

School of Medicine Instructions Request for Special Action – DocuSign

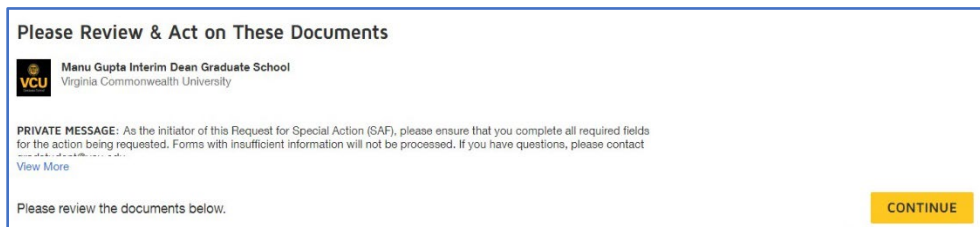
Programs initiate requests for special actions via DocuSign special action forms. SAFs are routed via information entered by programs. The SAF DocuSign form allows programs to upload required documents if needed.

All signatories access the form by following prompts in email notifications. At no point in this process should programs need to open/subscribe to a DocuSign account.

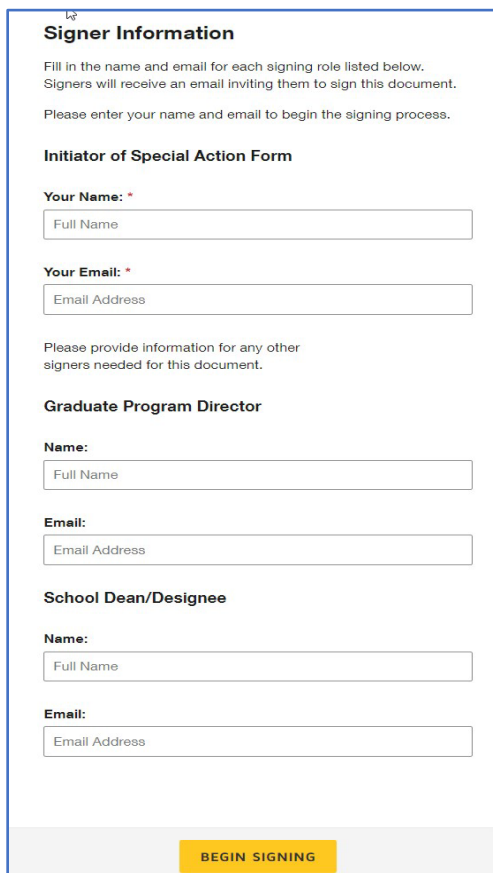
Questions about the form should be directed to Harold Greenwald (harold.greenwald@vcuhealth.org).

Major Steps

- Program directors or staff initiate the form by clicking on the link on the Graduate Faculty Resources page.



- Read and agree to the disclosure and click “CONTINUE”.
- Enter the following information in the next interface, per examples shown:



▶ NEW ◀

Enter: [STUDENT NAME] from [INITIATOR NAME]
Example: Mary Smith from James.T.Kirk

Enter Initiator’s email: James.T.Kirk@vcuhealth.org

Name/email of Graduate
Program Director


▶ SOM: DO NOT complete optional Reviewer section

Enter: Harold Greenwald
Enter: harold.greenwald@vcuhealth.org

- Click “BEGIN SIGNING” to continue.

- Enter all required information and select the requested action in the next interface. Form allows for attachments. LOAs, program dismissals and program withdrawals require prior conversations with Mike Grotewiel.

DocuSign Envelope ID: 56E44330-A297-4CDA-9F40-A84F1E32B453



Revised 9/1/2023

Request for Special Action Form

Student's Name: V#:
 Program Degree
 Student's VCU Email

Only complete the section(s) that relate to the action(s) you are requesting.

Program/Degree Changes

Change provisional admit status granted for academic reasons [AP] to full admit [AF]: sem/yr

Change/Drop concentration from _____ to _____ Effective sem/yr

Add second concentration: _____ Effective sem/yr

Change degree (**WITHIN SAME MAJOR**)
 New degree: _____ Effective sem/yr

Add second degree/dual enrollment: _____ primary billing _____ secondary billing

Attendance

Leave of Absence: from the beginning of sem/yr through end of sem/yr
 Reason (medical or military LOAs require documentation):

Early return from Leave of Absence: effective beginning of sem/yr _____

Extension of time limit for degree: from the beginning of sem/yr _____ through end of sem/yr _____

Confirm all courses taken remain relevant & current to the discipline/curriculum by the time the student completes the program.
CHECK BOX IF THIS IS TO BE THE FINAL EXTENSION

Original Matriculation Term: _____ Overall time to degree if extension approved _____

- Transfer Credit actions are now a part of the Request for Special Action form. The SAF allows four courses to be listed for transfer credit. If you request more than four courses to transfer, attach the [transfer equivalency form](#) listing those courses when you upload the corresponding transcripts. Prior conversations with Mike Grotewiel strongly encouraged for transfer credits.

DocuSign Envelope ID: 56E44330-A297-4CDA-9F40-A84F1E32B453

Transfer Credit

Transfer of coursework from other institutions, including coursework taken under the auspices of the study abroad program at VCU

Total number of hours requested for transfer: This action Previous transfer requests:
 If greater than 6 hours, total number of didactic hours required for current academic program
 Is the student participating in a joint-, dual-, or collaborative- degree program with another university? Yes No

If yes, indicate program. (Ex. MSW/JD with Univ. of Richmond)

Source Institution	Transfer Course [i.e., ENG 601]	VCU Subject [i.e., ENGL]	VCU Level [i.e., 600]	For Office Use Only

- After entering all required information, click FINISH.

The screenshot shows a digital signature form with three rows. Each row has three columns: 'TYPE/PRINT: Graduate Program Director/Designee & VCU email address', 'SIGNATURE', and 'DATE'. Below the rows, the file name 'SpecialActionFormWordDoc9-13-23.pdf' is visible on the left and '2 of 2' on the right. A yellow button labeled 'FINISH' is highlighted with a blue bracket at the bottom center of the form.

- Click CONTINUE in the next interface:

The screenshot shows a confirmation screen titled 'You're Done Signing'. At the top right, there are icons for download and print. Below the title, a message states: 'A copy of this document will be sent to your email address when completed by all signers. You can also download or print using the icons above.' A yellow button labeled 'CONTINUE' is located at the bottom center of the screen.

The form will be routed to the program director and then Harold Greenwald for review/approval/signature. Harold will coordinate with Mike Grotewiel on major actions (e.g. LOAs, withdrawals, dismissals). SAFs approved by the program director and Harold/Mike will route to the Graduate School for further processing. All signatories will receive a completion confirmation email. Students will be notified separately for Attendance, Registration, and Enrollment actions, and they can view all other actions in DegreeWorks.