

ACADEMIC POLICIES

Students in the Raymond A. Mason School of Business are subject to the academic policies and standards of the School, the specific degree program(s) in which they are enrolled, and the rules and regulations of William & Mary.

Consistent with William & Mary academic policy, students are responsible for understanding and fulfilling all academic requirements associated with their program of study.

Please use the tabs above to navigate the academic policies and procedures of the Raymond A. Mason School of Business.

Class Attendance

Regular class attendance and participation in class discussions are required. If a student needs to miss class or a deadline for any reason, the student should contact the professor ahead of time. Students are responsible for completing all missed class assignments. Consequences for missed classes are at the discretion of each professor.

Administrative Drops Due to Non-Attendance Policy - Online Courses

Regular class attendance and participation in class activities are required. Attendance is defined as participating in an academic activity in the online classroom, including posting in a discussion forum, submitting a written assignment, or submitting a quiz or exam. Simply accessing the course does not qualify as academic activity as attendance is expected each week. Students who do not complete any academic activity in a course within the first seven days from the start of the session will be administratively dropped.

Enrollment Statuses

Students enrolled in a full-time program must stay at full-time status during the Fall and Spring semesters. Executive MBA students are considered full-time in the Fall, Spring, and Summer. Students enrolled in part-time programs may obtain full or part-time status depending upon the number of credits for which they are registered (see "Full-time Status" and "Part-time Status" below for additional information).

Full-Time Status

Full-time graduate registration is defined by the university as registration for nine (9) or more semester hours of graduate credit per semester during the Fall and Spring semesters. Each graduate program has specific degree requirements that may exceed the minimum credit hour of 9 required for full-time status. A full-time degree-seeking student must register for at least nine but not more than 18 credits each semester (audits do not count toward the minimum hours required but do count toward the maximum hours allowed). Requests for overloads may be approved by the student's program office. Please see the overload section below for additional overload information.

Part-Time Status

During the Fall and Spring semesters, students are considered to be part-time if registered for less than nine (9) semester hours of graduate credit per semester. Note: Part-Time MBA students registered for nine (9) or more credit hours will be charged the applicable rate for full-time tuition and fees.

Overload

A written request to enroll for more than 18 hours must be submitted to the program office during the regular registration period, and before the end of the add period. Students must have a grade point average of 3.0 or above to request an overload. Permission to carry more than 18

academic credits is granted on a case-by-case basis at the discretion of the program office. After written approval has been obtained, Academic Administration will register the student for the course(s). Students already enrolled at full-time status (9 or more hours) may take an overload at no additional cost.

Active Student Status

An active student is currently registered for classes, attending classes, and making academic progress in their degree program. Students may only attend a course if they are registered for the course (for credit or auditing the course). Only active students are able to work as a graduate assistant. A lapse in active student status may result in the loss of a student's graduate assistantship.

Enrollment in Undergraduate Courses

Graduate students may take up to a total of four credit hours, for credit or audit, of courses normally offered for undergraduate credit (i.e., language, music lessons, and dance) with approval from the program office. The student will not receive graduate credit for the course. While undergraduate courses do not count towards the graduate degree, undergraduate courses and grades (if applicable) will appear on the student's transcript and be calculated in the student's cumulative GPA. This section does not apply to students enrolled in an online program.

Undergraduate Enrollment in Online and Residential Graduate Courses

Undergraduate students are only permitted to enroll in approved online graduate prerequisite courses. Undergraduate students must obtain permission from the residential graduate program office to take residential graduate courses.

Auditing Graduate Business Courses

Mason School of Business graduate students may audit a graduate business course if space is available and with permission from the faculty member and program team. Online program classes are not available for audit. Students must submit a Permission to Audit form, during the regular registration period, to the program office, who will forward the completed form to Academic Administration to facilitate course registration. Audited courses carry no academic credit. Full-time graduate students may audit one course per regular semester (with the exception of the very first semester enrolled or the first year for full-time MBA students) without charge, provided the total number of credit hours does not exceed eighteen (18) hours. Grades for courses taken on an audit basis will appear on the student's William & Mary transcript as a grade of "O" for a successful audit or "U" for an unsuccessful audit. Students who stop attending class and fail to withdraw following the 'Withdraw from an Individual Course' policy will receive the grade "U." Students may not audit classes that are required to complete their degree.

Independent Study Courses

A residential graduate student may enroll in an independent study course if a Raymond A. Mason School of Business faculty member agrees to be the faculty advisor for the project, two additional faculty members agree to be the faculty readers, and the Vice Dean for Faculty and Academic Affairs approves the Independent Study Request Form and proposal. An independent study course is not a replacement for a required course. The student should seek out a faculty member who has personal interest or experience in the area relating to the student's independent study proposal. Submitting a proposal is not a guarantee for enrollment in an independent study class. A faculty member is not required to participate in an independent study. The Independent Study Request Form and

proposal should be finalized before the end of the add/drop period. The student may seek additional guidance from their program office. At the conclusion of the independent study, the student's final paper will be forwarded to the Vice Dean for Faculty and Academic Affairs for final review. Only students with a cumulative grade point average of 3.0 or higher may participate in independent study courses and exchange programs. Online students are not permitted to enroll in an independent study.

Summer Courses

Summer courses are offered to Part-Time MBA, Full-Time MBA, and MAcc students. Attending summer courses does not preclude the Full-Time MBA student requirement of attending courses full-time in the Fall and Spring semesters of the second year. Course loads could be reduced in either or both Fall and Spring to incorporate those hours taken during the summer session (with a minimum requirement of nine credit hours per semester to be considered full-time).

First-year Full-Time MBA students are strongly encouraged to pursue a summer internship experience prior to the second year. If a student will be located in the area, and/or does not have a summer internship, permission to take summer courses may be granted on a space-available basis.

Students enrolled in the MGJW-MBA, Online, and Executive MBA Programs take courses throughout the academic year, including the summer semester. Online courses are also available to residential graduate students with approval from your program office.

Enrollment in other William & Mary Graduate Courses

With permission from the program office and respective faculties, an MBA or MAcc student may register for and apply up to six (6) credit hours of graduate elective course work earned at William & Mary outside of the Mason School of Business towards the Full-time MBA, Part-Time MBA, or MAcc degree. In order to exercise this option, the student must complete a Request to Take Non-Program/Business Form prior to registration. Additional documentation, such as course description and/or syllabus is required. Once approved, Academic Administration will facilitate course registration.

The MSBA is designed as an integrated, cohort-based program. Students will be registered for all classes in the curriculum to complete the program by the program office.

Enrollment within the Raymond A. Mason School of Business

Graduate students may register for courses outside their program with permission from the faculty member and both program offices. In order to exercise this option, the student must complete a Request to Take Non-Program/Business Course Form prior to registration. This form is not needed for registration in elective courses between the Full-Time MBA and Part-Time MBA Programs. Permission to register is granted upon availability and if the prerequisites have been met. Once approved, Academic Administration will register the student for the requested course.

Registration Processes for Graduate Business Programs

Residential Full-Time MBA - 1st Year

- Courses follow a concentrated, integrated lock-step curriculum with the exception of Session D where students will have the choice of electives.

- Graduate Registrar completes all course registrations including boot camps prior to the start of the program.
- Students must verify schedules each semester using PATH through myW&M
- Errors must be reported immediately to the program office.

Residential Full-Time MBA – 2nd Year

- Students self-register for Fall and Spring courses using PATH through myW&M with the exception of Batten Fund, CAMs, Field Consultancy projects, and Sprints.
- Pre-registration occurs during the preceding semester.
- Course information is available online.
- Program staff provide academic advising as needed.
- Students must verify registrations for degree completion requirements and specialization declarations.

Residential Part-Time MBA

- Students self-register via PATH through myW&M for their residential courses.
- For students in catalog years prior to 2026-2027, Academic Administration will complete all course registrations until the students have completed their degree requirements.
- Students taking courses through our Online Programs must be manually registered by Academic Administration by completing and submitting an Online Course Request Form to ptmbaprogram@wm.edu. The last day to register for an online course is the Friday before the class begins.
- Pre-registration occurs during the prior semester.
- Course information is available online.
- Program staff provide academic advising as needed.

Residential Executive MBA

- Executive MBA Program provides Academic Administration with students' course lists each semester.
- Academic Administration completes all registrations.
- Students must verify schedules via PATH through myW&M each semester.
- Errors must be reported immediately to the program office.

Residential MAcc (Master of Accounting)

- Program office registers incoming students for summer prerequisites and fall classes.
- For the spring semester, students register online using PATH through myW&M.
- Course information is available online.
- Program staff and Faculty Director will provide academic advice as needed.
- Students must verify registrations for degree completion requirements and emphasis declarations.

Residential MSBA (Master of Science in Business Analytics)

- Courses follow a concentrated, integrated lock-step curriculum.
- Program office registers MSBA students for all courses including required boot camp course.
- Course information is available online.

- Students must verify registrations each semester via PATH.
- Any errors must be reported immediately to the program office.

Online Program Students

- Students register for all courses online using the PATH registration website.
- Pre-registration occurs during the prior semester.
- Course information is available online (<https://registration.wm.edu/>).

Add/Drop Policies for Graduate Business Programs

Academic Administration oversees all student semester course registration. Each student is responsible for their own progress towards degree requirements; however, Academic Administration and the program offices will also monitor student progress towards degree completion.

Adding or dropping a class may impact a student's ability to continue in your program or graduate on time. Advisement from the program is highly recommended.

Residential Full-Time MBA – 1st Year

- Courses follow a concentrated, integrated lock-step curriculum with the exception of Session D where students will have the choice of electives. The program office will provide advice on adding/dropping Session D electives. All other first-year MBA courses cannot be added or dropped (lock-step curriculum).

Residential Full-Time MBA – 2nd Year

- Add/drop available through PATH for 10 calendar days starting the first day of Fall/Spring classes.
- Fall/Spring Session B/D courses may be dropped within 10 calendar days from the first day of the session by contacting their program office.
- Courses dropped within the add/drop period do not appear on the transcript.
- Withdrawal period begins after the add/drop period ends; no refund if still enrolled in other courses.
- Full-Time MBA students taking Part-Time MBA courses must follow the Full-Time 10-day policy.

Residential Part-Time MBA Add/Drop

- Add/drop available through PATH for 10 calendar days starting the first day of Fall/Spring/Summer classes.
- Fall/Spring Session B/D courses may be dropped within 10 calendar days from the first day of the session by contacting their program office.
- Courses dropped within the add/drop period do not appear on the transcript.
- Withdrawal period begins after the add/drop period ends.
- For students in catalog years prior to 2026-2027, Academic Administration will complete all add/drop/withdrawal requests until the students have completed their degree requirements.
- *** Part-Time MBA students taking online classes will follow the Add/Drop deadlines of our Online Programs (see below). ***

Residential Executive MBA Add/Drop

- Integrated lock-step program.
- No individual course may be added or dropped during the semester.

Residential MAcc Add/Drop

- Add/drop available for 10 calendar days from the first day of Fall/Spring classes.

- Drops within the 10-day period do not appear on the transcript.
- MAcc students taking Part-Time MBA courses follow the MAcc 10-day policy.
- Mid-semester courses may be dropped within 5 calendar days (contact Program Office).

Residential MSBA Add/Drop

- Integrated lock-step curriculum.
- No individual course may be added or dropped during the semester.

Online Programs Add/Drop

- The Online Programs add/drop period ends at 11:59pm on the Sunday after the first day of class.
- **Session A Regular Session (7.5 weeks)** - Online program students wishing to add or drop a Session A course may do so in the PATH registration website (<https://registration.wm.edu/>) through the add/drop period for Session A.
- **Mini- Session courses (3.5 weeks)** - The add/drop deadline is the Wednesday after the first Monday. Students should contact the program office for the appropriate form.
- **Session B Regular Session (7.5 weeks)** - Students who wish to add or drop a Session B course may do so in the PATH registration website (<https://registration.wm.edu/>) prior to the add/drop deadline for Session A. After the Session A add/drop deadline, students who wish to add or drop a course in Session B should contact the program department for the appropriate form prior to the add/drop deadline for Session B.
- Courses dropped through the end of the add/drop period are not displayed on the student's transcript.

Registration Verification

Students should verify course registrations for accuracy regardless of whether the registration request was completed by Academic Administration or through W&M's PATH Registration System. Students must verify course registrations for accuracy each semester by checking their DegreeWorks report. Students are responsible for notifying the program office and Academic Administration immediately of any errors that require correction.

Withdrawals

Withdrawal from Individual Courses

After the add/drop period, students may withdraw with a grade of 'W' from a course before 60% of the course is completed. Students who withdraw from one or more courses must follow procedures established by the degree program. Petitions for late withdrawal will be approved only for extenuating circumstances. Please see your program office for more information.

Graduate students may not withdraw from an individual course more than two (2) times. Should the student withdraw from an individual course a third time, they will be ineligible to take the course again. If the course the student is withdrawing from is a core course, the student will be automatically dismissed from the program upon the third withdrawal.

Online Program classes are completed in 7.5 weeks. The withdrawal deadline is the fifth Wednesday after the class start. Specific dates are available on the Online Programs' academic calendar.

The Executive MBA Program courses are concentrated and sequenced in an integrated lock-step program; therefore, no individual course can be added or dropped during the semester.

The Residential MSBA Program courses are concentrated and sequenced in an integrated lock-step program; therefore, no individual course can be added or dropped during the semester.

Withdrawal petitions will not be considered after final grades have been posted.

If a student is attempting to withdraw from a course after being accused of a possible honor violation in that course, the student may proceed with the withdrawal, but please be aware that if they are ultimately found responsible for the violation and are issued a failing course grade, the university will add the course back to the transcript and issue a grade of "F" in the course. The grade of "F" remains on the transcript, even if the student later retakes the course.

See Honor Code Section X.D. for more information about this policy (<https://www.wm.edu/offices/communityvalues/sarp/studenthandbook/honorcode/>).

Withdrawal from the University

Letters of withdrawal should be submitted in writing to the program office. The withdrawal timeframes and withdrawal grading policies for individual courses apply to withdrawals from the university as well. Please see the "Withdrawal from Individual Courses" section above for withdrawal timeframes and withdrawal grading policies. Academic Administration will process all withdrawals.

Please see the tuition refund policy by clicking here (<http://www.wm.edu/offices/financialoperations/sa/tuition/withdrawals/>).

The above withdrawal policies are separate from the university Refund of Tuition Policy.

Military Withdrawal

William & Mary has a military withdrawal process for those students called to active duty in the Military Services. Options are available for tuition relief, refund of payments, and reinstatement with a copy of official active-duty orders. Please see your program office for further details if necessary.

Leave of Absence

Students who wish to request a leave of absence for any reason should submit a written request to the program office. A student may request up to a one-year leave of absence from the program. Please refer to the "Readmission" policy for information on reactivating a student's status.

Transfer Credits

Part-time MBA Program

It is expected that all work for the MBA degree will be completed at the Raymond A. Mason School of Business at William & Mary. Under certain circumstances, non-William & Mary transfer credits requests will be considered. Transfer credits must have been completed within three years of the start of the student's first Part-Time MBA semester and must not be applied to another graduate degree.

Students may transfer graduate credits from an AACSB-accredited institution under the following conditions:

- **Before Admission:** Up to twelve (12) semester hours of graduate credit earned prior to entering the Part-Time MBA Program may be transferred, if the credits are deemed acceptable. These transfer requests must be submitted to the program office no later than the last day of the student's first semester in the program.
- **After Enrollment:** Once enrolled in the Part-Time MBA Program, students may transfer a maximum of eight (8) semester hours

of acceptable graduate credit from another AACSB-accredited institution. Exceptions beyond this limit may be considered only in extenuating circumstances, with written approval from the program director.

MGJW MBA Program

Up to six transfer credit hours of ACE credit for the logistics training may be approved.

Executive MBA Program

Transfer credits from another AACSB-accredited school will be reviewed on a case-by-case basis and must be approved by the program Associate Dean. If approved, the maximum number of transfer credit hours allowed is nine.

Residential Full-time MBA and MAcc

The courses in our programs have been tailored to meet specific learning objectives that support appropriate student development at the appropriate time. It may not always be the case that a direct course equivalent will exist outside of our programs. Only in extenuating circumstances, with written approval from the program office, students may request up to six credits to be reviewed as a possible substitute, subject to the following:

- Courses must have been completed within three years of the student's matriculation in the Mason program.
- Courses may not have been applied to another external graduate degree.
- Transfer credit review must be requested by the end of the student's first semester.
- Transfer credits must have been earned from an AACSB accredited institution with a grade of B or better.

Residential MSBA

Transfer credits are not accepted into the residential MSBA Program.

Credit for Military Training

Students with prior service in the Armed Forces of the United States may present the Joint Services Transcript or other documentation to the program office. Equivalencies to William & Mary courses rarely exist, but where they do, credit may be granted with departmental approval.

The ACE Guide will be consulted, but its recommendations do not automatically apply.

Note about transfer credits

To ensure credit will be granted, students should seek approval for transfer credits prior to enrolling in the course. To obtain approval for a course, students should contact the program office. Transfer credits are not included in the cumulative grade point average because only the credit transfers, not the grade. A minimum grade of "B" (a B- is not acceptable) is required for all transfer courses. All transfer credit hours must be posted on the student record before a student is eligible to graduate.

Online Programs

Courses in the Raymond A. Mason School of Business Online Programs are tailored to meet specific learning objectives that support appropriate academic progression. The expectation is that students will complete all of their coursework through the online program in which they are enrolled. Prior to matriculation, prospective students may request a transfer credit review of courses completed at another institution. Courses must meet the following criteria for consideration.

- Courses must have been completed within three years prior to the student's matriculation into the Mason program.
- Courses must have been taken for credit at the graduate level.
- Courses may not have been applied to another graduate degree.
- Transfer credits must have been earned from an AACSB-accredited institution with a grade of B or better.
- Course academic content must be equivalent to the Mason School course.

A maximum of eight credit hours of acceptable graduate credit may be reviewed for transferability and applied to the graduate degree. Transcripts must be submitted through the application process. The program office must receive requests no later than the last day of Session A during the student's first semester in the program. Transfer credit approval is at the discretion of the Mason School of Business.

Note: A direct course equivalent may not exist outside of our online programs. The number of credits in a previous course may not match the number of credits in an online course. In this case, the student will need to make up the missing credit/s. Furthermore, exceptions to the maximum number of credit hours may be considered for students transferring into an online program from another Mason School graduate business program.

Transfer Credit from a Previous Raymond A. Mason School of Business Graduate Program or Conferred Degree or Certificate

A student who has matriculated into a graduate program at the Raymond A. Mason School of Business may transfer up to 12 hours of graduate credit earned from another Raymond A. Mason School of Business graduate degree program and apply these 12 credits toward the credits needed in their current graduate degree program. The transferred course must be considered an equivalent to the required course. A formal petition must be approved by the program's Faculty Director and the Associate Dean of the degree program to be considered. Final approval is granted by the Vice Dean for Faculty and Academic Affairs. 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. Transfer credit approval is not guaranteed and will be at the discretion of the Program Faculty Director and the Associate Dean of the respective graduate program.

Exams

Final Examinations

The final examination schedules for core courses in our residential programs are determined by each program office. Please note that an exam may be held on a day and/or at a time or place different from the regular class time.

Final exams and final assignments for courses in the Online Programs are due on the last day of class.

In the event of an extenuating circumstance, a request to reschedule a final examination should be arranged with the faculty member.

Exams for Residential Students Requiring Special Accommodations

Student Accessibility Services (SAS) (<https://www.wm.edu/offices/student-success/student-accessibility-services/>) offers reasonable accommodations upon request on an individual basis. Students should request accommodations through the SAS Office and coordinate with their instructors. Accommodations cannot be retroactively applied, so students should request any necessary accommodations before the first day of classes.

Students in the online programs will work with their instructor and the Student Accessibility Services Office on accommodations.

Grades Grading System

Grade	Quality Points per Semester Credit Hour
A	4.00
A-	3.70
B+	3.30
B	3.00
B-	2.70
C+	2.30
C	2.00
C-	1.70
F (Failure)	0.00

Final grades for graduate business courses split across both fall and spring semesters (1.5 or 3 - 4.5 credit hour courses split across both semesters) will remain ungraded (not an "I") at the end of the Fall semester. During the spring semester, final grades will be posted for both fall and spring semesters.

Grades Not Calculated in GPA

- W (Withdrawal)
- I (Incomplete)
- O (Successful Audit)
- U (Unsuccessful Audit)
- Pass/Fail (P/F)

Unless specified as (P/F) in the course description, business course cannot be taken on a P/F basis.

Incomplete Grade

A grade of Incomplete (I) indicates that a student has not completed essential course work due to illness or other extenuating circumstances. Incompletes are given only if a student has made satisfactory progress in the majority of classwork. Approval of an incomplete is at the discretion of the instructor. An "I" automatically becomes an "F" at the end of the following regular semester and before that semester grades are transcribed if the course work has not been completed satisfactorily. Any deferred or incomplete grade must be completed as agreed upon with the instructor, and within the time allowed to complete degree requirements. If a student receives an "I", it may prevent the student from taking a post-requisite course. Students will not be allowed to register if they have three unresolved incompletes on their record.

Online Prerequisite Course Repeats

Students who fail two prerequisite courses will not be permitted to continue in their degree program and will be academically dismissed. In addition, students may only repeat a failed prerequisite one time.

Grade Change

The course instructor can initiate a grade change for legitimate reasons, including a change for a grade of "I" (Incomplete). For grade corrections or completions, a Grade Completion/Correction Form should be submitted by the instructor and forwarded to Academic Administration, who will then submit the form to the University Registrar's office for processing. Students are prohibited from handling grade change forms.

Once a student's degree has been conferred, the academic record is closed and grades cannot be changed or amended.

Appeal of Grade Received

A continuing student has 30-calendar days after grades are posted to begin the grade appeals process. Once a student's degree has been conferred, the academic record is closed and cannot be changed or amended. When a student has a question regarding the grade received for a course, the process for appealing the grade is as follows:

1. The student contacts the professor to find out how the grade was compiled. If the issue is not resolved to the student's satisfaction, they should then contact their program office to learn about the grade appeal process.
2. If the grade remains in dispute, the student may complete and submit the Appeal of Grade Received Form to Academic Administration (acad.admin@mason.wm.edu). The appeal letter should note specific reasons for the appeal.
3. The Vice Dean for Faculty and Academic Affairs will review the appeal and inform the student of the decision.
4. To dispute the decision of the Vice Dean for Faculty and Academic Affairs, the student must submit a written request for review of the decision to the Dean of the Mason School of Business within seven days of receipt of the Vice Dean's response letter. The decision of the Dean is final.

Academic Status

William & Mary's Raymond A. Mason School of Business students are subject to the academic policies of the School and of the individual programs or certificates in which they enroll as well as the rules and regulations of William & Mary. In accordance with William & Mary's academic policies, it is the student's responsibility to know and meet all academic requirements. The Academic Status Committee is responsible for enforcing these academic policies.

The Academic Status Committee is comprised of the Vice Dean for Faculty and Academic Affairs (who serves as the Chair), the Associate Deans of the Mason School of Business graduate programs (or their designees), and one faculty member appointed by the Chair. The Assistant Dean of Academic Administration serves as an ex officio member of the committee.

Academic Warning

A student will receive an academic warning if the student's program cumulative grade point average (GPA) falls below a 2.75 in any semester. This academic warning will be sent from Academic Administration via email to the student's official @wm.edu email address. The student's program team will be notified of the academic warning.

Academic Dismissal and Degree Conferral

A student will be dismissed from their degree or certificate program if the student receives a final grade of "F" in any course at any time. This notification of dismissal will be sent from Academic Administration via email to the student's official @wm.edu email address.

A student who completes the program with a program GPA below a 2.75 will be notified that they have completed their program requirements but failed to achieve the minimum GPA, making them ineligible for degree conferral. Registering for additional courses, of any modality, to raise GPA for degree conferral if all program requirements have been met is not permitted.

Appeal of Academic Dismissal

Any student who has been academically dismissed may petition the Academic Status Committee for reinstatement. All petitions must be submitted in writing to Academic Administration (acad.admin@mason.wm.edu) no later than seven calendar days after the date of the notification. If an appeal is not received within seven calendar days after the date of notification the student will be administratively dropped from any registered courses. Any student receiving more than one F will be dismissed from the degree program without appeal.

The Academic Status Committee will expect the student's appeal to meet the criteria presented below in order to be considered for reinstatement:

- The student must present the specific unusual or unique circumstances which produced the unsatisfactory academic performance.
- The student must establish that there are strong prospects for satisfactory academic performance in the future that will result in the student achieving the required 2.75 program GPA for graduation.
- The student must confirm that they accept responsibility for performing the actions necessary to improve academic performance.

Academic Status Committee will evaluate petitions for reinstatement using the following process:

1. The Academic Status Committee will review and evaluate all supporting documentation provided in the petition, the student's academic record up to the dismissal, and feedback from the course instructor(s).
2. The Academic Status Committee will issue a decision no later than seven business days after receipt of petition.
3. An affirmative vote of a majority of the Academic Status Committee is required to overturn the dismissal and allow reinstatement to the program.
4. The student and the student's program office will be informed via email of the Academic Status Committee's decision.
5. Reinstatement will be effective only when a student signs a revised academic plan developed in consultation with their program team/advisor. A copy of the signed plan must be submitted to Academic Administration at acad.admin@mason.wm.edu.
6. If the appeal is denied, the student may appeal the Academic Status Committee's decision to the Dean. Appeals to the Dean must be submitted in writing to Academic Administration (acad.admin@mason.wm.edu) no later than seven calendar days after the date of the denial letter. The Dean's decision is final and is not subject to appeal.

Verification of Enrollment or Degrees

Requests for official transcripts, verification of enrollment, or degrees earned at the university should be addressed to the University Registrar's Office (<https://www.wm.edu/offices/registrar/student-records/transcripts-verifications/verifications/>).

The university sends regular enrollment and graduation updates to the National Student Clearinghouse, which is used by many loan agencies to verify enrollment. The university cannot verify enrollment or degrees for students who have submitted a request for confidentiality.

Transcript Requests

Transcripts of academic records for William & Mary are issued by the Office of the University Registrar only upon the student's request by

visiting this link: Transcript Request (<https://www.wm.edu/offices/registrar/student-records/transcripts-verifications/official-transcripts/>).

Requests are made through the National Student Clearinghouse.

Currently enrolled students and graduates since 2007 may view their unofficial transcript online via Banner Self Service.

If you have questions regarding ordering transcripts, please contact the University Registrar's Office at 757-221-2800 or registrar@wm.edu.

Degree Completion

The maximum length of time for degree completion in graduate business degree programs is:

- Residential Full-Time MBA Program, 3 calendar years
- Part-Time MBA Program, 5 calendar years
- Executive MBA Program, 4 calendar years
- Online MBA, 3 calendar years
- Online MSBA, 2 calendar years
- Online MS in Marketing, 2 calendar years
- Online MS in Finance, 2 calendar years
- Online MAcc, 2 calendar years
- Residential MAcc Program, 2 calendar years
- Residential MSBA Program, 2 calendar years
- Residential MS in Nonprofit Management, 2 calendar years

All course and degree requirements must be completed within the listed time period, which begins at the time of initial enrollment. The time periods listed above include time away for any leave of absence with the exception of military deployment. Under extenuating circumstances, please contact the program office.

A student who completes the program or certificate with a GPA below a 2.75 will be notified that they have completed their program requirements but failed to achieve the minimum program GPA, making them ineligible for degree conferral. Registering for additional courses, of any modality, to raise GPA for degree conferral if all program requirements have been met is not permitted.

Eligibility for Graduate Certificate Following Degree Conferral

Students who have been awarded a graduate degree from the institution are not eligible to receive a graduate certificate composed entirely of coursework completed prior to the conferral of that degree. To be eligible for the award of a graduate certificate, students must complete a minimum of one (1) new course that was not applied toward any previously conferred degree.

Degree Evaluations

Degree audits are available via Degree Works for students and show the requirements for the degree and whether or not they are complete. Contact the program office if there are any omissions or errors, or if you have any questions.

Graduation Application

Students must apply to graduate by submitting their graduation application by October 15 (of the year prior to graduation) for January, May, or August degree conferrals.

The degree will not be conferred if the student does not apply to graduate. If a student subsequently fails to complete the degree requirements, the program office will submit a new graduation date to Academic Administration. A one-time, non-refundable Graduation Fee (per degree)

will be charged to all students by the university after they have filed their graduation application. Students can file online by clicking: Graduation Application (<https://www.wm.edu/offices/registrar/degree-progress/graduation/>).

Combined degree students must submit a separate application for each degree. Both applications should be submitted for the semester in which both degrees will be complete. The degrees will be conferred at the same time when all requirements for both programs are complete.

Graduation

Degrees are conferred by the university in January, May, and August following the fall, spring, and summer semesters respectively. The Mason School of Business holds a graduation ceremony each year in May. Graduate students are automatically eligible to walk in the May ceremony if they complete their degree requirements in May, or the December preceding the May ceremony. Students who will complete their degree requirements in August are also eligible to walk in the May ceremony preceding their graduation but will not receive a diploma until degree requirements have been met. Students must have a program grade point average of 2.75 in order to graduate. Degrees are conferred in the semester during which all degree requirements have been successfully completed.

Winter graduates coming back for the May ceremony must inform their program directly if they wish to attend program events. All graduates must complete the university's online Commencement Ceremony Registration Form in order to attend the main ceremony. All combined degree students who graduate in January will be permitted to walk in the previous May ceremony. However, they must inform their program directly if they wish to attend program events.

The Executive MBA and the MGJW (Armed Forces MBA) hold separate graduation ceremonies each year at the end of the final semester of their respective programs.

Academic Achievement Awards

Academic awards are given by the Mason School of Business each year at the May graduation ceremony. These awards reflect outstanding academic achievement. All graduates that will complete their degree requirements in the current academic year (January, May, August conferral dates) will be considered for these awards.

Beta Gamma Sigma

Beta Gamma Sigma is the only honor society for collegiate schools of business recognized by the Association to Advance Collegiate Schools of Business (AACSB), our international accrediting association. Its membership consists of individuals who have distinguished themselves through outstanding performance in the study of business and management. The guiding principles of Beta Gamma Sigma are honor, wisdom, and earnestness.

The William & Mary Chapter invites to membership only those with academic standing in the top twenty percent of each graduate program after grades are submitted for the fall semester of their graduating year. For MGJW Fellows, invitations are sent after the spring semester grades are submitted and for Executive MBA Students, invitations are sent after the conclusion of their fourth semester. Combined business degree students are considered for recognition based on their combined transcript.

Class Rank

It is the policy of the Mason School of Business that class rank is not released. Graduate students will be notified if they are in the top 20% of the class through their invitation to join Beta Gamma Sigma.

Inclement Weather Policy

In the event of inclement weather, William & Mary will announce any closings or delayed openings on local radio stations, television stations, and on the university's home page. Students may obtain updated closing information by checking this site (<https://www.wm.edu/offices/publicsafety/emergency/>). For further information and a complete list of radio and television stations, please visit the university's Inclement Weather Policy website (<https://www.wm.edu/offices/publicsafety/emergency/>). Executive MBA students should check with the Associate Dean for specific weekend closures.

Delayed Opening

Should William & Mary experience a delayed opening, students should report to the first regularly scheduled class beginning after the university opens (for example, if the university opens at 10:00am, students would report to their 10:00am or 11:00am class, not to any class which began before 10:00am.)

Should William & Mary close early, all classes must dismiss at the time of the closure (for example, if the university closes at 2:00pm and your class begins at 1:30pm, the course must dismiss at 2:00pm.).

Students will receive their revised class schedule from their faculty or program staff. Students may also obtain updated delayed opening information by checking this site (<https://www.wm.edu/offices/publicsafety/emergency/>). For further information and a complete list of radio and television stations, please visit the university's Inclement Weather Policy website (<https://www.wm.edu/offices/publicsafety/emergency/>). Executive MBA students should check with the Associate Dean for specific weekend delays.

Honor Code

Among the most significant traditions of William and Mary is the student-administered honor system. The honor system is based upon the premise that a person's honor is their most cherished attribute. The Honor Code outlines the conduct that cannot be tolerated within a community of trust. Prohibited conduct is limited to three specific areas of lying, cheating, and stealing. The Honor Code (<https://www.wm.edu/offices/communityvalues/sarp/studenthandbook/honorcode/>) is an agreement among all students taking classes at the school or participating in the educational programs of the university (e.g., study abroad or internship activities) not to lie, cheat or steal. This agreement is made effective upon matriculation at the university and through the student's enrollment even though that enrollment may not be continuous.

Intellectual Property Rights of Others

The university does not permit the recording, dissemination, or publication of academic presentations (including handwritten notes) for a commercial purpose without the advance authorization of the course instructor. The posting of lecture notes on commercial websites is prohibited and will be considered a student conduct violation.

You may view the Intellectual Property Policy (<https://www.wm.edu/offices/ce/policies/research-activities/intellectual-property.php>) here.