

Degree Candidacy Form Instructions
for School of Medicine Graduate Students

1. Students should initiate this form only after being directed to do so by their Graduate Programs. The form is available here: <https://graduate.vcu.edu/student/candidacy.html>
2. Students should follow all instructions in this document and the above URL.
3. Specific instructions for School of Medicine graduate students are
 - a. Under “Graduate Program Director – Required”, type the name of your program director and his/her email address from the table below
 - b. Under “School Dean/Designee – Required”, type Harold Greenwald (name) and harold.greenwald@vcuhealth.org (email)

Program	Level	Program Director	Program Director email
Anatomy and Neurobiology	MS	Kimberle Jacobs	kimberle.jacobs@vcuhealth.org
Biochemistry	MS	Tomasz Kordula	tomasz.kordula@vcuhealth.org
Human Genetics	MS	Rita Shiang	rita.shiang@vcuhealth.org
Microbiology & Immunology	MS	Lisa Shock	lisa.shock@vcuhealth.org
Medical Physics	MS	William Song	william.song@vcuhealth.org
Molecular Biology and Genetics Concentrations	MS	Mike McVoy	michael.mcvoy@vcuhealth.org
Physiology & Biophysics	MS	Roland Pittman	roland.pittman@vcuhealth.org
Pharmacology & Toxicology	MS	Krista Scoggins	krista.scoggins@vcuhealth.org
Biochemistry	PHD	Tomasz Kordula	tomasz.kordula@vcuhealth.org
Biostatistics	PHD	Roy Sabo	roy.sabo@vcuhealth.org
Epidemiology	PHD	Juan Lu	juan.lu@vcuhealth.org
Human Genetics	PHD	Rita Shiang	rita.shiang@vcuhealth.org
Healthcare Policy & Research	PHD	April Kimmel	april.kimmel@vcuhealth.org
Microbiology & Immunology	PHD	Lisa Shock	lisa.shock@vcuhealth.org
Medical Physics	PHD	William Song	william.song@vcuhealth.org
Molecular Biology and Genetics Concentrations	PHD	Mike McVoy	michael.mcvoy@vcuhealth.org
Neuroscience	PHD	John Bigbee	john.bigbee@vcuhealth.org
Physiology & Biophysics	PHD	Roland Pittman	roland.pittman@vcuhealth.org
Pharmacology & Toxicology	PHD	Krista Scoggins	krista.scoggins@vcuhealth.org
Social & Behavioral Sciences	PHD	Maghboeba Mosavel	maghboeba.mosavel@vcuhealth.org

Degree Candidacy Form – DocuSign

Graduate students who are eligible for master’s or doctoral degree candidacy must complete and sign the degree candidacy form, then submit it to their graduate program directors for approval and processing. DocuSign is being used to complete, sign, and send the form to all required signers.

The individual initiating the Degree Candidacy form can either be a student or departmental faculty/staff. The initiator will need to enter the following information:

Your Role:

Initiator (Student or Department) *

Your Name:

Your Email:

Step 1: Regardless of who is initiating the form, the following information is required:

Name/email of student seeking candidacy

Name/email address of student’s advisor

Name/email address of student’s Graduate Program Director

Name/email address of student’s School’s Dean/Designee.

NOTE: Schools may have a designee or Assoc/Asst Dean who is responsible for signing candidacy forms instead of the Dean.

Check with your department to make sure you are listing the correct person.

****Contact your program if you are unsure of who is required to sign your Degree Candidacy Form.**

Student - Required

Name:

Email:

Role:

Major Advisor - Required

Name:

Email:

Role:

Graduate Program Director - Required

Name:

Email:

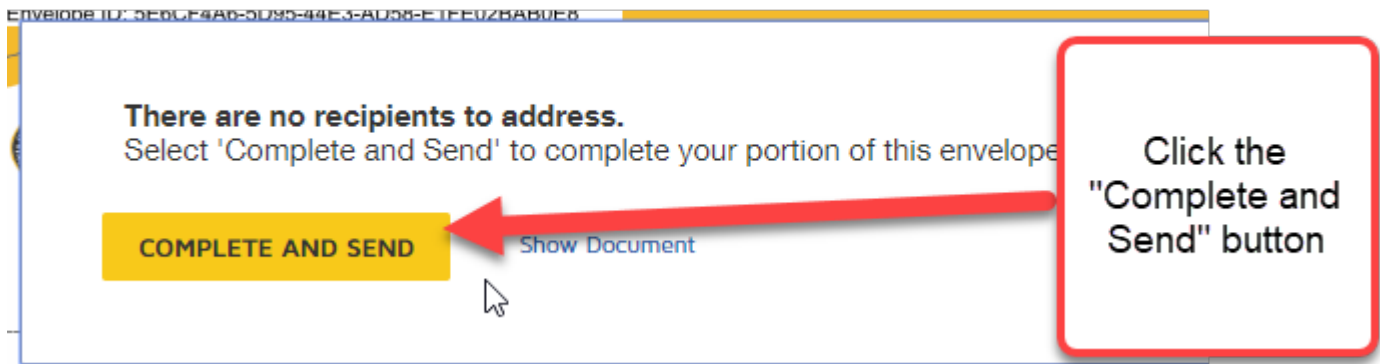
Role:

School Dean/Designee - Required

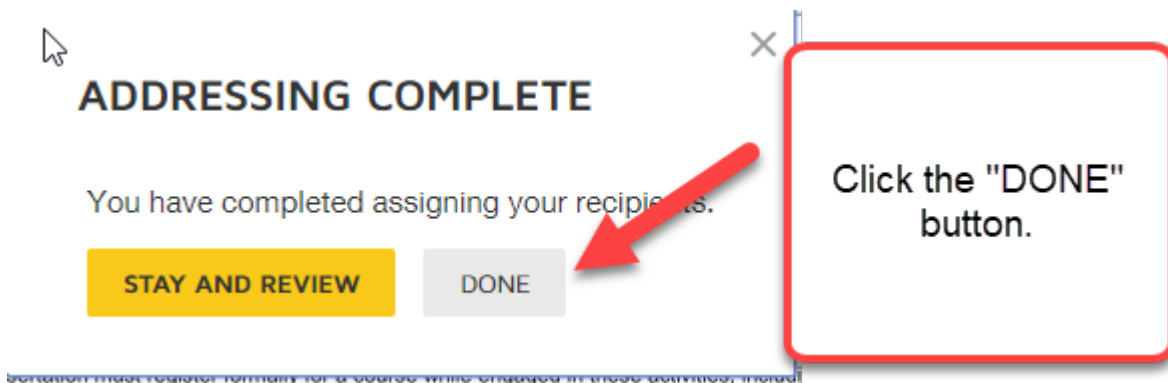
Name:

Email:

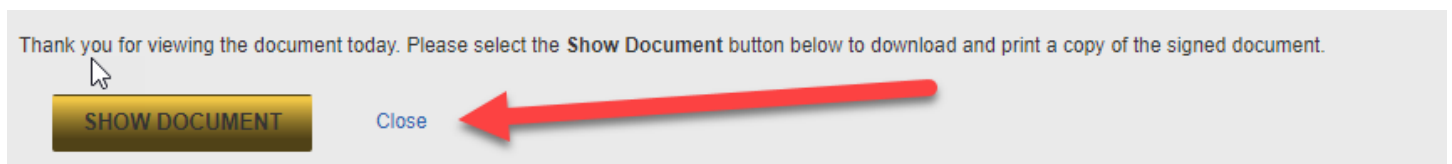
Once completing the fields shown above, you will receive the following prompts if you are both the initiator and the student:



The following prompt will appear to confirm that you have completed addressing the form:



Then click "Close":



If you are the initiator and the student, **CHECK YOUR EMAIL**. You will see the following email with a “REVIEW DOCUMENT” button. This is where you enter your information on the form.



VCU



Rochelle Jordan sent you a document to review and sign.

REVIEW DOCUMENT

Graduate students who are eligible for master's or doctoral degree candidacy must complete and sign the form, then submit it to their graduate program directors for approval and processing. You are receiving this form to complete, sign, and send to your advisor. Please fill in the required fields (if applicable) and sign the form.

Powered by **DocuSign**.

Step 2: Please read and agree to the Electronic Record and Signature Disclosure and click "Continue":

Please Review & Act on These Documents



Rochelle Jordan
Virginia Commonwealth University



Degree Candidacy - Graduate students who are eligible for master's or doctoral degree candidacy must complete and sign the form, then submit it to their graduate program directors for approval and processing. You are receiving this form to approve for [View More](#)

Please read the [Electronic Record and Signature Disclosure](#). CONTINUE OTHER ACTIONS ▾

I agree to use electronic records and signatures.

DocuSign Envelope ID: 71834D02-DC80-4699-88B6-79474CA65187

Admission to Master's or Doctoral Degree Candidacy

SheLley Jordan
Student _____

Step 3: Fill in the highlighted fields on the Degree Candidacy form. Click "Finish" when you are done. Your form will be automatically routed to the next signer for approval until it reaches the Graduate School for processing. If you have any questions or problems using this form, please contact gradschool@vcu.edu.

This site uses cookies, some of which are required for the operation of the site. [Learn More](#) OK

Please review the documents below. FINISH OTHER ACTIONS ▾

DocuSign Envelope ID: 71834D02-DC80-4699-88B6-79474CA65187

Admission to Master's or Doctoral Degree Candidacy

Student SheLley Jordan
VID# _____ VCU Email Address rhjordan@vcu.edu
Degree _____ Program _____

My signature acknowledges that I have read and understand the following policies regarding research involving human or animal subjects and that I am fully aware of all requirements for successful completion of my degree program, including continuous enrollment.

Research involving human or animal subjects must receive approval from the Institutional Review Board (IRB) or Institutional Animal Care and Use Committee (IACUC) before collection of data may begin. I understand that failure to obtain a copy of the IRB or IACUC approval letter from the project principal investigator will negate the use of that data for my thesis/dissertation or in any form of presentation or publication. (Information on human and animal subjects can be found at http://www.research.vcu.edu/human_research/index.htm and <https://www.vcu.edu/research/acup/index.htm>.)

Approval numbers: IRB _____ IACUC _____ Exempt _____ Not applicable _____

University Graduate Council and Graduate School continuous enrollment policy requires that any student engaged in any form of study at VCU that involves use of university facilities, laboratories/studios, and/or libraries, or who is supervised by or consults regularly with a faculty member concerning graduate work on a project, work of art, thesis or dissertation must register formally for a course while engaged in these activities, including the semester in which the student graduates. Graduate students with approved leaves of absence are exempted from continuous enrollment requirements for the LOA period. **Note: While a LOA temporarily suspends continuous enrollment requirements, it does not extend the time limit for degree completion.**

Graduate students approved for candidacy must register for at least one graduate credit hour at VCU each fall and spring semester until the degree is awarded (including the semester of graduation). Students should consult with their program directors regarding additional enrollment requirements.

7/21/2017

Student's signature _____ Date _____

Major Advisor and Advisory Committee Members (if applicable): PLEASE TYPE OR PRINT

Major Advisor _____ Committee Member _____

Additional Committee Members _____