



## Academic Regulations for Post-Baccalaureate Graduate Certificate in Business Administration

In order to be eligible to receive the certificate, a student must maintain an overall GPA of 3.0. Completion of this graduate certificate program requires 21-24 credit hours beyond the bachelor's degree. The Director of Graduate Studies in the School of Business may waive up to 9 credit hours based upon equivalent course work completed in the past five years with a grade of "B" or better. Successful completion of the graduate certificate program does not guarantee admission to a master's-level program. Students interested in applying at a later date to either the M.B.A. or other master's programs must do so through a separate application process.

Students are expected to meet the following academic standards:

1. Certificate recipients must have received an overall grade-point average of 3.0 on credit hours attempted for the certificate at VCU.
2. Students who satisfy all of the requirements except the 3.0 average may be allowed to take a maximum of six additional credit hours to raise the average to a 3.0. Students are required to get the approval of the Assistant Dean for Masters Programs in Business.
3. All requirements for the certificate must be completed within six 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 Assistant Dean for Masters Programs in Business.
4. Business Administration Certificate students will not be allowed to take 600 level M.B.A. courses beyond those that are already included in the certificate program. Any exceptions to this policy must be in writing and approved by the Senior Director of Masters Programs in the School of Business.
5. Credits to be earned at other institutions after acceptance in the program must be approved in advance, and approval is granted at the discretion of the Senior Director of Masters Programs in Business. Such work is approved under very unusual circumstances such as a job transfer to a new location over 100 miles from Richmond.
6. Students who fail to take at least one course per 12-month period will be dropped automatically from the program and must reapply for admission to continue in the program.
7. If unusual circumstances warrant it, a leave of absence for one calendar year may be obtained by requesting such a leave in writing from the Assistant Dean for Masters

Programs in Business as early as possible but no later than the end of the first week of registration of the semester in which the absence is expected to occur.

8. Grades of “A”, “B”, and “C” are passing grades; “D” is not a passing grade. Specifically, students may not present courses receiving less than a “C” for fulfilling degree requirements. Students receiving multiple grades of “C”, or one grade of “D” or “F” are generally recommended for termination from the program. In addition, no more than 20% of a student’s graduate level VCU coursework, taken after matriculation into the Graduate Certificate Program, can be at the “C” level. Grades of “C” cannot be used towards the MBA program should the student apply and become admitted to the MBA program at a later time.
9. Students must continually demonstrate acceptable professional behavior to be retained in the program.
10. When there is a conflict, the policies of the University as outlined in the VCU Graduate Bulletin as outlines at <http://www.pubapps.vcu.edu/bulletins/graduate/> will take precedent.
11. CLEP examination credit is not given for the certificate programs.
12. All students admitted to a certificate program are assigned advisors. Students are required to work with their advisors to plan their certificate programs. Each student program or changes thereto must be approved by both the advisor and the Senior Director for Masters Programs in Business. Courses taken prior to approval are taken at the student’s own risk.
13. Students cannot be accepted in the certificate programs until they have completed all the requirements for their bachelor’s degrees.
14. Students must apply to be graduated. For deadlines consult the University calendar. The graduate degree application form is required for the certificate program.