

Attachment AA

Virginia Commonwealth University Information for New Students--Educational Leadership

AT THE BEGINNING OF YOUR PROGRAM:

Meet Vivian Purnell!

Ms. Vivian Purnell handles students' inquiries and processes your paperwork. When you meet your advisor please stop in her office (2126 Oliver Hall) and introduce yourself. Her phone number is 828-8736.

Contact your Graduate Advisor to Complete your Program Planning Guide

If you don't know who your advisor is contact Ms. Purnell.

The program plan is your course of study. You must confer with your advisor and file a program plan so that you don't take courses that won't count toward your degree/certificate. Under certain circumstances and with your advisor's permission, you may count up to 6 hours of transfer credit toward the degree OR be allowed to substitute certain courses for those required in the program.

Registering for Courses

You **MUST** take ADMS 670 Administrative Internship I as one of your first courses. This is a one-credit, on-campus course.

Take ADMS 600 and ADMS 601 early in your program, preferably within the first year. It is important to register early for any of your courses, especially if it is critical that you take a particular course at a particular time. If you wait to register the first night that a course meets you may not be allowed in the course. If you have not taken a course at VCU you can register in person at the Office of Records and Registration, 827 W. Franklin Street OR you can download a course registration form from the VCU web site and fax it to your advisor. Once you have previously taken a course at VCU you can register on-line. You will need the five-digit call number for the course you want to take. It is available in the schedule of courses on-line. Most courses are taught off-campus, so pay close attention to the locations in the course descriptions.

Take Care of Provisional Admission Requirements

If your acceptance letter states that you were **provisionally** admitted into the program, be sure to meet your requirements for submitting paperwork by the end of your first semester of coursework. Be sure to stay in contact with your advisor throughout your provisional admission period.

TOWARD THE MIDDLE OF YOUR PROGRAM

Monitor Your Grades and Obtain "Candidacy"

Throughout your coursework the faculty will review your work in the program as well as your temperament for leadership. Students maintaining grades of "A" and "B" receive candidacy. If you receive a "C" at any time, contact your advisor. If you receive a second "C," your performance will be reviewed by department faculty, and your advisor will contact you about your status. If you receive a third "C" you may be dropped from the program. Please note that if you receive a grade of D or F in any course, you must contact your advisor. Graduate School policy will not allow you to use the course towards graduation requirements.

If you receive a grade of "Incomplete" in any course at any time in your program you must complete the course requirements within **one semester** and confer with the professor about a grade change.

Provide Evidence of Meeting Technology Standards and Child Abuse/Neglect Training Requirements

This is required for M.Ed in Educational Leadership: Administration and Supervision Track and for the Post-Master's Certificate ONLY. These are required for program completion AND for endorsement in school administration/supervision.

TOWARD THE END OF YOUR PROGRAM

The time limit for completing the M.Ed. program (including transfer courses from VCU or elsewhere) is five years. In exceptional cases a two-year extension may be requested and must be approved by University offices.

Take ADMS 671 AND ADMS 675, Administrative Internship II and Administrative Internship III:

These courses are required for M.Ed in Educational Leadership: Administration and Supervision Track and for the Post-Master's Certificate ONLY. They should be taken during your last two semesters of program work. Plan with your advisor on the best time to take these two courses. You WILL NOT be able to enroll in these course if you have a grade of "Incomplete" in any course, if you have NOT submitted technology certification and child abuse/neglect training certification OR if you are still under provisional status!

Register for SLLA

This is required for M.Ed in Educational Leadership: Administration and Supervision track and for the Post-Master's Certificate ONLY. Plan with your advisor the best time to take the SLLA. Because the SLLA is a program completion requirement, and because University policy requires you to be enrolled in a course in the semester in which you intend to graduate, you MUST be enrolled in a course in your program when you take the SLLA. Use the ETS website to register to take the SLLA. .

Apply for Graduation

During the first month of your last semester in the program, you must submit your graduation application. Use E-Services for the electronic checkout and graduation application procedures. Print out, complete and sign the Graduation Application and give it to your advisor for processing. You must apply to graduate whether or not you plan to attend the commencement ceremony. Students whose applications were approved will receive information in the mail from VCU about the graduation ceremony. If you are late in checking out and applying for graduation, you may not be able to graduate, participate in commencement, or be able to receive your certificate that semester.