who reapply after having been dropped for failure to register continuously will be evaluated under the bulletin requirements in effect at the time of readmittance.

A minimum GPA of 3.0 on a 4.0 scale must be maintained. Compliance with other university regulations also is required.

Student appeals
Appeals for exceptions to policies must be made in writing to the Graduate Student Services and Advising office. Refer to the Wilder School website for contact information.

Students may submit an appeal to request a retroactive drop or withdrawal from a class or from all classes taken in a specific semester. The appeal process must be started within two semesters after the semester in question.

Part-time students
Since the school schedules many of its courses in the late afternoon or evening, its programs accommodate both full- and part-time students. Thus it is possible for a part-time student taking six credit hours per semester to finish the master’s degree in four years or less.

Financial aid information
Information and application forms for financial aid may be secured from the VCU Office of Financial Aid, Harris Hall, 1015 Floyd Ave., First Floor, Box 843026, Richmond, VA 23284-3026.

The L. Douglas Wilder School of Government and Public Affairs also offers a limited amount of financial assistance. Individuals interested in such assistance are urged to apply by March 30. Financial assistance available through the school includes:
Graduate teaching assistant positions – Duties involve helping with the instruction of courses. The level of support varies according to the work level, financial need and scholarship.

Research assistant positions – The stipend and number of positions depend upon the level of sponsored research carried out by the school each year.

Tuition fellowships – There are a limited number of tuition fellowships for full-time students within the three master’s degree programs.

T. Edward Temple Memorial Scholarship Award – This award of approximately $500 per year is given to an outstanding graduate student in the Master of Urban and Regional Planning program each year.

The Senator Edward E. Willey Scholarship, the Virginia City Management Association/University Dr. T. Edward Temple Scholarship and the Leigh E. Grosenick Scholarship – These scholarships are available to outstanding students in the Master of Public Administration program. Preference for these three scholarships is given to those who plan public careers in Virginia.

Internships – Paid, on-the-job internships are widely available in the Richmond area and elsewhere and are encouraged. VCU graduates also have been successful in obtaining presidential management internships in the federal government, state-government professional positions and local government positions.

Transfer credit
With the consent of the admission committee or program coordinator, a maximum of six semester hours of appropriate graduate credit may be transferred and applied toward the Master of Science in Criminal Justice, the Master of Arts in Homeland Security and Emergency Preparedness, the Master of Public Administration or the Master of Urban and Regional Planning.

For consideration to transfer, classes:

• Must be from a regionally accredited university
• Have been completed with a minimum grade of B
• Be no more than five years old
• Have not been applied to another degree

Schoolwide master’s-level requirements
In addition to the program-specific requirements of the Master of Public Administration, the Master of Science in Criminal Justice and the Master of Urban and Regional Planning as outlined elsewhere in this bulletin, the Wilder School requires all master’s-level graduate degree-seeking students to acquire competence in four broad areas:

1. Research methods
2. Planning and/or policy analysis
3. Public administration
4. Ethics

Competence can be demonstrated by completion of the following:

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<thead>
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<th>Course</th>
<th>Title</th>
<th>Hours</th>
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<tbody>
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<td>Research methods</td>
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<td>3</td>
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<tr>
<td>Planning/policy analysis</td>
<td>URSP/CRJS/GVPA/PADM 623</td>
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