

SCHOOL OF COMPUTING, DATA SCIENCES & PHYSICS

School website (<http://cdsp.wm.edu>)

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Organization of Graduate Programs

There is a standing Committee on Graduate Studies consisting of faculty members who have been designated as Director of Graduate Studies for each CDSP department or program. It is chaired by the Vice Dean for Research and Graduate Studies. The Committee on Graduate Studies establishes and carries out policy with respect to admissions, curricula, degree requirements, and academic standards in programs leading to the degrees of Master of Science, Doctor of Philosophy, and such other earned post-baccalaureate degrees as may fall within the jurisdiction of the CDSP Faculty; and, concurrently with other faculties of the university, for all programs in which members of the CDSP Faculty participate substantially. Most administrative matters require the approval of either the Assistant Dean for Graduate Studies or the Vice Dean for Research and Graduate Studies.

List of Graduate Programs

Program	School	Degree	Academic Level
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Registration

Registration Requirements

All full-time and part-time degree-seeking graduate students in the School of Computing, Data Sciences, and Physics (CDSP) 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 CDSP graduate degree for which they were admitted have been satisfied.

Unless granted a leave of absence or a withdrawal, a graduate student who fails to register each semester will have discontinued enrollment, and will be withdrawn from their graduate program in CDSP by the Vice Dean for Research and Graduate Studies. If the student wishes to resume progress toward the degree, it will be necessary to reapply for admission to the CDSP graduate degree program and 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 a CDSP 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 and withdrawn from their graduate program in CDSP by the Vice Dean for Research and Graduate Studies.

If an international CDSP 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 suspended and withdrawn from their graduate program in CDSP 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, 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 Dean for 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 CDSP Dean's Office, 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 the Cross-Level Listing Policy (<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 CDSP 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 CDSP 999 Continuous Enrollment, 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 or who have withdrawn from the program.

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 (p. 5)).

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 the 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 CDSP Graduate 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 Academic Progress. 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 CDSP graduate Audit Form must be completed and submitted to the CDSP Dean's Office prior to the end of the add/drop period as defined in the CDSP Academic Calendar.

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.

Foreign Language Requirements

There are presently no foreign language requirements in any graduate degree program in the School of Computing, Data Sciences & Physics.

Registration for Courses Outside of the Program

A graduate student in CDSP may be allowed to register for graduate credit for graduate courses taken in another graduate program in CDSP. If the graduate course taken outside of the student's graduate program is listed in the CDSP Graduate 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, a CDSP graduate student is allowed to register for graduate courses in other graduate programs in CDSP 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 Dean for Graduate Studies.

A graduate student in CDSP may be allowed to register for graduate credit for graduate courses taken in Arts & Sciences, the School of Education, the Batten School of Coastal and Marine Sciences, the School of Business, 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 Dean for Graduate Studies.

A graduate student in CDSP may be allowed to register for undergraduate courses taken in another program in CDSP, Arts & Sciences, the School of Education, the Batten School, or the School of Business, 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 Dean for 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 CDSP graduate students to make changes to their course registration will be the last day of the add/drop period as defined in the CDSP 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 Dean for Graduate Studies. Students should consult with their program advisor prior to any withdrawal requests.

If a CDSP 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.

A CDSP 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 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. Such requests should be made in writing to the Vice Dean for Research and Graduate Studies who will decide whether they should be approved. A negative decision by the Vice Dean may be appealed to the Committee on Graduate Studies within the same 12-month timeframe.

See the Financial Obligations section for regulations governing refunds of tuition and fees.

Grading and Academic Progress

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 and was passing at the time that the course was dropped. For each semester credit in a course in which a student is graded, quality points are awarded as shown on the following table:

Grade	Quality Points per Semester Credit Hour
A	4.0
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
F	0.0

- 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 next academic-year semester the class was taken if the postponed work has not been completed. For example, grades from the spring semester and/or the summer session will become an F if not resolved

by the end of the fall semester. 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 Dean for Graduate Studies. A degree cannot 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 a School of Computing, Data Sciences, and Physics (CDSP) 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 a CDSP 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 Dean for 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 Dean for 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 a CDSP 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 a

CDSP graduate course to earn graduate degree credit in the School of Computing, Data Sciences, and Physics.

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 Dean for 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 Dean for 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 submit an appeal to the Assistant Dean for Graduate Studies within the first ten weeks of the semester in which the grade review is initiated. The decision by the Assistant Dean for 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 the School of Computing, Data Sciences and Physics, as judged by the CDSP Faculty, means that a student must meet the following criteria, evaluated at the end of each semester including the summer:

- A cumulative GPA of 3.0 or higher.
- No grade of Unsatisfactory (U) in the given semester.
- No more than one unresolved grade of Incomplete (I) on their academic transcript.
- Completion of all relevant milestones defined in the student's graduate program section in the CDSP Graduate Catalog.

Only credits earned at William & Mary, excluding graduate courses numbered 566, 666, 685, 695, 766, and 795, will count when determining whether a student meets the cumulative GPA requirement.

If a student does not satisfy the conditions for satisfactory academic progress, they may receive an Academic Warning, or be placed on Academic Probation, or will face Academic Suspension.

Incomplete Grades

An Incomplete (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.

Unsatisfactory Grades

Graduate students in CDSP 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 CDSP are expected to receive grades of S when registered for CDSP 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.

Academic Warning

An academic warning will be issued if:

- a student's overall GPA falls below a 3.0; and/or,
- a student receives a final grade of "I" (Incomplete) in two courses at the conclusion of any semester; and/or,
- a student receives a final grade of "U" (Unsatisfactory) in any course at the conclusion of any semester; and/or,
- a review of the student's academic performance finds that the student has not met the faculty's conditions for satisfactory academic progress.

Academic Warning is intended to provide the student with the information they need to redirect their academic trajectory towards success before being placed on Academic Probation. A student placed on Academic Warning remains eligible for financial aid.

Academic Probation

Academic Probation occurs when a student has been issued an Academic Warning and at the end of the academic-year semester that immediately follows:

- the student's overall GPA is still below a 3.0; and/or,
- the student has final grades of "I" (Incomplete) in two or more courses, including any unresolved Incomplete grades from past semesters.

Academic Probation also occurs when a student has been issued an Academic Warning and at the end of the semester that immediately follows, including the summer:

- the student receives a final grade of "U" (Unsatisfactory) in any course; and/or,
- a review of the student's academic performance finds that the student has continued not to meet the faculty's conditions for satisfactory academic progress.

A student will be placed on Academic Probation without receiving a prior Academic Warning if the student receives Incomplete grades in more than two courses in any academic-year semester.

Students on Academic Probation who are receiving financial aid may have that aid discontinued. 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.

Academic Suspension

Academic Suspension occurs when a student has been placed on Academic Probation and at the end of the academic-year semester that immediately follows:

- the student's overall GPA remains below a 3.0; and/or,
- the student receives a final grade of "I" (Incomplete) in two or more courses, including any unresolved Incomplete grades from past semesters.

Academic Suspension also occurs when a student has been placed on Academic Probation and at the end of the semester that immediately follows, including the summer:

- the student receives a final grade of "U" (Unsatisfactory) in any course; and/or,
- a review of the student's academic performance finds that the student has continued not to meet the faculty's conditions for satisfactory academic progress.

A student who is academically suspended will be withdrawn from their graduate program. The student may appeal this decision with the CDSP Committee on Graduate Studies.

Since an academic suspension indicates that a student was not in good academic standing at the time they were withdrawn, a subsequent application for readmission to their graduate program will only be considered with the approval of the CDSP Committee on Graduate Studies.

Petitions should be submitted prior to the submission of the application for readmission. Students should consult with the CDSP Dean's Office for guidance on this process.

Time Limits for Degrees and Extensions

A graduate student in CDSP 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. 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.
- 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 CDSP Committee on Graduate Studies, which then will review the request and vote on 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 CDSP 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 CDSP Dean's Office. 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 for 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 CDSP Dean's Office.

Notice of Candidacy for Graduation

Students who have completed a planned program of study for a degree and have satisfied all of the academic requirements of CDSP 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 CDSP Academic Calendar. 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 Assistant Dean for Graduate Studies to request a new Graduation Term.

Requirements for Degrees

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 the School of Computing, Data Sciences, and Physics (CDSP).

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 Dean for 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 want to preserve the approved advisor-advisee relationship through to completion:

- If the approved committee chair departs as a tenured member of the CDSP 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 a CDSP 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 Faculty Affiliate Appointment from the CDSP Dean, 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 a CDSP 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 Faculty Affiliate Appointment from the CDSP Dean, 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 Faculty Affiliate Appointment is not required.

A graduate program may, at their discretion, recommend someone who holds a doctorate but is not a faculty member in CDSP as the co-chair of a defense examination committee, subject to the approval of the Assistant Dean for 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 Faculty Affiliate Appointment or a contract as a research faculty member from the CDSP Dean, to be renewed annually, until the graduate student has 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.

Degree of Master of Science

In addition to the following general requirements that must be satisfied by students earning a Master of Science degree from CDSP, special degree requirements specific to each of the master's programs are listed under the CDSP Graduate 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 degree of 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 undertaken 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 in the CDSP Graduate Catalog.

Students not submitting a thesis to satisfy degree requirements

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

- At least 20 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 a minimum of 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 at least 30 semester hours of graduate credit.
- Semester credit hours earned for courses numbered 566, 666, 685, 694, 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 CDSP require a student earning a thesis master's degree to take a comprehensive or qualifying examination to demonstrate competence in their field of study. If so, students submitting a thesis must pass the comprehensive 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 CDSP 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 CDSP 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 Dean for 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 CDSP faculty 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 Doctor of Philosophy

In addition to the following general requirements, which must be satisfied by students earning a Doctor of Philosophy from CDSP, special degree requirements specific to each of the doctoral programs are listed under the CDSP Graduate 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 allowed 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 CDSP 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 Degrees and Extensions in the CDSP Graduate 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 CDSP 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 CDSP 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.
- For students pursuing the Ph.D. degree in Applied Science with a concentration in Data Science, regular faculty in the Department of Data Science may serve as substitutes for regular faculty in the Department of Applied Science on qualifying and defense examination committees, including as the committee chairs.
- 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 Dean for 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 CDSP 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 CDSP is conditioned upon a student submitting their dissertation or thesis, along with all other documents required by the CDSP Dean's Office, 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 CDSP Graduate Catalog under CDSP Academic Calendar to graduate in the intended term. Students should confirm with their graduate program, in advance of final submission, that they have satisfied all the degree requirements specific to their program.

When a CDSP 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.