ADMISSION

Application Fee

A non-refundable processing fee of $50 is required for application for admission to graduate study in the School of Computing, Data Sciences & Physics (CDSP). 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.

Application Procedure

William & Mary uses an online application system. The application may be accessed via the CDSP Graduate Admissions website (https://cdsp.wm.edu/admissions/graduate/).

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 online application system.

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 CDSP. 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 CDSP.

Some programs require additional supplementary information (e.g., a curriculum vitae) 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 transcripts or marks statements and degree certificates from all institutions of higher education that they have attended. Applications for admission may include copies rather than official documents. However, applicants who are admitted and enroll in the School of Computing, Data Sciences, and Physics are required to provide the final official versions of these documents, showing degree conferrals, no later than one month after the first day of classes in the first semester of matriculation. Students who have not provided final official transcripts by this deadline will have a hold placed on their student accounts. 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.
- Submitted electronically to the CDSP Dean's Office 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.
- 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.
- If final official transcripts are not issued in English, students must submit those transcripts through World Education Services (WES) or another credential evaluation service that is a member of the National Association of Credential Evaluation Services (NACES).

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 CDSP. 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.

Degree Seeking Students

To be eligible for admission, applicants must either hold or be expected to earn a bachelor's degree from an accredited institution before their initial enrollment. Undergraduate students who have applied to and have been accepted into a Bachelor's-Master's Accelerated Pathway

(BMAP) at William & Mary may complete approved graduate coursework associated with the pathway prior to the awarding of their bachelor's degree. Acceptance into a BMAP does not, by itself, constitute admission to the graduate degree program; BMAP students remain undergraduate students until the bachelor's degree is conferred. 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 CDSP 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 CDSP 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

Graduate courses in CDSP (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 online application system. 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 CDSP Dean's Office, from the program where you intend to take classes, and on the website of the University Registrar (https://www.wm.edu/offices/registrar). Complete the form and have it signed by the instructor, the Director of Graduate Studies in the department or program, and the Assistant Dean for Graduate Studies and return it to the Office of the University Registrar with your Non-Degree Seeking Application for admission. Students must present evidence to the Office of the University Registrar 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 Dean for Graduate Studies, a student who has matriculated into a graduate program in CDSP 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 CDSP. 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 CDSP Dean's Office. 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 their 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 CDSP or while registered through the Office of the University Registrar at William & Mary 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 Dean for 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 CDSP.

A retroactive credit form may be obtained from the CDSP Dean's Office.

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 a CDSP graduate degree without written approval from the program's graduate committee and the Assistant Dean for Graduate Studies after the student has been admitted to the graduate program.

With written approval from the program's graduate committee and the Assistant Dean for Graduate Studies, an admitted graduate student may apply toward an advanced degree in CDSP 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 CDSP 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 CDSP. Grading and Academic Progress for information on repeating a CDSP graduate course to earn graduate degree credit in CDSP.