GRADUATE REGULATIONS

College of Arts & Sciences: Graduate Studies

Organization of Graduate Programs

There is a standing Committee on Graduate Studies (COGS) consisting of faculty members who have been designated as Director of Graduate Studies for each Arts & Sciences department or program that grants graduate degrees. It is chaired by the Vice Dean for Research and Graduate Studies. The Committee on Graduate Studies makes recommendations to the Faculty of Arts & Sciences regarding policy, and carry out established policy, with respect to admissions, curricula, degree requirements, and academic standards in programs leading to the degrees of Master of Arts, Master of Science, Master of Public Policy, Doctor of Philosophy, and such other earned post-baccalaureate degrees as may fall within the jurisdiction of the College of Arts & Science; and, concurrently with other faculties of the university, for all programs in which members of the College of Arts & Sciences participate substantially. Most administrative matters require the approval of either the Assistant Director of Graduate Studies or the Vice Dean for Research and Graduate Studies.

Application Fee

A non-refundable processing fee of $50 is required for application for admission to graduate study in Arts & Sciences. This fee is not credited to the student's account. There is no application fee for admission as a non-degree seeking (post-baccalaureate) student.

Procedure

William & Mary uses an online application system. Additional information about admission to graduate study should be requested from the director of graduate studies in the program to which the applicant intends to apply. Beginning graduate students may enter in the fall, spring, or summer session of each year at the discretion of the program's graduate committee. Applicants should be aware that deadlines for submitting the application package vary with the individual programs; consult the graduate program of interest for its application deadline or refer to the program's website. Applications submitted after the program's deadline may be evaluated if space is available. Non-degree seeking applicants should apply as non-degree seeking (post-baccalaureate) students through the Office of Graduate Studies.

A student can be enrolled in only one graduate program at W&M unless the two programs are listed in this catalog as a combined degree program offered by College of Arts & Sciences: Graduate Studies. Exceptions require written approval from the Vice Dean for Research and Graduate Studies and the Directors of Graduate Studies for both degree programs. In general, exceptions will only be approved for students who have completed all the coursework required for one of the two degree programs. A student cannot receive stipend or tuition funding simultaneously from more than one W&M degree program unless the two degree programs are listed in this catalog as a combined degree program offered by Arts & Sciences.

Some programs require additional supplementary information (e.g., GRE subject test score or a writing sample) to complete an application to their program. Consult the degree program's admissions requirements regarding supplementary application material that must be received before your application can be given full consideration.

Official Transcripts

Applicants are required to provide official transcripts or marks statements and degree certificates from all institutions of higher education that they have attended. Applications for admission may include unofficial copies rather than official documents. However, applicants who are admitted and enroll in the College of Arts & Sciences are required to provide the final official versions of these documents, showing all final grades and/or degree conferrals, by the first day of classes in the first semester of matriculation. Students who have not provided final official transcripts by the deadline, will have a registration hold placed on their student account. If official documents are not received by the end of the first semester of matriculation, the student will be suspended from their program by the Vice Dean for Research and Graduate Studies. These documents will be considered official when transmitted in one of the following ways:

- Submitted in the institution's sealed envelope and **sent directly to the degree program to which you are applying** by the Registrar at that institution. Be sure to provide the correct mailing address for the program to ensure that your transcript, marks statement, or degree certificate is received. If you do not use the correct mailing address, there is a good chance that your transcript will be misdirected, thus delaying your consideration for admission.
- **U.S. institutions only** may electronically submit transcripts to the Office of Graduate Studies via the institution's electronic vendor and using secure portals. A transcript sent electronically by the applicant or through open email or portals will not be accepted as official. Transcripts submitted electronically by an international institution **will not** be accepted.
- Submitted in the institution's sealed and stamped envelope and either mailed or delivered by you to the program to which you are applying. The transcript must be placed by the Registrar at the institution in an official university envelope addressed to you. **In addition to sealing the envelope, the Registrar at the institution must date and sign, stamp, or place the seal of the institution on the back flap**. Upon receipt by the graduate program to which you are applying, if there are any signs that the envelope has been opened or tampered with in any way, the transcript will be rejected.

William & Mary reserves the right to assess whether transcripts submitted electronically or directly by the applicant in the institution's sealed and stamped envelope will be considered official.

Graduate Record Exam (GRE) Scores

Scores from the GRE General Test and/or the GRE Subject Tests are **not** required by any graduate department or program in Arts & Sciences. The optional submission of GRE scores is allowed, unless otherwise indicated by a department or program. Please consult the "Departments and Programs" section of this catalog for further information.

Official TOEFL or IELTS scores

If English is not your first language, your TOEFL or IELTS scores are required and must be sent directly to William & Mary by the Educational Testing Service or the International English Language Testing System. TOEFL and IELTS scores are valid only for two years after the test date; only scores sent directly by either ETS or IELTS are accepted.

Upon the recommendation of the graduate program to which you are applying, the TOEFL/IELTS requirement can be waived for applicants who will have received a degree from a college or university in which English is the primary language of instruction. A transcript is required as evidence

of successful instruction in English as a primary language. Contact the graduate program to which you are applying to request such a waiver.

Admitted graduate students whose first language is not English are required to take an English language proficiency test when they arrive on campus. This requirement includes those international students who have taken the TOEFL exam, taken the IELTS exam, or requested and received a waiver as a consequence of having earned a degree from a college or university in which English is the primary language of instruction.

Degree Seeking Students

For admission an applicant must have completed the requirements for a bachelor's degree at an accredited institution, must have a cumulative grade point average of 3.0 or more on a 4.0 scale, and must have the recommendation of the graduate committee in the program in which he or she intends to study for a degree. Undergraduate students who have applied to and have been accepted into a Bachelor's-Master's Accelerated Pathway at W&M may be conditionally admitted to the graduate program portion of their BMAP prior to the awarding of their bachelor's degree. For those applicants who also have prior graduate degrees, the cumulative grade point average for the most recent graduate degree at an accredited institution can substitute to satisfy the GPA requirement. The requirement of a minimum cumulative grade point average of 3.0 can be waived. The petition for such a waiver is handled by the Arts & Sciences graduate program to which the candidate is seeking admission, with approval for the waiver at the discretion of the Committee on Graduate Studies and the Vice Dean for Research and Graduate Studies. The waiver must be approved before a departmental recommendation for admission is communicated to the applicant. All recommendations for admission, except for non-degree seeking students, must be approved by the Vice Dean for Research and Graduate Studies. No student will be admitted later than one month before the start of the semester. Because of the time required to obtain a student visa, an international student who does not have a valid F-1 or J-1 record that is transferable from another US institution may not be admitted later than three months before the start of the semester.

All requirements for the master's degree must be completed within six years from the first term of enrollment in the master's program, excluding periods of approved leave and military service.

All requirements for the Ph.D. must be completed within seven years from the first term of enrollment in the Ph.D. program, excluding periods of approved leave and military service. For a student enrolled in a master's program in Arts & Sciences who subsequently advances to candidacy in the doctoral program in the same field, the terms of enrollment in the master's program will count towards the seven-year limit for the doctoral degree unless otherwise stated in the letter of admission.

Non-Degree Seeking (Post-Baccalaureate) Students

Courses in College of Arts & Sciences: Graduate Studies (courses numbered 500 and above) are restricted to degree-seeking students. In special circumstances, individuals who wish to take graduate courses but are not considered degree-seeking students may be allowed to apply to William & Mary as a non-degree seeking (post-baccalaureate) student through the Office of Graduate Studies. Prospective students should contact the program of interest for consideration. Only individuals who have been approved by the program will be allowed to register. Non-degree seeking students will need to obtain permission from the instructor and the program director of graduate studies prior to admission.

The Permission for Graduate Course for Unclassified Student form is available through the Office of Graduate Studies, from the program where you intend to take classes, and on the website of the University Registrar. Complete the form and have it signed by the instructor, the Director of Graduate Studies in the department or program, and the Assistant Director of Graduate Studies and return it to the Office of Graduate Studies with your Non-Degree Seeking Application for admission. Students must present evidence to the Office of Graduate Studies that they have earned a bachelor's degree from an accredited institution. Generally, non-degree seeking students must present academic or other credentials comparable to those of regularly admitted students. Non-degree seeking students must reapply each semester.

Transfer of Graduate Credit

On the recommendation of the student's graduate program committee, and with the approval of the Assistant Director of Graduate Studies, a student who has matriculated into a graduate program in Arts & Sciences may transfer up to six hours of graduate credit earned at another accredited institution of higher learning and apply these six credits toward the credits needed for an advanced degree in Arts & Sciences. The credits must have been earned in courses appropriate to the student's program at William & Mary and cannot have been used by the student to satisfy any undergraduate or other graduate degree requirements. An official transcript must be provided to the Office of Graduate Studies. Credit may be transferred only for courses in which the student received a grade of B or higher, and will not be counted in compiling his or her cumulative grade point average at William & Mary.

Graduate Degree Credit Earned by Non-degree Seeking Students

Credit for graduate courses taken at William & Mary by a student (not undergraduate) before degree admission to a graduate program in Arts & Sciences or while registered through the Office of Graduate Studies as a non-degree seeking student may be carried over into a graduate degree program if:

- the action is recommended by the director of the student's graduate program and approved by the Assistant Director of Graduate Studies;
- the amount does not exceed 12 credits;
- the work has received grades of B or better;
- the work is not more than two years old; and
- the student applies for and is granted formal admission into a graduate degree program in Arts & Sciences.

A retroactive credit form may be obtained from the Office of Graduate Studies.

Graduate Degree Credit Earned by William & Mary Undergraduate Students

No graduate-level credits earned as an undergraduate at William & Mary can be used to meet the requirements for an Arts & Sciences graduate degree without written approval from the program's graduate committee and the Assistant Director of Graduate Studies after the student has been admitted to the graduate program.

With written approval from the program's graduate committee and the Assistant Director of Graduate Studies, an admitted graduate student may apply toward an advanced degree in Arts & Sciences part or all of the graduate-level credit earned at William & Mary as an undergraduate. The credits must have been earned in courses appropriate to the student's graduate program in Arts & Sciences and cannot have been used by the

student to satisfy any undergraduate degree requirements unless the student has been admitted to an approved accelerated degree path. Credit can be considered for acceptance only for courses in which the student received a grade of B or higher. See the section on Grading and Repeated Courses (https://catalog.wm.edu/graduate/college-arts-sciences/regulations/#gradingacademicprogresstext) for information on repeating an Arts & Sciences graduate course to earn graduate degree credit in Arts & Sciences. Please be advised this does not apply to those students enrolled in a Bachelor's to Master's Accelerated Pathways program. For students enrolled in a Bachelor's to Master's Accelerated Pathways degree program, please see the department/program page for additional information specific to the degree program/department.

Campus Safety - Clery Act

William & Mary complies with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, commonly known as the Clery Act. Crime statistics and the annual Campus Safety Report are available from the Office of Compliance & Equity.

College of Arts & Sciences: Graduate Registration Requirements

All full-time and part-time degree-seeking graduate students in Arts & Sciences must maintain an appropriate registration status (i.e., Standard, Research Graduate Student, or Continuous Enrollment status) during all fall and spring semesters until all the requirements for the Arts & Sciences graduate degree for which they were admitted have been satisfied.

Unless granted a leave of absence, a graduate student who fails to register each semester will have discontinued enrollment, and will be withdrawn from their graduate program in Arts & Sciences by the Vice Dean for Research and Graduate Studies. If the student wishes to resume progress toward the degree, it will be necessary to petition for re-admission. The student must have approval from the Arts & Sciences graduate degree program with final approval needed from the Vice Dean for Research and Graduate studies. Students must meet any changed or additional degree requirements established in the interim. In addition, the student will owe Continuous Enrollment fees for the term(s) for which they were not enrolled.

Due to the high cost of health care in the U.S. and the importance of adequate health insurance coverage, William & Mary requires all full-time graduate students to be enrolled in the university-endorsed Student Insurance Plan. The cost will be billed to your student account in two installments (fall and spring semester) unless proof of other adequate health insurance coverage is furnished. Students who already have health insurance for the entire year/term must submit a Waiver Request by the posted deadline each academic year, and the Waiver Request must be approved to avoid being enrolled in the Student Insurance Plan. The services of the Student Health Center, the Counseling Center, and the Campus Recreation Center are not available to part-time students unless the required additional fees (charged per semester) are paid.

If an Arts & Sciences graduate student enrolls in another degree-granting program either at William & Mary or at another academic institution without prior approval from their advisor, their Director of Graduate Studies, and the Vice Dean for Research and Graduate Studies, then they will be suspended from their graduate program in Arts & Sciences by the Vice Dean for Research and Graduate Studies.

If an international Arts & Sciences graduate student transfers their student visa to another U.S. institution without prior approval from their advisor, their Director of Graduate Studies, and the Vice Dean for Research and Graduate Studies, then they will be withdrawn from their graduate program in Arts & Sciences by the Vice Dean for Research and Graduate Studies.

Standard Registration Status

All graduate students registered for a course in their graduate program numbered 500 or above will receive graduate degree credit upon satisfactory completion of the course.

Graduate students are allowed to register for undergraduate courses in Arts & Sciences, which are numbered below 500, provided they submit the appropriate form with the approvals of the instructor and their Director of Graduate Studies, prior to registration. Enrollment is subject to review and approval by the Assistant Director of Graduate Studies. No credit towards a graduate degree is allowed for a course numbered below 500.

No credit towards a graduate degree is allowed for a course numbered above 499 in which a student receives a grade below C (grade point = 2.0); however, some graduate programs hold their students to higher standards.

With the approval of the Committee on Graduate Studies, 500-level and 600-level graduate courses may be cross-level listed with undergraduate classes. The distinction in course levels between the graduate and undergraduate offerings must not exceed two levels (e.g., 400 and 600). Students enrolling in the graduate version of the course should expect additional requirements and higher standards of evaluation. For details, see https://www.wm.edu/offices/ce/policies/academic-affairs-student-life/cross-level-listing.php. Under no circumstances may any student receive separate credit for both cross-level listed courses.

The expectation is that full-time graduate students in Arts & Sciences will register for a minimum of 12 graduate credit hours, but no more than 15 graduate credit hours. Students receiving financial aid (e.g., a Graduate Assistantship or a fellowship) must register for a minimum of 9 credit hours per semester to maintain their eligibility for financial aid.

Research Graduate Student Status

Upon the recommendation of a student's graduate program and approval by the Vice Dean for Research and Graduate Studies, a student's eligibility for Research Graduate Student status can be established if the following conditions are met:

- The student must have successfully completed all course work, excluding the required semester credit hours of 700 (Thesis) or 800 (Dissertation), necessary to satisfy the requirements for their degree and their degree program, while sustaining a minimum cumulative grade point average of 3.0 on a 4.0 scale.
- The student must not be employed significantly in any academic activity other than research and writing in fulfillment of degree requirements. A student holding a Graduate or Research Assistantship remains obligated to perform the duties assigned to them by their graduate program or research advisor.
- The student must be present on campus or engaged in field work approved by their advisor and their Director of Graduate Studies.

While classified as a Research Graduate Student, a student must register for 12 credit hours per semester, or 6 credit hours in the summer, of either the Directed Studies, Thesis, or Dissertation course for which payment of the part time rate of one credit hour is required. A Research Graduate Student may take courses other than 666/766 (Directed Studies), 700 (Thesis), or 800 (Dissertation), but only if payment for additional tuition

has been made. If a student takes any additional courses while classified as a Research Graduate Student, the additional courses taken while classified as a Research Graduate Student cannot be used to fulfill degree requirements.

A Research Graduate Student is not eligible for services that are paid for by fees (e.g., the Student Health Center, the Counseling Center, and the Campus Recreation Center) unless the required additional fees (charged per semester) are paid.

Continuous Enrollment Status

Upon the recommendation of a student's graduate program and approval by the Vice Dean for Research and Graduate Studies, a student can be considered for Continuous Enrollment status if the following conditions are met:

- The student must have successfully completed all required course work, including the required semester credit hours of 700 (Thesis) or 800 (Dissertation), necessary to satisfy the requirements for their degree and their degree program, while sustaining a minimum cumulative graduate point average of 3.0 on a 4.0 scale. All that remains to satisfy degree requirements is the completion and successful defense of either a dissertation or a thesis. A student is not eligible for Continuous Enrollment status if additional credit hours are needed to satisfy degree requirements.
- The student must satisfy the guidelines specific to their graduate program regarding eligibility for Continuous Enrollment status.

To secure Continuous Enrollment status, the student must request permission from their program to enroll in GRAD 999, and must pay the Continuous Enrollment Fee. A student in Continuous Enrollment status may not register for any other credit-bearing courses at William & Mary.

Continuous Enrollment status allows students to maintain active graduate student status with William & Mary and to access some William & Mary resources, including the libraries, email, and laboratories. A student with Continuous Enrollment status may obtain access to the Counseling Center and the Campus Recreation Center upon payment of the appropriate fees. The services of the Student Health Center are not available to students with Continuous Enrollment status.

Continuous Enrollment status does not apply to students who have been officially granted an approved leave of absence.

If the student's deadline for degree completion has passed, registration for Continuous Enrollment is not sufficient to maintain good academic standing; the student must also request an extension (see section on Time Limits for Degrees and Extensions (https://catalog.wm.edu/graduate/college-arts-sciences/regulations/#gradingacademicprogresstext)).

The following students are not eligible for Continuous Enrollment status and must register either as a regularly enrolled degree-seeking student or as a full-time Research Graduate Student:

- Students employed in a graduate student appointment (i.e., Graduate Assistant, Research Assistant, Teaching Assistant, Teaching Fellow, etc.).
- In general, international students on student visas. Questions about eligibility for Continuous Enrollment status must be directed to Office of International Students, Scholars, and Programs.
- Students who need to maintain a full-time registration status for the purpose of deferring the repayment of student loans.
- Students who, upon payment of the appropriate premium or fee, wish to be eligible either for the William & Mary Student Health Insurance Plan or to use the Student Health Center.
- Students who wish to be eligible for either hourly student employment at William & Mary or for any form of student financial aid that requires full-time registration status.

Repeated Courses

Certain courses are specifically designated in the College of Arts & Sciences: Graduate Studies catalog as courses that may be repeated for credit. With the exception of these specially designated courses, no course for graduate credit in which a graduate student receives a grade of G, I, or P, or a grade between A and B-, may be repeated except as an audit. A student who receives a grade of C+ or lower in a course may repeat that course one time; see Grading and Repeated Courses (https://catalog.wm.edu/graduate/college-arts-sciences/regulations/#gradingacademicprogresstext). Students are responsible for ensuring they do not register more than once for a course that may not be repeated.

Auditing

Any graduate student may audit a graduate or undergraduate course with permission of the instructor and Director of Graduate Studies for the student's graduate program. The Arts & Sciences graduate Audit Form must be completed and submitted to the Office of Graduate Studies prior to the end of the add/drop period as defined in the Arts & Sciences Academic Calendar (https://catalog.wm.edu/graduate/college-arts-sciences/#academiccalendartext).

Before beginning the audit, the student and the instructor must agree on what is required for the audit to be successful. The audited course will be listed on the student's official William & Mary transcript with a grade of either 'O' for a successful audit or 'U' for an unsuccessful audit.

Language Requirements

In graduate degree programs for which there are language requirements, the graduate program in which a student is enrolled will determine the method(s) by which a student satisfies the language requirements.

For students who wish instruction in a language, the Departments of Classical Studies and Modern Languages and Literature recommend courses numbered 101-102 for those with fewer than two high school units in a language, 103-104 or 201-202 for those with fewer than three. Successful completion of a course at the 202 level, or the equivalent, usually is sufficient to pass examinations for reading knowledge.

Registration for Courses Outside of the Program

A graduate student in Arts & Sciences may be allowed to register for graduate credit for graduate courses taken in another graduate program in Arts & Sciences. If the graduate course taken outside of the student's graduate program is listed in the Graduate Arts & Sciences Catalog for the year in which the student matriculated into the graduate program as one for which graduate degree credit earned can be used to satisfy the student's degree requirements, then no advance permission is required. Otherwise, an Arts & Sciences graduate student is allowed to register for graduate courses in other graduate programs in Arts & Sciences provided the student submits, prior to the end of the add/drop period, the Permission for Graduate Course for Graduate Credit form with the approvals of the instructor and the student's Director of Graduate Studies. Enrollment is subject to review and approval by the Assistant Director of Graduate Studies.

A graduate student in Arts & Sciences may be allowed to register for graduate credit for graduate courses taken in the School of Education, the Batten School of Coastal & Marine Sciences, the School of Business, the School of Computing, Data Sciences and Physics, or the School of Law, provided the student submits, prior to the end of the add/drop period, the Permission for Graduate Course for Graduate Credit form with the approvals of the instructor, the student's Director of Graduate Studies, and the designated official for the William & Mary academic unit in which the course is being taken. Enrollment is subject to review and approval by the Assistant Director of Graduate Studies.

A graduate student in Arts & Sciences may be allowed to register for undergraduate courses taken in another program in Arts & Sciences, provided the student submits, prior to the end of the add/drop period, the Permission for Undergraduate Course form with the approval of the instructor and the student's Director of Graduate Studies. Enrollment is subject to review and approval by the Assistant Director of Graduate Studies. Credit earned for an undergraduate course (i.e., a course numbered below 500) may not be used to satisfy graduate degree requirements, but will be listed on the student's official William & Mary transcript with the grade assigned by the instructor for the course.

Changes in Registration

The last day for Arts & Sciences graduate students to make changes to their course registration will be the last day of the add/drop period as defined in the **Arts & Sciences Academic Calendar**. Changes to a student's course registration after the last day of the add/drop period must be initiated through the Director of Graduate Studies for the student's graduate program using an Add/Drop/Withdrawal form and requires the approval of the instructors involved, the student's Director of Graduate Studies, and the Assistant Director of Graduate Studies. Students should consult with their program advisor prior to any withdrawal requests.

If an Arts & Sciences graduate student drops a course or courses before the end of the ninth week of classes but remains registered for other academic work, the course or courses dropped will be expunged from the student's record. If the student withdraws from a course or courses after the end of the ninth week of classes through the last day of classes, but remains registered for other academic work, the grade of 'W' will be awarded in the course at the time of the withdrawal.

An Arts & Sciences graduate student may withdraw from William & Mary after the add/drop deadline and prior to the last day of classes for the semester they are requesting to withdraw. Please be sure to review the academic calendar for relevant deadlines. A grade of 'W' will appear on their permanent academic record for each course in progress at the time of withdrawal.

If extenuating circumstances exist, students may work with their program to submit a petition to the Committee on Graduate Studies (COGS) to request a retroactive drop or withdrawal from a course or all courses taken in a specific semester up to 12 months after the last day of classes for that particular semester.

See Arts & Sciences Financial Obligations (https://catalog.wm.edu/graduate/college-arts-sciences/tuition/#financialobligationstext) for regulations governing refunds of tuition and fees.

Grading and Quality Points

The grades A, B, C, D, F and either P, S or U (in certain courses) are used to indicate the quality of work in a course. Also used are + and - notations, except that there is no A+. W indicates that a student withdrew from William & Mary before the end of the ninth week of classes or dropped a course between the end of the ninth week of classes and the last day of classes. For each semester credit in a course in which a student is graded quality points are awarded as shown on the following list:

Grade	Quality Points per Semester Credit Hour
A	4
A-	3.7
B+	3.3
B	3.0
B-	2.7
C+	2.3
C	2.0
C-	1.7
D+	1.3
D	1.0
D-	0.7

- P carries credit but is not included in a student's quality point average. A course graded C-,D+,D, D- or F is included in the student's quality point average but carries no credit towards the graduate degree.
- A grade of I on the transcript indicates that because of illness or other major extenuating circumstances the student has postponed, with the explicit consent of the instructor, the completion of certain required work. A grade of I will convert to an F at the end of the semester after the class was taken if the postponed work has not been completed. A grade of I may only be extended under extraordinary circumstances and only with the consent of the instructor and the approval of the student's Director of Graduate Studies and the Assistant Director of Graduate Studies. A degree can not be conferred if an incomplete (I) grade is on the student's record.
- G also indicates a deferred grade reserved for circumstances where there is a delay in awarding a final grade that is not caused by the student. The situation is typically structural, as when a student is researching and writing their thesis or dissertation. The grade G is temporarily assigned until the semester when the work is completed. The G is not used as an alternative to I, which is used when the student is the cause for the non-completion. Unlike the deferred grade I, G does not automatically revert to F after one semester.
- S indicates satisfactory performance for the term in 999, Continuous Enrollment. A grade of S carries no credit towards the graduate degree.
- U indicates unsatisfactory performance for the term in either 700, Thesis, 710, Research Project, 800, Dissertation or 999, Continuous Enrollment. U also is used to indicate an unsuccessful audit. A grade of U carries no credit towards the graduate degree.
- O indicates a student has successfully audited a course, but carries no credit towards the graduate degree.

Grading and Repeated Courses

A William & Mary graduate student who receives a grade of C+ (2.3) or lower in an Arts & Sciences graduate course may repeat that course one time for credit, upon approval of both the instructor of the course and the graduate director for the student's program. When such a repeat attempt

is approved, the grades for both attempts will count in the cumulative GPA, but only the most recent attempt will count toward the degree.

A William & Mary undergraduate student who receives a grade of B- (2.7) or lower in an Arts & Sciences graduate course taken for graduate degree credit may repeat that course one time for credit. There are two options:

1. The course can be repeated as an undergraduate student at William & Mary, after securing the required approvals for earning graduate degree credit. If so, the program's graduate committee and the Assistant Director of Graduate Studies may choose to accept either the most recent grade or to calculate the student's graduate quality point average and graduate cumulative grade point average at William & Mary using both the original grade and the grade earned in the repeated course.
2. If the student subsequently matriculates into the graduate program which offered the course, the student may repeat the course with the permission of the program's graduate committee and the Assistant Director of Graduate Studies. The grade earned after retaking the course as a graduate student will be the grade used to determine if the course can be used to satisfy graduate degree requirements. The original attempt to take the course as an undergraduate for graduate degree credit will show up on the graduate transcript with the grade received; however, the grade earned for the original attempt will not be used to calculate the student's graduate quality point average and graduate cumulative grade point average as an Arts & Sciences graduate student. Credits can be considered for acceptance only for courses in which the student received a grade of B or higher. See the section on Grading and Repeated Courses for information on repeating an Arts & Sciences graduate course to earn graduate degree credit in Arts & Sciences.

Grade Review Procedures

A student who believes that a final course grade has been unfairly assigned may submit to the instructor a written request for a review of the grade within the first two weeks of the semester following the one in which the course was taken. Within two weeks of receiving a grade review request, the instructor will decide whether a grade change is warranted and may propose a new grade to the Assistant Director of Graduate Studies. If it is approved, the new grade will be entered on the student's record. If the instructor determines that no grade change is warranted, the student may seek further review by filing a formal written statement requesting a grade review and giving a full explanation of the reasons for the request. The student must send the statement to the instructor and to the chair of the department or director of the program in which the course was taught within the first six weeks of the semester in which the grade review is initiated. Within two weeks of receiving the student's statement, the chair of the department or director of the program in which the course was taught must decide whether a grade change is warranted and may propose a new grade to the Assistant Director of Graduate Studies. If it is approved, the new grade will be entered on the student's record. If the student is not satisfied with the outcome of the chair's or director's review, the student may consult the Assistant Director of Graduate Studies within the first ten weeks of the semester in which the grade review is initiated. The decision by the Assistant Director of Graduate Studies will be final.

No grades will be changed more than one semester after initial issuance or after a student's degree is conferred, whichever comes first.

Satisfactory Academic Progress

Satisfactory academic progress for a full-time graduate student in Arts & Sciences, as judged by the Faculty of Arts & Sciences, means that a student must meet the Continuance Requirement and may not have more than two grades of Incomplete (I) or one grade of Unsatisfactory (U) on their academic transcript. If a student does not satisfy these conditions, then they are making unsatisfactory academic progress and either will be placed on Academic Probation or will face Academic Suspension.

Satisfactory academic progress for a full-time graduate student in Arts & Science also is determined by the requirements and milestones defined in the student's graduate program's section in the Graduate Arts & Sciences Catalog.

Continuance Requ irement

To continue as a full-time graduate student, a student must meet the following minimal requirement for cumulative graduate degree credit and cumulative grade point average (GPA).

After Semester	Cumulative Graduate Degree Credits	Cumulative G.P.A.
1	6	2.50
2	12	2.75
3	18	3.00

- Only credits earned at William & Mary will count when determining whether students are meeting the Continuance Requirement.
- Credit hours earned in graduate courses numbered 566, 666, 685, 695, 766, and 795 will not count when determining whether students are meeting the Continuance Requirement.
- Students whose cumulative GPA falls below 3.0 in any semester will be issued an Academic Warning and receive a letter from the Vice Dean for Research and Graduate Studies.
- Students whose academic work falls below the minimum GPA and/or earned credit Continuance Requirement will be placed on Academic Probation for the following semester and receive a letter from the Vice Dean for Research and Graduate Studies.
- While on Academic Probation for failing to meet the Continuance Requirement, students must earn a 3.0 semester GPA or better and pass at least six graduate credits per semester. Failure to do so will result in Academic Suspension.

Incomplete Grades

Graduate students in Arts & Sciences are expected to finish all courses for which they are registered by the close of each semester in which they are taking these classes.

- Students who have two grades of Incomplete (I) on their William & Mary transcript at the close of any semester will be issued an Academic Warning and receive a letter from the Vice Dean for Research and Graduate Studies.
- Students who have more than two grades of Incomplete (I) on their William & Mary transcript at the close of any semester will be placed on Academic Probation for the following semester and receive a letter from the Vice Dean for Research and Graduate Studies.
- An I grade will convert to an F at the end of the next academic-year semester (either fall or spring) after the class was taken. For example, I grades from the spring semester and/or the summer session become Fs if not resolved by the end of the fall semester. A grade of I may be extended only under extraordinary circumstances and only

with the consent of the instructor and the approval of the student's Director of Graduate Studies and the Vice Dean for Research and Graduate Studies.

- Students who have more than two grades of Incomplete (I) on their William & Mary transcript that have not been resolved by the end of the semester after each class was taken will be placed on Academic Suspension.

Unsatisfactory Grades

Graduate students in Arts & Sciences are expected to receive grades of G when registered for 700, Thesis; 710, Research Project; or 800, Dissertation. In these courses, the advisor assigns the grade of G when they assess that the student is making satisfactory progress on their research. Graduate students in Arts & Sciences are expected to receive grades of S when registered for GRAD 999, which is the grade the advisor assigns when they assess that the student is making satisfactory progress on their research. If the progress is unsatisfactory in any of these courses, the advisor assigns the grade of U.

- Students who have received an Unsatisfactory grade (U) on their William & Mary transcript at the close of a semester will be issued an Academic Warning and receive a letter from the Vice Dean for Research and Graduate Studies.
- Students who have received an Unsatisfactory grade (U) on their William & Mary transcript for two consecutive semesters will be placed on Academic Probation for the following semester and receive a letter from the Vice Dean for Research and Graduate Studies.
- If a student has received an Unsatisfactory grade (U) on their William & Mary transcript for three consecutive semesters the Vice Dean for Research and Graduate Studies will place the student on Academic Suspension, and notify the student of the action.

Academic Warning

An Academic Warning is issued when a review of a student's academic performance finds that the student has barely met the faculty's conditions for satisfactory academic progress.

Note that Academic Warning is not a punitive measure. The intent is to provide the student with the information they need in order to redirect their academic trajectory toward success in an effort to prevent the student from facing Academic Probation.

A student placed on Academic Warning remains eligible for financial aid.

Academic Probation

A student is placed on Academic Probation when a review of a student's academic performance finds that the student does not meet the faculty's conditions for satisfactory academic progress.

- Students on Academic Probation who are receiving financial aid risk losing their financial aid. Funding for the first semester a student is on Academic Probation is at the discretion of the Vice Dean for Research and Graduate Studies, following consultation with the student's Director of Graduate Studies. A student becomes ineligible for financial aid if they do not satisfy the Continuance Requirement and do not resolve all outstanding Incomplete grades after one semester on Academic Probation.
- Students on Academic Probation will not be removed from Academic Probation until they achieve a minimum cumulative GPA of 3.0 and resolve all outstanding Incomplete grades.
- Students who are on Academic Probation may not receive any Incomplete grades for coursework during the semester(s) of probation or they will be placed on Academic Suspension.
- Students who are on Academic Probation may not receive any Unsatisfactory grades for coursework during the semester(s) of probation or they will be placed on Academic Suspension.
- Coursework taken elsewhere while not in good academic standing will not be accepted for transfer at William & Mary.

Academic Suspension

A student is placed on Academic Suspension when a review of a student's academic performance finds that the student is not meeting the minimum requirements of their Academic Probation. An Academic Suspension constitutes a complete severance from William & Mary.

- Students on Academic Suspension are ineligible for financial aid.
- Students on Academic Suspension are not in good academic standing as defined by the faculty of Arts & Sciences and are not automatically eligible for readmission. The Office of Graduate Studies will not process an application for readmission from a student who has been suspended unless the student has been reinstated to good standing by the Arts & Sciences Committee on Graduate Studies.
- Coursework taken elsewhere while not in good academic standing will not be accepted for transfer at William & Mary.

Reinstatement to Good Academic Standing

Students who have been academically suspended and are not in good academic standing with the university, but who wish to seek reenrollment to William & Mary, must submit a petition for reinstatement to good standing to the Arts & Sciences Committee on Graduate Studies. Petitions should be made in advance of the semester of intended return (July 15 for Fall, November 15 for Spring, or April 15 for Summer). For information on specific procedures, contact the Office of Graduate Studies. Reinstatement to good standing and reenrollment to the university are not automatic, but at the end of certain specified periods the student is eligible to seek these considerations from the Arts & Sciences Committee on Graduate Studies and the Office of Graduate Studies, respectively. A student who is suspended in January for failing to make satisfactory academic progress may apply no earlier than April of the same year for reinstatement and reenrollment for Fall. A student who is suspended in May is eligible to apply no earlier than October for reinstatement and reenrollment to be effective in the Spring semester. It is extremely unlikely that a student who is suspended twice from the university for failing to make satisfactory academic progress will ever be reinstated to good standing.

Petition for an Exception to Academic Probation or Academic Suspension

An Arts & Sciences graduate student may petition the Arts & Sciences Committee on Graduate Studies for an individual exception to the Academic Probation or Academic Suspension. Petition approval is not automatic and is generally given only under extraordinary circumstances.

Time Limits for Degrees and Extensions

A graduate student in Arts & Sciences is required to complete the degree requirements for the degree program to which they were admitted by the deadline specified in the letter of admission they received from the Vice Dean for Research and Graduate Studies. The deadline will be established in accordance with the Requirements for Degrees (https://catalog.wm.edu/graduate/college-arts-sciences/regulations/

#requirementsfordegreestext). The deadline for completing the degree program may be extended as follows:

- A student in good academic standing may request a leave of absence, including a leave for military service. See Leaves of Absence/Withdrawal (https://catalog.wm.edu/graduate/college-arts-sciences/regulations/#gradingacademicprogresstext).
- A student in good academic standing may request one extension of the degree limit for a definite, stated period of time (up to one year), when extenuating circumstances warrant. Working with their advisor and the graduate director for their degree program, a student petitioning for an extension must document progress towards their degree and provide a plan for completing their degree requirements during the term of the extension period. In addition, a student must complete the Extension Request Form, secure a supporting letter from their primary advisor, and receive approval from the graduate director of the program to which the student was admitted, after which the graduate director is required to forward the petition to the Arts & Sciences Committee on Graduate Studies, which then will review the request and vote whether to approve. Ordinarily, an extension of the degree time limit may not be renewed.

Upon return from a leave of absence, or approval of an extension request, the Vice Dean for Research and Graduate Studies will send the student a letter confirming the new deadline for the completion of all degree requirements.

In the event a student fails to complete the degree requirements by the stated deadline, the Vice Dean for Research and Graduate Studies will suspend the student from the program, and notify the student of the action.

Leaves of Absence/Withdrawals

Students may request a leave of absence for either one semester or one year. A leave of absence may not exceed one year and may not be repeated. Under extraordinary circumstances, a student may petition the Arts & Sciences Committee on Graduate Studies for an exception. If a student does not return to their graduate program after their approved leave, the student will be suspended from their graduate program by the Vice Dean for Research and Graduate Studies. However, students may petition the Vice Dean for Research and Graduate Studies for readmission to their graduate program when ready to return. Students should consult with the Director of Graduate Studies for their program in advance of submitting a request to determine the best course of action for them under the circumstances. If a student is receiving financial aid (e.g., a Graduate Assistantship or a Research Assistantship), the student should consult with both their advisor and the Director of Graduate Studies for their program regarding their eligibility for financial aid upon return from an approved leave.

Leaves of absence are handled by the Office of Graduate Studies. To request a leave of absence, a student must submit a *Leave of Absence* form, which must be approved by the student's advisor, the Director of Graduate Studies for their program, and the Vice Dean of Research and Graduate Studies. To request a withdrawal, a student must submit a *Student Withdrawal from Program* form, which must be approved by the Director of Graduate Studies for the student's program and the Vice Dean for Research and Graduate Studies.

Students approved for a leave of absence will have their time-to-degree completion clock suspended for the duration of the approved leave period (i.e., for either one semester or one year). Upon return from approved leave, the student's time-to-degree completion clock will resume. While on an approved leave of absence, students remain in good academic standing but are not registered for courses or for continuous enrollment status. If you are a Virginia resident, you must submit an *Application to determine Physical Residency and In-State Tuition Eligibility* before you return to classes prior to registration, even if you had previously submitted this application.

Students who wish to return to continue their graduate studies after a leave of absence must submit a Reactivation Form to the Office of Graduate Studies.

Students who withdrew from the University and subsequently would like to return to and complete the College of Arts & Sciences degree program they withdrew from, must petition the Vice Dean for Research and Graduate Studies for readmission to their graduate program. Students should consult first with the Director of Graduate Studies for their program in advance of submitting a request to determine the best course of action.

Notice of Candidacy for Graduation

Students who have completed a plan program of study for a degree and have satisfied all of the academic requirements of the College of Arts & Sciences are eligible to receive their degrees at the next regularly scheduled commencement exercise of William & Mary. Commencement is only scheduled in May following the spring semester, but degrees are also awarded in August and December. Graduate students anticipating completion of requirements for the master's or doctoral degree must "Apply to Graduate" (by completing the online form found on the University Registrar's website), and follow the established deadlines found in the A&S Academic Calendar (https://catalog.wm.edu/graduate/college-arts-sciences/#academiccalendartext). If a student who has filed a Notice of Candidacy for Graduation form determines that they will be unable to complete all their degree requirements by the intended Graduation Term, they must contact the Office of Graduate Studies to request a new Graduation Term.

Academic Conduct in Scholarly Activity or Research

At William & Mary, honesty and integrity of students and faculty members are paramount in the conduct and dissemination of research and scholarly and creative activity. This responsibility extends to documents prepared as reports, or as proposals for funding, or other support. It is the responsibility of scholars to ensure that the quality of published works is high, that careful citation credits prior work and related contributions, and that the accomplishments of co-authors and other colleagues are given full acknowledgment. Co-authorship must be conferred only to those who have made significant, identifiable contributions. All authors must be willing and able to defend publicly those contributions.

In general, academic misconduct does not include honest error or honest differences in interpretations or judgments" of results of scholarly activity.[1] Deception, misappropriation of intellectual property, and other deeds that seriously deviate from commonly accepted practices for proposing, conducting, or reporting research within a given community of scholars, is grounds for disciplinary action. Although academic misconduct is well-defined for some disciplines or within certain schools or departments, it is generally defined to include fraudulent behavior, especially "fabrication, falsification, and plagiarism".

- Fabrication is the creation, invention and reporting of results in the absence of experiments, computations, or other efforts to support such results.

- Falsification is the unwarranted alteration of results, to include deceptive or selective reporting, purposeful omission of conflicting data, or other such actions intended to deceive.
- Plagiarism and misappropriation involve willfully appropriating the ideas, methods, or written words of another, without acknowledgment and with the intention that they be taken as one's own work. Plagiarism includes the unauthorized use of privileged information, such as information gained confidentially in peer review, or other confidential circumstances. Self-plagiarism includes duplicate publication without proper citation, or the submission of substantially identical or similar written work for credit or payment. This applies to submission of highly similar work for credit in more than one course without prior approval of the current instructor or without agreement of both instructors for concurrent courses.

Research misconduct may also include material failure to comply with legal requirements governing research, including requirements for the protection of researchers, human subjects, or the public, or for ensuring the welfare of laboratory animals.

[1] United States. Office of Research Integrity. "Guidelines for Institutions and Whistleblowers: Responding to Possible Retaliation Against Whistleblowers in Extramural Research." 1995. 1 June 2008.

Please refer to the Office of Sponsored Programs webpage for additional information.

Institutional and Federal Compliance Requirements for Research/Teaching

Research compliance and safety is overseen by the Vice Provost for Research and Graduate/Professional Studies. Federal Regulations require formal review for certain classes of activity that lead to generalizable knowledge **BEFORE** employees **or** students begin work. Review is required whether these regulated activities are supported by external or internal funds, whether they are performed as independent or guided inquiries, or as part of normal instruction in a classroom, lab, or practicum, whether they are performed on or off university grounds, and whether they are part of a formal research program or undertaken as the result of academic curiosity on the part of a Professor or Student. Before graduate students can perform the following work for research/teaching, the faculty research advisor must submit a proposal to the appropriate William & Mary compliance committee(s) and receive written approval.

These classes of work include:

1. work involving living human subjects leading to generalizable knowledge (**including** survey research or questionnaires);
2. work that involves the use and care of vertebrate animals;
3. work that uses or produces radioactive materials; and
4. work that involves institutional bio-safety concerns such as:
   - Recombinant DNA
   - Work with any human fluid, tissue or infectious agent
   - Research involving direct or indirect contact with wild-caught animals that may harbor infectious agents.

By law, proposed work in any of the four categories above must be reviewed by duly constituted committees appointed by and reporting to senior university administrators. Investigators must submit compliance proposals that include detailed, step#by#step procedures to be used in the research. Further, committee review is required for survey work that may be done year#after#year in scheduled classes or laboratories.

Annual renewals are not automatic. Researchers must update protocols annually in order to continue the work. Further, any revision in the authorized protocol during the period covered by the protocol must undergo additional review **prior** to implementation.

Detailed descriptions of the compliance committees, along with guidance for investigators, can be found on the Universities Compliance website, located within myW&M, under the Self Service tab.

William & Mary policy mandates that those individuals who will perform, or intend to perform, a particular activity involving these regulated areas may not judge for themselves whether that activity is exempt from formal review. Therefore, whenever you have any doubt about whether your work might require review, the correct approaches are either to submit that work through the Protocol and Compliance Management electronic submission program, or to contact a Committee Chair to discuss it.

Please refer to the Office of Sponsored Programs webpage for additional information.

Conferral of Degrees

William & Mary confers degrees in January, May, and August of each year. The commencement ceremony is in May, recognizing January and May degree recipients, and students expected to have their degrees conferred in August. The Office of Graduate Studies has thirty (30) days from the actual date of degree conferral to submit final paperwork to the University Registrar for degree certification.

Constitution of Defense Examination Committees

For the purposes of constituting an examination committee for a dissertation or thesis defense examination, a full-time faculty member is defined to be someone who holds a tenured or tenure-eligible faculty position in Arts & Sciences.

To be the sole chair of a dissertation or thesis defense examination committee, a faculty member must currently be a full-time faculty member within the graduate program. An exception may be requested from the Assistant Director of Graduate Studies if an approved chair of a dissertation or thesis defense examination committee subsequently departs William & Mary for an equivalent full-time appointment at another research institution and both the departing colleague and any one of their advisees wants to preserve the approved advisor-advisee relationship through to completion:

- If the approved committee chair departs as a tenured member of the Arts & Sciences faculty, then they may continue to serve as the sole chair of a dissertation or thesis defense examination committee, subject to the approval of the director of the student's graduate program.
- If the approved chair departs prior to securing tenure as an Arts & Sciences faculty member, then they may continue to serve as a co-chair of a dissertation or thesis defense examination committee, subject to the approval of the director of the student's graduate program. In this case, the other co-chair must be a full-time faculty member within the graduate program.

In such instances, the graduate program is required to obtain a Courtesy Appointment from the Dean of the College of Arts & Sciences, to be renewed annually, until all graduate students on whose committees the departed faculty member serves as chair or co-chair have either satisfied

all degree requirements, withdrawn from the graduate program, or been suspended from the graduate program.

A faculty member approved as the chair of an Arts & Sciences graduate student's dissertation or thesis defense examination committee who subsequently retires may continue to serve as a co-chair of the defense examination committee, subject to the approval of the director of the student's graduate program. The other co-chair must be a full-time faculty member within the graduate program. If the faculty member does not retire with emeritus status, then the graduate program is required to obtain a Courtesy Appointment from the Dean of the College of Arts & Sciences, to be renewed annually, until all graduate students on whose committees the retired faculty member serves as co-chair have either satisfied all degree requirements, withdrawn from the graduate program, or been suspended from the graduate program. Upon their retirement, emeritus faculty members retain their affiliation with the graduate program, therefore a Courtesy Appointment is not required.

A graduate program may, at their discretion, recommend someone who holds a doctorate but is not a faculty member in Arts & Sciences as the co-chair of a defense examination committee, subject to the approval of the Assistant Director of Graduate Studies. The other co-chair must be a full-time faculty member within the graduate program. The graduate program is required to obtain either a Courtesy Appointment or a contract as a research faculty member from the Dean of the College of Arts & Sciences, to be renewed annually, until the graduate student have either satisfied all degree requirements, withdrawn from the graduate program, or been suspended from the graduate program.

When a co-chair who is a current full-time faculty member in the student's graduate program is required under any of the circumstances outlined above, the co-chair will have full signatory authority on all forms. The co-chair arrangement will ensure the availability of an on-site advisor to the student.

Degrees of Master of Arts and Master of Science

In addition to the following general requirements that must be satisfied by students earning either a Master of Arts or a Master of Science degree from Arts & Sciences, special degree requirements (e.g., language proficiency or course requirements) specific to each of the master's programs are listed under the Graduate Arts & Sciences Catalog entries for departments and programs. Students are required to satisfy all program-specific requirements in addition to the following general requirements.

All candidates for the degrees of Master of Arts or Master of Science

To be eligible to graduate, all students must achieve a cumulative grade point average of 3.0 on a 4.0 scale in all courses under-taken for graduate credit at William & Mary after admission to a degree program. No credit toward a degree will be allowed for a course in which a student receives a grade below C (grade point= 2.0).

All requirements for the master's degree must be completed within six years from the first term of enrollment in the master's program, excluding periods of approved leave and military service. Requests for extension beyond the six-year limit must be filed following the procedures outlined in Time Limits for Degrees and Extensions (https://catalog.wm.edu/graduate/college-arts-sciences/regulations/#gradingacademicprogresstext) in the Graduate Arts & Sciences Catalog.

Students not submitting a thesis to satisfy degree requirements

Students **not** submitting a thesis must successfully complete 30 semester hours of graduate credit, subject to the following requirements.

- At least 18 semester credit hours must be earned in courses numbered 600 or above.
- Semester credit hours earned for courses numbered 566, 666, 685, 695, 700, 766, 795, and 800 may not be used to satisfy this requirement.
- No more than a total of 12 semester credit hours earned in courses numbered 694 may be used to satisfy this requirement.

Students submitting a thesis to satisfy degree requirements

Students submitting a thesis must successfully complete 30 semester hours of graduate credit, subject to the following requirements.

- At least 12 semester credit hours must be earned in courses numbered 600 or above, excluding 700 (Thesis).
- At least 6 semester credit hours must be earned in courses numbered 700 (Thesis), but no more than 6 semester credit hours can be used to satisfy the requirement of 30 semester hours of graduate credit.
- Semester credit hours earned for courses numbered 566, 666, 685, 694, 699, 710, 766, and 800 may not be used to satisfy this requirement.
- No more than a total of 12 semester credit hours earned in 693 and 695 may be used to satisfy this requirement.

Some master's programs in Arts & Sciences require a student earning a thesis master's degree to take a comprehensive or qualifying examination to demonstrate competence in his or her field of study. If so, students submitting a thesis must pass the com - prehensive examination to satisfy this requirement for their degree program.

- The comprehensive examination may be either written, oral, or both at the discretion of the student's master's program.
- The comprehensive examination committee must consist of at least three members, at least two of whom must be full-time faculty with appointments in the Arts & Sciences and must have a formal affiliation with the student's graduate program. The third member of the comprehensive examination committee must hold a doctorate.

Students submitting a thesis must present work that is based on original research that constitutes a contribution to scholarly knowledge.

- The thesis defense examination committee must consist of at least three members who hold a doctorate, at least two of whom must be full-time faculty with appointments in Arts & Sciences and must have a formal affiliation with the student's graduate program.
- The student's master's program recommends the names of members to serve on the master's defense examination committee, which the director of the student's graduate program must approve. Final approval of the committee rests with the Assistant Director of Graduate Studies, and must be secured at least two weeks in advance of the thesis defense examination.
- Each student must successfully defend his or her thesis in a final examination before the thesis may be submitted to the Vice Dean for Research and Graduate Studies.

- If the student's graduate program requires a public defense of thesis, the examination must be open to the faculty of Arts & Sciences and to such outside persons as the graduate program may invite.
- The first preference is for the student and all thesis defense examination committee members to be physically present for the examination, unless otherwise agreed to by the student's advisor or co-advisors.
- Electronic participation by the thesis defense examination committee members is allowed to accommodate schedules, particularly those of committee members who do not hold appointments at William & Mary. Electronic participation by the student is allowed only if approved by the committee.

Degree of Master of Public Policy

- The director of The Public Policy Program will plan and approve the student's program.
- Each MPP student is expected to attend full-time (12 credits per semester) for four semesters. Students in the Accelerated B.A./B.S. and MPP path are expected to attend full-time (14-15 credits per semester) for two semesters following conferral of the Bachelor's degree.
- At least 46 semester hours of graduate credit are required for the MPP degree. Students accepted for the degrees of MPP/ JD, MPP/ MBA, MPP/MS in Marine Science, MPP/PhD in Marine Science, or MPP/MS in Computational and Applied Mathematics are required to have 37 hours of MPP course credit. Each student must achieve a cumulative grade point average of 3.0 on a 4.0 scale in all courses undertaken for graduate credit at William & Mary after admission to the MPP program. No credit toward a degree will be allowed for a course in which a student receives a grade below C (grade point=2.0).
- It is expected that all degree requirements will be completed within 2 years after admission to the degree program.
- Each student must complete a 10-week internship during the summer between the first and second years of the program. The program director must approve all internships.

Degree of Doctor of Philosophy

In addition to the following general requirements, which must be satisfied by students earning a Doctor of Philosophy from Arts & Sciences, special degree requirements (e.g., language proficiency or course requirements) specific to each of the doctoral pro-grams are listed under the College of Arts & Sciences: Graduate Studies Catalog entries for departments and programs. Students are required to satisfy all program-specific requirements in addition to the following general requirements.

To be eligible to graduate, all students must achieve a cumulative grade point average of at least 3.0 on a 4.0 scale in all courses undertaken for graduate credit at William & Mary after admission to a degree program. No credit toward a degree will be al-lowed for a course in which a student receives a grade below C (grade point= 2.0).

All requirements for the Ph.D. must be completed within seven years from the first term of enrollment in the Ph.D. program, excluding periods of approved leave and military service.

- For a student enrolled in a master's program in Arts & Sciences who subsequently advances to candidacy in the doctoral program in the same field, the term of enrollment in the master's program will count toward the seven-year limit for the doctoral degree unless otherwise stated in the letter of admission. Such exceptions are granted only at the time of admission.
- Requests for extension beyond the seven-year limit, or the limit stated in the letter of admission, must be filed following the procedures outlined in Time Limits for Degree and Extensions (https://catalog.wm.edu/graduate/college-arts-sciences/regulations/#gradingacademicprogresstext) in the College of Arts & Sciences: Graduate Studies Catalog.

A minimum of three years of graduate study beyond the baccalaureate is required. At least 30 semester credit hours beyond either the baccalaureate or the master's is required; semester credit hours used to satisfy baccalaureate or master's degree requirements cannot be used to satisfy the requirement of a minimum of 30 semester credit hours to earn a doctorate. In addition, the following requirements must be met:

- At least 30 semester credit hours must be earned in courses numbered 600 or above.
- At least 24 semester credit hours must be earned in courses numbered 800 (Dissertation); no more than 24 semester credit hours may be used to satisfy the requirement of at least 30 semester credit hours beyond the baccalaureate or master's.
- Semester credit hours earned for courses numbered 566, 666, 685, 700, 710, and 766 may not be used to satisfy program requirements for the doctorate.

Doctoral students must pass a comprehensive or qualifying examination designed to demonstrate competence in his or her field of study.

- The qualifying examination may be either written, oral, or both at the discretion of the student's doctoral program.
- The qualifying examination committee must consist of at least three members, at least two of whom must be full-time faculty with appointments in Arts & Sciences and must have a formal affiliation with the student's graduate program. The third member of the qualifying examination committee must hold a doctorate.

Doctoral students must submit a dissertation that is based on original research that constitutes a significant contribution to scholarly knowledge.

- The dissertation defense examination committee must consist of at least four members who hold a doctorate.
  - At least two members of the committee must be full-time faculty with appointments in Arts & Sciences and must have a formal affiliation with the student's graduate program.
  - At least one member of the committee must be an individual who does not have a formal affiliation with the student's doctoral program, and thus is eligible to serve as an external examination committee member.
  - Individuals who have any affiliation with the student's doctoral program (e.g., Adjunct Professor, Visiting Assistant Professor, etc.) do not qualify as an external examination committee member.
  - External examination committee members must have earned a doctorate in the same or closely related discipline and may include individuals who have earned a doctorate and who hold an appointment at an institution other than William & Mary.
- The student's doctoral program recommends the names of members to serve on the dissertation defense examination committee, which the director of the student's graduate program must approve. Final approval of the committee rests with the Assistant Director

of Graduate Studies, and must be secured at least two weeks in advance of the dissertation defense examination.

- Each student must successfully defend his or her dissertation in a final examination before the dissertation may be submitted to the Vice Dean for Research and Graduate Studies.
  - This examination must be open to the faculty of Arts & Sciences and to such outside persons as the doctoral program may invite.
  - The first preference is for the student and all dissertation defense examination committee members to be physically present for the examination, unless otherwise agreed to by the student's advisor or co-advisors.
  - Electronic participation by the dissertation defense examination committee members is allowed to accommodate schedules, particularly those of committee members who do not hold appointments at William & Mary. Electronic participation by the student is allowed only if approved by the committee.

Submission and Acceptance of the Dissertation or Thesis

Acceptance of the dissertation or thesis by Arts & Sciences is conditioned upon a student submitting their dissertation or thesis, along with all other documents required by the Office of Graduate Studies, subject to the requirements published for the term for which the student has filed to graduate. The submission must meet the deadline published in the Graduate Arts & Sciences Catalog under A&S: Academic Calendar to graduate in the intended term. Students should confirm with their graduate pro-gram, in advance of final submission, that they have satisfied all the degree requirements specific to their program.

When an Arts & Sciences graduate degree requires the submission of a dissertation or thesis to fulfill degree requirements, the degree will not be granted until the dissertation or thesis has been submitted to and accepted by the Vice Dean for Research and Graduate Studies.