SMS
HANDBOOK

School of Marine Science
Virginia Institute of Marine Science
College of William and Mary

September 2009
FORMS DISPLAYED IN THIS HANDBOOK ARE PROVIDED FOR REFERENCE. The most current forms for documenting completed milestones may be obtained from the Office of the Dean of Graduate Studies, or by printing copies from the following URL

http://www.vims.edu/sms/documents/forms.html
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I. INTRODUCTION

This Handbook is intended to supplement the graduate catalog of the School of Marine Science and to serve as a working reference for students and their advisors in the School’s graduate studies program. The Handbook provides brief descriptions of the provisions and requirements that are associated with the student’s career as a graduate student. The Handbook also contains examples of forms necessary to effect the provisions and requirements and to document a student’s progress and achievements in the course of their career.

The material contained in the Handbook is a compilation of current information available from the most recent graduate catalog, administrative policy/procedure memos and Academic Council minutes. (The dates of administrative or Academic Council action on a given policy are noted in parentheses throughout the Handbook.) Because this material will be updated as needed, students or advisors should consult with the Office of the Dean of Graduate Studies periodically for the most recent revisions.

Some of the information contained in this Handbook is not a matter of policy. Specifically, the guidelines for preparation of a Prospectus are simply suggestions that may be modified by individual faculty members. Students should consult with their advisors to achieve a clear understanding of what will be expected of them.
II. GRADUATE PROGRAM REQUIREMENTS AND PROVISIONS

A. GRADUATE PROGRAM DESCRIPTION

By the end of a student’s second year in the School of Marine Science, he/she must have been officially exempted or passed with a grade of B- or better each course chosen from the SMS Core Course Model. (4 April 2008)

The SMS Core Curriculum

Students are required to choose courses in each of the four groups, I-IV, of the SMS Core Course Model, as follows:

I. Fundamentals Courses
   A Ph.D. student must choose four (4) of the fundamentals courses outside of the student’s specialty.
   A M.S. student must choose three (3) of the fundamental courses outside of the student’s specialty.
   (For example, a student in the Department of Biological Sciences cannot choose Fundamentals of Biological Oceanography.)

II. Advanced Principles Core Courses
   Students in either degree program must choose one (1) of the advanced principles courses in the student’s department of specialty (For example, a student in the Department of biological Sciences must take MSCI 526):
   Biological Sciences: MSCI 526
   Environmental & Aquatic Animal Health: MSCI 563, MSCI 564 or MSCI 565
   Fisheries Science: MSCI 528
   Physical Sciences, discipline specific: MSCI 520 (physical oceanography); MSCI 522 (geological oceanography); MSCI 524 (marine chemistry)

III. Quantitative Core Courses
   Students in either degree program must choose one (1) of the following quantitative courses:
   MSCI 504, MSCI 554, MSCI 583, MSCI 625, or MSCI 642

IV. Interdisciplinary Core requirement
   Students in either degree program must take the following interdisciplinary course:
   MSCI 503

Department Core Courses

- Students in Biological Sciences: MSCI 515A (Spring Semester)
- Students in Environmental and Aquatic Animal Health: Students must take MSCI 515B (Fall and Spring Semesters) and at least one additional departmental offering.
- Students in Fisheries Science: Students must take 515C (Spring Semester) and one of the following: MSCI 625, MSCI 667, MSCI 669, MSCI 670, MSCI 671, or MSCI 672.
- Students in Physical Sciences: Students must take MSCI 515D (Fall and Spring Semesters) and at least one advanced course (550-level or higher) appropriate to the student’s specialty.

Students should check with their major advisor to determine additional required courses requirements for their respective research disciplines.
Degree credit is granted only for non-core coursework in which a student earns a grade of “C” or above. A graduate student may repeat one non-core course in which a grade of “C” or lower is received. In the case of core courses a student must receive a grade of B- or above. Students will be allowed to make up for a core class deficiency either by taking a comprehensive exam or by repeating the course. When a course is repeated the initial grade earned remains a part of the student’s record and is included in computations of quality point requirements. Any student receiving more than one “D” or “F” in a program of study will not be permitted to continue in the School of Marine Science. (16 May 1990)

**Master of Science Program Students**

At least one year of each student’s program must be spent as a full-time resident student as defined in the general degree requirements in the current catalog.

At least thirty-six (36) semester credits of advanced work, of which at least nine (9) hours must have been earned in courses numbered 550 or above, with a grade average of 3.0 or better, are required for the M.S. degree. In addition, a student must have registered for thesis credit (MSCI 599) for at least one semester (the student may have repeated this registration). No more than six (6) hours of thesis credit may be counted toward the minimum 36 hours required for the M.S.

Students also will be expected to register for Seminar as required by their respective departments; however, only two (2) credits will be applicable to the degree.

Credits more than seven (7) years old and earned in the program in which the student is currently enrolled will be deleted from the accumulation of credits required for a degree. Credits acquired while enrolled in previous programs here or elsewhere generally are not subject to this limitation.

**Doctor of Philosophy Program Students**

A minimum of three years of graduate study beyond the baccalaureate is required. At least one academic year must be spent in residence at SMS/VIMS as defined in the general degree requirements.

At least 42 credit hours of advanced work, of which at least 15 credit hours must have been earned in courses numbered 550 or above with a grade point average of 3.0 or better, are required for the Ph.D. degree. In addition, a student must have registered for dissertation (MSCI 699) at least one semester. At least nine (9) but no more than 12 dissertation credits may be counted toward the minimum 42 credits for the Ph.D. degree.

Students will be expected to register for seminar as required by their respective departments; however, only two (2) credits will be applicable to the degree.

Credits more than seven (7) years old and earned in the program in which the student is currently enrolled will be deleted from the accumulation of credits required for a degree. Credits acquired while enrolled in previous programs here or elsewhere generally are not subject to this limitation.
B. RESIDENCY AND REGISTRATION REQUIREMENTS

General

Students generally are bound by the requirements stated in the School of Marine Science graduate catalog which is in effect when they enter the School. The following are the minimum requirements. The separate disciplines and individual advisory committees may prescribe additional requirements for their students.

Residency

To fulfill the full-time academic residency requirement of the School of Marine Science, students must:

1. Successfully complete the core course requirements;
2. Be a full-time student in good standing for two consecutive semesters.

Registration Requirement

All active students (i.e. those working toward completion of a degree program who have not been granted leave) are expected to be full-time students, that is, registered for a minimum of nine (9) credit hours each semester during the academic year, and one (1) credit hour for each of two 5-week terms of the Summer Session or two (2) credits for one 10-week term. Students must be registered in the semester during which they graduate.

A student may apply for Research Graduate Student Status for a single semester of enrollment. Generally, this is the semester in which a student completes the thesis or dissertation and graduates. During this period the student will be allowed to pay reduced tuition according to the School’s reduced credit policy.
C. EXEMPTION FROM REQUIRED COURSES

General
If they have completed similar courses elsewhere, students may petition for exemption from any of the School of Marine Science core courses as outlined in the Core Course Model (Refer to Page 2). Because examinations and final grades in the core classes form the basis for the comprehensive examination requirements, grades from other schools must be B or higher.

Determining Core Course Equivalency
Core course materials can be viewed using the web-based Blackboard© program. Prior to the beginning of the fall semester, the incoming student can access Blackboard© from [http://blackboard.wm.edu](http://blackboard.wm.edu) to review core course information. (The interim user name for students entering Fall 2009 is imgrad, and the temporary password, new2009. Both the user name and password are case sensitive.) If after reviewing the materials a student feels that she/he has taken similar course work elsewhere that is equivalent to a SMS core course, she/he may apply for an exemption from the class as described below.

Petition for Exemptions from Core Classes
To petition for exemption from a SMS core course, the application must be approved by the core instructor(s) of the SMS course for which exemption is sought. Prior to consulting the core instructor, the student must attach the following to the application for exemption: (1) a syllabus of the student’s applicable prior course work and (2) a transcript showing the grade/credits of the student’s prior course work. The SMS instructor must indicate on the application that he/she has reviewed the student’s previous studies and is satisfied that those studies are sufficient to permit exemption from the applicable core course. The application and attachments then must be submitted in entirety to the Academic Status & Degrees Committee, in care of the SMS Graduate Registrar. Credits for exempted courses will not be transferred automatically to a student’s record unless the student petitions the AS&DC for credit transfer.

_Applicable Form(s): Application for Core Course Exemption_
APPLICATION FOR CORE COURSE EXEMPTION
(This form may be copied or printed from the web. Use a separate form for each core course for which exemption is requested.)

I, ____________________________, request an exemption from ___________________________________________.

This request is based on the previous studies listed below:

<table>
<thead>
<tr>
<th>Course</th>
<th>School</th>
<th>Semester/Year</th>
<th>Grade</th>
</tr>
</thead>
</table>

________________________________________
Date: ____________________________ Signature: ____________________________

ATTENTION STUDENT!
FOR THE EXEMPTION REQUESTED ABOVE, PLEASE INCLUDE WITH THIS APPLICATION THE FOLLOWING:

1. A SYLLABUS OF THE COURSE(S) NAMED ABOVE.
2. A COPY OF YOUR ACADEMIC RECORD (TRANSCRIPT) DOCUMENTING CREDIT HOUR(S) & GRADE(S).

CORE COURSE INSTRUCTOR(S),
(If there is more than one instructor, each faculty member is required to review and provide comments in support of approval or denial of this application.)

FACULTY REVIEWER'S COMMENTS:

______________________________________________________

RECOMMEND / DO NOT RECOMMEND

DATE: ____________________________

COURSE INSTRUCTOR(S)

PRINCIPLE INSTRUCTOR or COORDINATOR

________________________________________

FINAL STEP - RETURN THIS APPLICATION TO: AS&DC, c/o Graduate Registrar, Watermen’s Hall, 233

ACADEMIC STATUS and DEGREES COMMITTEE RECOMMENDATION

APPROVE / DENY

DATE: ____________________________

CHAIRPERSON, ACADEMIC STATUS & DEGREES COMMITTEE

Form revised 7/08
D. TRANSFER OF ACADEMIC CREDIT

On the recommendation of the Academic Status and Degrees Committee and the approval of the Dean of Graduate Studies, a regular student may apply up to 15 hours of graduate credit for courses equivalent to the SMS core courses earned at another accredited institution. However, credit may be transferred only for courses in which the student received a grade of “B” or better and will not be counted in compiling his/her quality point average at William and Mary.

To petition for acceptance of transfer credits, the approved application must be submitted to the Academic Status and Degrees committee c/o the Graduate Registrar, Watermen’s Hall 233. The application must include documentation for the course(s) proposed to supplant the core course(s), and a statement from each School of Marine Science faculty teaching the course for which transfer credits are sought. The faculty member’s statement must indicate that he/she has reviewed the student’s previous studies and is satisfied that those studies are sufficient to permit acceptance of the applicable transfer credits.

Students can petition for up to six hours of other graduate work not already applied toward another degree, but the total transfer credits cannot exceed 15 hours. The credits must have been earned in courses appropriate to the student’s program in the SMS and must fall within the time specified by the general college requirements for degrees.

*Applicable Form(s): Application for Transfer of Academic Credit (2 pages)*
APPLICATION FOR TRANSFER OF ACADEMIC CREDIT

Please attach *copy of transcript(s) showing applicable course(s)*. In addition, *a syllabus of the previously taken course(s)* should be attached to this application prior to approval of your major advisor and Department Chairperson.

**Student:** ___________________________ **DEGREE PROGRAM** __________

(PRINT NAME)

I request permission to apply the following transfer credits to my degree program in the School of Marine Science.

**STUDENT, Signature** ___________________________ **DATE:** ______________

**DESCRIPTION OF REQUESTED TRANSFER CREDITS**

<table>
<thead>
<tr>
<th>COURSE NAME AND NUMBER</th>
<th>INSTITUTION</th>
<th>DATE</th>
<th># CREDITS</th>
<th>GRADE</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. ______________________</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>If known, include the proposed SMS/W&amp;M Course Equivalent: ____________________________</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>DEPT (Bio, Chem, Mar Sci, etc.)</td>
<td>COURSE NO.</td>
<td>TITLE</td>
<td></td>
<td></td>
</tr>
<tr>
<td>COURSE NAME AND NUMBER</td>
<td>INSTITUTION</td>
<td>DATE</td>
<td># CREDITS</td>
<td>GRADE</td>
</tr>
<tr>
<td>2. ______________________</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>If known, include the proposed SMS/W&amp;M Course Equivalent: ____________________________</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>DEPT (Bio, Chem, Mar Sci, etc.)</td>
<td>COURSE NO.</td>
<td>TITLE</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Date: ____________</td>
<td>STUDENT'S SIGNATURE ____________________________</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**MAJOR PROFESSOR RECOMMENDATION**

RECOMMEND / DO NOT RECOMMEND

Date: ____________ MAJOR PROFESSOR ____________________________ SIGNATURE

**RECOMMENDATION OF STUDENT'S DEPARTMENT**

RECOMMEND / DO NOT RECOMMEND

The proposed SMS/W&M Course Equivalent: ____________________________

DEPT (Bio, Chem, Mar Sci, etc.) | COURSE NO. | TITLE |

Date: ____________ DEPARTMENT CHAIR: ____________________________ SIGNATURE

-Continued on Next Page-
**RECOMMENDATION OF SMS INSTRUCTOR OF EQUIVALENT COURSE**

**RECOMMEND** / **DO NOT RECOMMEND**

The proposed SMS/W&M Course Equivalent:

<table>
<thead>
<tr>
<th>DEPT (Bio, Chem, Mar Sci, etc.)</th>
<th>COURSE NO.</th>
<th>TITLE</th>
</tr>
</thead>
</table>

Date: ___________  SMS INSTRUCTOR ___________________________________________  SIGNATURE

Stop here: Return Application to Academic Status & Degrees Committee
c/o Graduate Registrar, Watermen's Hall 233

**ACADEMIC STATUS & DEGREES COMMITTEE RECOMMENDATION**

**RECOMMEND** / **DO NOT RECOMMEND**

If recommended, the following SMS/W&M courses are approved as the equivalents for each requested transfer credit:

<table>
<thead>
<tr>
<th>DEPT (Bio, Mar Sci, etc.)</th>
<th>Number</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

DATE: ___________  AS&DC CHAIRPERSON: ________________________________

**DEAN OF GRADUATE STUDIES’ ACTION**

**APPROVE** / **DENY**

DATE: ___________  DEAN OF GRADUATE STUDIES: ________________________________

Form revised 6/08
E. WITHDRAWAL FROM COURSES

A student who desires to withdraw from a course should apply to the Office of the Dean of Graduate Studies. If the withdrawal occurs before mid-semester, a grade of “W” will be automatically assigned for each course for which the student is registered. If the withdrawal occurs after the end of the 10th week of classes (mid-semester), the student will be awarded a “W” or “F” by the instructor of each course for which the student is registered, depending upon the student’s grade at the time of withdrawal. (16 May 1990)

A student wishing to withdraw from a course (or courses) because of medical reasons after mid-semester may apply to the Academic Status and Degrees Committee for approval. If the Committee verifies the legitimacy of the medical reason for withdrawal, grades of “W” will appear on the transcript. (16 May 1990)

Applicable Form(s): Change in Graduate Student’s Registration
TO THE SMS REGISTRAR: I request the following changes in my registration schedule for the
______________ Semester of __________(Year), effective _____________________________________.

<table>
<thead>
<tr>
<th>NAME (please print)</th>
<th>College. I.D. #</th>
<th>DATE</th>
<th>STUDENT’S SIGNATURE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>Advisor’s Signature of Approval</td>
</tr>
</tbody>
</table>

1) CHANGE IN CREDIT HOURS ASSIGNED WITHOUT CHANGE OF COURSE:

<table>
<thead>
<tr>
<th>Course No./ Sec.</th>
<th>CRN</th>
<th>From Credits:</th>
<th>To Credits:</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>MS</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MS</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

2) ADDITION OF NEW COURSES:

<table>
<thead>
<tr>
<th>Course No./ Sec.</th>
<th>CRN</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MS</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

3) DROP OR WITHDRAWAL FROM COURSES WITH CONTINUATION IN COLLEGE

Use back of this form for additional faculty signatures of team-taught courses
Before mid-semester, the course is dropped from the record. After mid-semester, record a "W" or an “F”

<table>
<thead>
<tr>
<th>Course No./ Sec.</th>
<th>CRN</th>
<th>&quot;W&quot; or &quot;F&quot; after mid-sem.</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>MS</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MS</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

4) WITHDRAWAL FROM COLLEGE: EFFECTIVE DATE: ________________________

(Before mid-semester, "W" appears on the record. After mid-semester, record a "W" or "F".)

<table>
<thead>
<tr>
<th>Courses in Progress</th>
<th>CRN</th>
<th>Credits</th>
<th>&quot;W&quot; or &quot;F&quot; after mid-sem.</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>MS</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MS</td>
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<tr>
<td>MS</td>
<td></td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

Add any other classes to the back of this form; obtain signatures of instructors.

Number of credits for which student is registered BEFORE the recommended changes: _____

STUDENT MUST RETURN THIS FORM TO SMS GRADUATE REGISTRAR, WATERMEN’S HALL 233

BEFORE THE END OF MID-SEMESTER:

(DATE) ___________________________  SMS GRADUATE REGISTRAR ___________________________

AFTER THE END OF MID-SEMESTER:

(DATE) ___________________________  DEAN OF GRADUATE STUDIES ___________________________
F. BYPASS OF MASTER OF SCIENCE DEGREE

A superior student originally accepted to the master’s program and who has demonstrated potential to conduct Ph.D level research may petition to bypass the Master of Science Degree and proceed directly toward the doctorate.

There is a preliminary step required of any student interested in pursuing a possible bypass; he or she must submit a Notification of Intent to Bypass Form to the Academic Status and Degrees Committee. (9 Jan 2009) Upon receipt of a favorable decision of the AS&DC, the student then may submit the application to bypass the master’s degree, demonstrating that he/she has met the following additional requirements:

- A student must be in good academic standing (cumulative GPA of B or better with no core course grade lower than B-).

- Submission of a CV and 1-2 page statement by the student describing the student’s achievements and demonstrated potential to conduct independent research.

- Submission of a 1-2 page statement by the student’s advisor describing the student’s achievements and demonstrated potential to conduct independent research.

- Recommended by the student’s Advisory Committee to bypass the Master’s degree.

- Successful completion of the written comprehensive exam at

- Formal acceptance of a Ph.D. prospectus by the student’s committee.

- Successful completion of the qualifying exam at the Ph.D. level.

Evidence of scholarly potential in the form of independent research, professional presentations, submitted or accepted manuscripts and research proposals will strengthen a student’s petition for the bypass. The AS&DC will recommend to the Dean of Graduate Studies whether or not permission to bypass should be granted. Appeals of an adverse decision of the Academic Status and Degrees Committee may be made in accordance with the procedures set forth in the Bylaws of the School of Marine Science. It is important that a student submit the bypass form in a timely fashion; typically, no later than the start of the third year. In order to apply the doctoral program milestones equitably, the AS&DC will determine an “effective completion date” of the doctoral program, which normally will be designated as 72 months from date of matriculating at SMS/VIMS.

Applicable Form(s):  Notification of Intent to Bypass M.S. Degree
                   Application to Bypass the M.S. Degree
NOTIFICATION OF INTENT TO BYPASS M.S. DEGREE
(Form must be submitted to the SMS Registrar prior to completion of Comprehensive Exam.)

STUDENT: _______________________________ DATE OF ENTRY_________________________ (Print Name) (Print Semester, Year)
Date:______________________ Student’s Signature:______________________________

Student: Attach SMS transcript, CV and statement in item #3.

ADVISORY COMMITTEE RECOMMENDATION
(SIGNATURES OF ALL ADVISORY COMMITTEE MEMBERS REQUIRED)

This certifies that all members of the student’s Committee (1) recognize the student's ability to meet the requirements to be considered for a bypass of the Master of Science Degree, and (2) are of the opinion that the student has the scholarly potential to proceed directly to the doctorate. Research is planned for a project acceptable as a Ph.D. dissertation. Major advisor is to check each of the boxes below to certify that the student will meet the following requirements for the Bypass.

☐ 1. Completion of the SMS core curriculum for the M.S. degree as described in the Graduate Catalog.

☐ 2. A student must be in good academic standing (cumulative GPA of B or better with no core course grade lower than B-).

☐ 3. Submission of a CV and 1-2 page statement by the student describing the student’s achievements and potential to conduct independent research.

If the Intent to Bypass the M.S Degree is approved, students must then meet the following additional requirements prior to submitting the Application to Bypass the Master of Science Degree:

• Submission of a 1-2 page statement by the student’s advisor describing the student’s achievements and demonstrated potential to conduct independent research.

• Successful completion of the written comprehensive exam at the Ph.D. level.

• Formal acceptance of a Ph.D. prospectus by the student’s committee.

• Successful completion of the qualifying exam at the Ph.D. level.

ADVISORY COMMITTEE

MAJOR ADVISOR OR CO-ADVISOR

__________________________________________

__________________________________________

ACADEMIC STATUS and DEGREES COMMITTEE RECOMMENDATION

RECOMMEND / DO NOT RECOMMEND (Comments on Reverse Side)

DATE:______________________________________

CHAIR, ACADEMIC STATUS & DEGREES COMMITTEE

DEAN OF GRADUATE STUDIES ACTION

APPROVED / DENIED (Comments on Reverse Side)

DATE:______________________________________

DEAN OF GRADUATE STUDIES

Rev 12/08
APPLICATION TO BYPASS THE M.S DEGREE

(This form should be submitted to the SMS Registrar no later than the start of the third year.)

STUDENT: _______________________________ DATE OF ENTRY_________________________
(Print Name)                                   (Print Semester, Year)
Date:_________________________ Student's Signature:__________________________

STUDENT: Attach SMS transcript, CV, statements in items #3 and #4, and PhD prospectus.

ADVISORY COMMITTEE RECOMMENDATION
(SIGNATURES OF ALL ADVISORY COMMITTEE MEMBERS REQUIRED)

This is to certify that all members of the student’s Committee (1) recognize [the student's fulfillment of] the requirements to be considered for a bypass of the Master of Science Degree, and (2) are of the opinion that the student has the scholarly potential and has demonstrated a level of excellence in research to proceed directly to the doctorate. Major advisor is to check each of the boxes below to certify that the student has met the stated requirements for the Bypass.

☐ 1. Approval of the Notification of Intent to Bypass M.S. Degree form.
☐ 2. A student must be in good academic standing (cumulative GPA of B or better with no core course grade lower than B-).
☐ 3. Submission of a CV and 1-2 page statement by the student describing the student’s achievements and demonstrated potential to conduct independent research.
☐ 4. Submission of a 1-2 page statement by the student’s advisor describing the student’s achievements and demonstrated potential to conduct independent research.
☐ 5. Recommendation by the student’s Advisory Committee to bypass the Master’s degree.
☐ 6. Successful completion of the written comprehensive exam at the Ph.D. level.
☐ 7. Formal acceptance of a Ph.D. prospectus by the student’s committee.
☐ 8. Successful completion of the qualifying exam at the Ph.D. level.

ADVISORY COMMITTEE

_________________________ ____________________________
MAJOR ADVISOR OR CO-ADVISOR

_________________________ ____________________________

ACADEMIC STATUS and DEGREES COMMITTEE RECOMMENDATION

RECOMMEND / DO NOT RECOMMEND

(Comments on Reverse Side)

DATE:________________________________________

CHAIR, ACADEMIC STATUS & DEGREES COMMITTEE

DEAN OF GRADUATE STUDIES ACTION

APPROVED / DENIED

(Comments on Reverse Side)

DATE:________________________________________

DEAN OF GRADUATE STUDIES

Rev 12/08
G. TIME LIMITS FOR DEGREE PROGRAM

All requirements for the Master of Science degree must be completed within three (3) calendar years after commencing graduate study. For the Doctor of Philosophy degree, all requirements should be completed within four (4) to six (6) calendar years after commencing study for the degree, the required time depending on the previous degree and experience of the candidate. (Refer to time limits table below.) (29 September 93)

<table>
<thead>
<tr>
<th>Master of Science</th>
<th>Doctor of Philosophy</th>
</tr>
</thead>
<tbody>
<tr>
<td>36 months</td>
<td>48 months --</td>
</tr>
<tr>
<td></td>
<td>for student entering with SMS master’s degree</td>
</tr>
<tr>
<td>60 months</td>
<td>60 months --</td>
</tr>
<tr>
<td></td>
<td>for student entering with outside M.A. or M.S. degree</td>
</tr>
<tr>
<td>72 months</td>
<td>72 months --</td>
</tr>
<tr>
<td></td>
<td>for student entering with B.A. or B.S. and bypassing the master’s</td>
</tr>
</tbody>
</table>

* A minimum elapsed time between the qualifying examination and the final defense must be no less than six months for M.S. students, and no less than one year for Ph.D. students. (03 Nov 06)

Failure to meet these time lines can result in a delay in graduating.

Time Extension

Extensions of the time limits for completion of degree requirements can be obtained in exceptional cases by petitioning the Committee on Academic Status and Degrees. Upon favorable recommendation of that Committee, the Dean of Graduate Studies may grant an extension. Students who have exceeded their time limits for completion of their degree programs and who are not on approved time extensions will not be allowed to register in the School of Marine Science. (20 November 85)

Applications for time extensions should include: 1) explanation of the necessity for an extension; 2) letter from the student’s advisor; 3) endorsement of the student’s Advisory Committee; and 4) a time table for completion of the degree. The time table for completion should identify specific steps that can be judged by the student’s Advisory Committee and/or the Academic Status and Degrees Committee.

As a matter of practice, only six-month time extensions are recommended by the Academic Status and Degrees Committee, even when longer periods of time are needed to complete degree requirements. Subsequent extensions will normally be granted only if identifiable progress, in conformance with the time table, is accomplished and if the request is endorsed by the student’s Advisory Committee.

Applicable Forms: Application for Extension of Time Limit for Degree Program
APPLICATION FOR EXTENSION OF TIME LIMIT FOR DEGREE PROGRAM

The faculty of the School of Marine Science established the following time limits for completing degree programs:

<table>
<thead>
<tr>
<th>Time Limit</th>
<th>Degree Category</th>
</tr>
</thead>
<tbody>
<tr>
<td>36 months</td>
<td>Master's candidate</td>
</tr>
<tr>
<td>48 months</td>
<td>Ph.D. candidate (entered w/ SMS/VIMS' M.A. degree)</td>
</tr>
<tr>
<td>60 months</td>
<td>Ph.D. candidate (entered w/outside M.A. or M.S. degree)</td>
</tr>
<tr>
<td>72 months</td>
<td>Ph.D. candidate (entered w/B.A. or B.S. degree or approved for a bypass)</td>
</tr>
</tbody>
</table>

If recommended by the Academic Status and Degrees Committee and approved by the Dean of Graduate Studies, an extension of time limit does not guarantee the availability of assistantship funding.

Please attach to this Application:

1. An explanation of the necessity for an extension
2. A letter from your advisor
3. A proposed time table for completing degree requirements (approved and signed by your Major Advisor)

ADVISORY COMMITTEE RECOMMENDATION

THE COMMITTEE’S RECOMMENDATION SHOULD BE BASED ON ITS ASSESSMENT THAT THE STUDENT'S PROGRAM HAS BEEN CONTINUOUS AND/OR SATISFACTORY AND CONSONANT WITH THE PROPOSED SCHEDULE FOR COMPLETION OF THE DEGREE.

As attested by their signatures below, ALL members of the Advisory Committee:

RECOMMEND the extension as requested: **YES** / **NO**
RECOMMEND the following: _____________________________

__Advisory Committee__

DATE: ____________________________

______________________________ Committee Member
MAJOR ADVISOR or CO-ADVISOR

______________________________ Committee Member

______________________________ Committee Member

______________________________ Committee Member

ASSISTANTSHIP P.I. (if other than Major Advisor) __________________________

At this point, submit application to Academic Status and Degrees Committee, c/o Graduate Registrar, Watermen’s 233

ACADEMIC STATUS and DEGREES COMMITTEE RECOMMENDATION

As attested by the signature of the Committee Chairperson, members of the ASDC:

RECOMMEND the extension as requested: **YES** / **NO**
RECOMMEND the following: _____________________________

__Chairperson, Academic Status & Degrees Committee__

DATE: ____________________________

DEAN OF GRADUATE STUDIES’ ACTION

**APPROVED** as recommended / **NOT APPROVED** (Comments on Reverse Side)

DATE: ____________________________

DEAN OF GRADUATE STUDIES 5/07
H. LEAVE OF ABSENCE

A student may request a leave of absence from the program for a specific period of time; e.g., one semester, one year. Leaves of absence will relieve the student of the obligation of paying tuition while still remaining as a student in good standing. A leave of absence is limited to a maximum of one year for the duration of a student’s degree program. (09 January 2009) A student must terminate the leave of absence and be a registered student in the semester he/she completes degree requirements or graduates. (16 May 1990)

It is understood that a student on a leave of absence will not be present at the Virginia Institute of Marine Science, utilizing any of the facilities, or requiring any faculty involvement in his/her activities.

Students applying for a leave of absence must submit the Application for Leave of Absence form and return it to the Dean of Graduate Studies. Once the leave is approved, the student must obtain signatures on the Student Check-Out Sheet to ensure proper documentation of his or her absence from the School.

Applicable Forms:  
Application for Leave of Absence  
Student Check-Out Form (2 pages)
APPLICATION FOR LEAVE OF ABSENCE

Leave of Absence Policy of the School of Marine Science
A leave of absence shall be granted for a specific period of time, e.g., one semester or one year, but is limited to a maximum of one year for the duration of the student’s degree program. The student is relieved of the obligation of paying tuition during the period of the approved absence; however, it is understood that a student on leave of absence is not present on campus and drawing upon campus resources.

Students approved for a leave of absence will have their time limit for degree completion requirement stopped for the duration of the approved period. Upon return from approved leave, the student’s time limit to degree completion count will resume.

A student must terminate the leave of absence and be a registered student in the semester in which his or her degree requirements are completed or in which he or she graduates.

STUDENT: ___________________________       DATE OF ENTRY ___________
(Please Print Name)

I request a leave of absence from the M.S. / Ph.D. program beginning

________________________   and ending   _________________________________.
Month / Date / Year               Month / Date / Year (or Semester/Yr of return)

Having entered the program in ________/_______, I anticipate completing my degree
in _____________________.
Month          /                  Year

Date: _______________ Student’s Signature: ______________________________

MAJOR PROFESSOR RECOMMENDATION

RECOMMEND / DO NOT RECOMMEND

_________________________              __________________________
MAJOR ADVISOR or CO-ADVISOR              Co-Advisor

DEAN OF GRADUATE STUDIES’ ACTION

RECOMMEND / DO NOT RECOMMEND
(Comments on Reverse Side)

DATE: _______________________________              Signature of Dean of Graduate Studies

MAILING ADDRESS DURING LEAVE OF ABSENCE

_________________________________________   Home Phone: __________________________
(Area Code)  Number

_________________________________________   Work Phone: __________________________
(Area Code)  Number

City         State         Zip

RETURN THIS APPLICATION TO  Dean of Graduate Studies, c/o Graduate Registrar Watermen’s 233  Rev 8/09
STUDENT CHECK-OUT FORM
SCHOOL OF MARINE SCIENCE, COLLEGE OF WILLIAM AND MARY

NAME________________________  Email:_ ____________  Phone______  Bldg & Rm_______

DATE_______

REASON:  
(1) __ GRADUATION  Month/Year:    ______________________  
(2) __ WITHDRAWAL  Effective Date: _____________________  
(3) ____ LEAVE OF ABSENCE FROM:   (mo/yr):________ TO:  (mo/yr):_____________

INSTRUCTIONS:  This sheet must be signed by each person listed below and returned to the SMS Graduate Registrar’s Office (Watermen’s 233). The form is necessary to process your last paycheck (if applicable) and to finalize paper work associated with graduation, leave of absence or official withdrawal from SMS/VIMS/W&M.

MAJOR PROFESSOR:  
Arranged for the orderly termination of all research projects, laboratory materials, radioactive & hazardous, and/or publication of research data in accordance with policies of the College of Wm & Mary, Virginia Institute of Marine/School of Marine Science. Returned equipment, sampling gear and/or supplies as applicable.

NOTE:  Major Professor ’s Signature Mandatory before checking out with Safety Office.

BUSINESS MANAGER  
Completion of financial paper work with Department.

SAFETY OFFICE, Clayton Annex:  
Safety file closed.

Worker’s Compensation

WATERMEN’S HALL CHECKOUT  
CONSOLE ATTENDANT/RECEPTIONIST  
Returned telephone calling card

MAILROOM:  Forwarding address

INTS:  Returned manuals, closed and/or transferred files.

SPONSORED RESEARCH:  Has fulfilled responsibilities for outstanding obligations to external funding agency or agencies

CASHIER:  Acct’d for petty cash, personal copying

LIBRARY:  Returned all library materials

CUSTOMER SERVICE CENTER CHECKOUT

VEHICLE POOL  Paper work /check-out completed

MAINTENANCE:  Returned keys, maintenance equipment, etc.

PROPERTY:  Vacated space, returned or transferred telephone, microscopes, other property.

HOXTON HALL & HOXTON ANNEX CHECKOUT  
All outstanding work completed/picked up.

PAYROLL:  Received final T&E sheet/final payment info

PERSONNEL:  Exit interview, forwarding address

International Students must check out with W&M International Student Advisor

(Pages 1 of 2)

--OVER--
STUDENT: ________________________________
Please print name

STUDENT’S FORWARDING/MAILING ADDRESS:

Circle one:  New Address  No Change

__________________________________________________________
__________________________________________________________
EFFECTIVE DATE: ______________________

AREA CODE/PHONE NUMBER: ____________________________

PERMANENT ADDRESS:

Circle one:  New Address  No Change

__________________________________________________________
__________________________________________________________
EFFECTIVE DATE: ______________________

AREA CODE/PHONE NUMBER: ____________________________

STUDENT’S SIGNATURE: ____________________________ DATE: ______________

Attention Student: As part of your check-out, please go to MyWM to verify address information accuracy:
my.wm.edu

Next, make appropriate circle for addresses on the left which represent a change in your mailing and/or permanent address(es).

Indicate an effective date for each.

FINAL CHECK-OUT STEP FOR STUDENT:
Return this form to SMS REGISTRAR, WATERMEN’S HALL 233.

BOX BELOW IS FOR USE OF SMS REGISTRAR’S OFFICE:

Signature of Dean of Graduate Studies, Graduate School Registrar or Designee
STAPLE
STUDENT I.D. CARD

Notification made to the following offices:

___ DEPT BUSINESS MGT (SMS/VIMS)
HERE

___ W&M PARKING SERVICES
Deletion of vehicle registration

Check here if I.D. is Unreturned

LOCATIONS OF SMS BUSINESS MANAGERS

BIOLOGICAL SCIENCES – Andrews Hall 331
ENVIRONMENTAL SCIENCES – Andrews Hall 430
FISHERIES SCIENCE – Andrews Hall 432
PHYSICAL SCIENCES – Andrews Hall 208

Form Revised April 2008
I. WITHDRAWAL FROM THE PROGRAM

Withdrawal from the program constitutes termination of the student’s program of study in the School of Marine Science. Withdrawal may be voluntary on the part of the student or be imposed by the School of Marine Science for reasons of academic deficiency. A student who fails to register for a regular semester (fall or spring) once the student has begun his/her graduate study, and who has not requested a leave of absence or permission to withdraw, will be placed on a leave of absence for one semester by the Dean of Graduate Studies. If the student has not applied for a leave of absence prior to the end of registration for the next regular semester, or if the Dean of Graduate Studies is not able to justify continuing the leave of absence, the student’s record will be marked withdrawn unofficially.

Students withdrawing from the program after the beginning of the school year should obtain appropriate faculty signatures on a “Change in Graduate Student’s Registration” form, a “withdrawal” form and a “Student Check-out Sheet.” All forms should be returned to the Dean of Graduate Studies.

Reinstatement After Withdrawal

A student wishing reinstatement after withdrawal must reapply to the School of Marine Science under the procedures in effect at the time of reapplication.

Applicable Form(s): Change in Graduate Student’s Registration
Withdrawal Form
Student Check-Out Form (see previous page)
### CHANGE IN REGISTRATION (ADD/DROP FORM)
SCHOOL OF MARINE SCIENCE, COLLEGE OF WILLIAM AND MARY

TO THE SMS REGISTRAR:  I request the following changes in my registration schedule for the
______________ Semester of __________(Year), effective _________________________________.

<table>
<thead>
<tr>
<th>NAME - (please print)</th>
<th>College. I.D. #</th>
<th>DATE</th>
<th>STUDENT'S SIGNATURE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>Advisor's Signature of Approval</td>
</tr>
</tbody>
</table>

1) CHANGE IN CREDIT HOURS ASSIGNED WITHOUT CHANGE OF COURSE:

<table>
<thead>
<tr>
<th>Course No./ Sec.</th>
<th>CRN</th>
<th>From Credits:</th>
<th>To Credits:</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>MS</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MS</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

2) ADDITION OF NEW COURSES:

<table>
<thead>
<tr>
<th>Course No./ Sec.</th>
<th>CRN</th>
<th>Credits</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>MS</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MS</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

3) DROP OR WITHDRAWAL FROM COURSES WITH CONTINUATION IN COLLEGE

Use back of this form for additional faculty signatures of team-taught courses.
Before mid-semester, the course is dropped from the record. After mid-semester, record a "W" or an "F"

<table>
<thead>
<tr>
<th>Course No./ Sec.</th>
<th>CRN</th>
<th>&quot;W&quot; or &quot;F&quot; after mid-sem.</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>MS</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MS</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

4) WITHDRAWAL FROM COLLEGE: EFFECTIVE DATE: ________________________

(Before mid-semester, "W" appears on the record. After mid-semester, record a "W" or "F".)

<table>
<thead>
<tr>
<th>Courses in Progress</th>
<th>CRN</th>
<th>&quot;W&quot; or &quot;F&quot; after mid-sem.</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>MS</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MS</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MS</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Add any other classes to the back of this form; obtain signatures of instructors.

Number of credits for which student is registered BEFORE the recommended changes: _____

STUDENT MUST RETURN THIS FORM TO SMS GRADUATE REGISTRAR, WATERMEN’S HALL 233

BEFORE THE END OF MID-SEMESTER:

_____________ (DATE)  SMS GRADUATE REGISTRAR

AFTER THE END OF MID-SEMESTER:

_____________ (DATE)  DEAN OF GRADUATE STUDIES
WITHDRAWAL FORM

I, __________________, am withdrawing from the M.S. / Ph.D. program of the School of Marine Science as of ________/_______/ ______ (month/date year)

NOTE: If withdrawal is after the semester begins, the student also must obtain signatures of all instructors of the classes for which he or she is registered (See Change in Registration Form)

STUDENT'S SIGNATURE: ___________________________ DATE: ____________

EXIT INTERVIEW WITH MAJOR PROFESSOR

DATE ____________________________________________ Major Professor

Comments if applicable: ________________________________________________________

EXIST INTERVIEW WITH DEAN OF GRADUATE STUDIES

DATE ____________________________________________ Dean of Graduate Studies

Comments if applicable: ________________________________________________________

MAILING ADDRESS, effective until: ____________________________

__________________________________________________________________________ HOME PHONE: Area Code / Number

__________________________________________________________________________

__________________________________________________________________________ WORK PHONE: Area Code / Number

City State Zip

SUBMIT FORM TO DEAN OF GRADUATE STUDIES OFFICE, C/O GRADUATE REGISTRAR, WATERMEN'S HALL 233 (rev.form 7/07)
III. GRADUATE STUDENT STATUS

A. REGULAR AND PROVISIONAL GRADUATE STUDENTS

Students are admitted as regular or provisional graduate students in either the M.S. or Ph.D. Programs. For matriculation as a regular graduate student, an applicant must have completed the requirements for a bachelor’s degree at an accredited college, with a record of high performance, and must have the recommendations of the faculty and officials of the School of Marine Science.

Students may be admitted to either the Master of Science or Doctor of Philosophy programs. Direct admission into the Doctor of Philosophy program is available to qualified applicants with a Master’s degree. Students without a Master’s degree, except in exceptional cases as identified by the Dean of Graduate Studies, must enter the program as a Master’s student; however, students wishing to continue directly to a Ph.D. degree can apply to by-pass the M.S. degree, provided they meet the criteria for the bypass (see Masters of Science bypass option). By-pass requires approval of the student’s advisory committee, the Academic Status and Degrees Committee, and the Dean of Graduate Studies.

Applicants judged deficient in preparatory studies or other areas may be admitted as provisional students. A provisional student may petition for regular student status after successful completion of those requirements stipulated in his/her notification of admission. Petition for change in status shall be reviewed by the Academic Status and Degrees Committee, using as criteria overall academic performance and performance standards previously specified on the student’s notification of admission. Graduate credit earned by a provisional student will be applied toward the graduate degree upon conversion to regular student status.

Applicable Form(s): Application for Change of Student Status
APPLICATION FOR CHANGE OF STUDENT STATUS FROM PROVISIONAL TO REGULAR

I, _______________________________________________, a student in the M.S. / Ph.D. degree program, wish to have my student status changed from “provisional” to “regular” based on the satisfactory completion of the requirements stated in my letter of admittance as follows:

Date:____________________  Student’s Signature:__________________________________________

-----------------------------------------------

MAJOR PROFESSOR (or INTERIM ADVISOR) RECOMMENDATION

RECOMMEND / DO NOT RECOMMEND
(Comments on Reverse Side)

DATE:____________________  Major Professor or Interim Advisor

-----------------------------------------------

ACADEMIC STATUS and DEGREES COMMITTEE RECOMMENDATION

RECOMMEND / DO NOT RECOMMEND
(Comments on Reverse Side)

DATE:____________________  CHAIRPERSON, ACADEMIC STATUS & DEGREES COMMITTEE

-----------------------------------------------

DEAN OF GRADUATE STUDIES’ ACTION

APPROVED / DENIED
(Comments on Reverse Side)

DATE:____________________  DEAN OF GRADUATE STUDIES

RETURN THIS APPLICATION TO: Academic Status and Degrees Committee, c/o Graduate Registrar  Watermen’s 233
B. RESEARCH GRADUATE STUDENT STATUS

Upon the recommendation of a student’s major professor, the Dean of Graduate Studies may approve a student obtaining Research Graduate status for a single semester. This generally would be the semester in which the student completed his/her thesis and graduates. During this period the student will be charged reduced tuition (3-credit minimum).

The following conditions must be met:

1. The student has completed all required SMS and departmental coursework.
2. The qualifying examination and prospectus must be completed.
3. The student is not employed significantly in any activity other than research and writing in fulfillment of degree requirements.
4. The student is present on the campus or is engaged in approved field work related to his or her thesis or dissertation.

While classified as a Research Graduate Status, a student may register for a maximum of nine (9) credits of thesis or dissertation per regular semester upon payment of the part-time rate for only three (3) credit hours of thesis/dissertation. The student may elect to utilize up to two (2) of the three paid credits hours for formal course work.

A Research Graduate student may register for additional course credit only upon payment of the generally applicable additional part-time tuition.

A Research Graduate student is eligible for services (e.g., student health and athletic events) only if required fees are paid.

Students who are approved for RG Status should check with the SMS Registrar about proper registration procedures.

Applicable Form(s): Application for Research Graduate Student Status for Final Semester of Enrollment
APPLICATION FOR RESEARCH GRADUATE STUDENT STATUS  
(A ONE-SEMESTER ONLY PRIVILEGE)

I, __________________________________________, request that I be granted Research Graduate Student Status in the School of Marine Science, College of William and Mary, for the following semester ____________________.

Semester / Year

I have filed the applicable paper work and plan to graduate in ___________________________.

Month/Year

Having been admitted to candidacy in my degree program and in accordance with the College policy governing Research Graduate Status:

I meet the conditions established by the Board of Visitors of the College of William & Mary in that I have completed all SMS and departmental required course work, I am not employed significantly in any activity other than research and writing in fulfillment of degree requirements, and I will be present on campus or engaged in approved field work related to my thesis or dissertation.

In addition to the course work, I have successfully completed the prospectus and qualifying examination milestones to satisfy the SMS’s eligibility requirement for admission to candidacy.

DATE: _____________  _______________________________________________________
Student's Signature

MAJOR PROFESSOR RECOMMENDATION

RECOMMEND / DO NOT RECOMMEND

Date: ___________ MAJOR PROFESSOR ___________________________________________

SIGNATURE

DO NOT WRITE BELOW THIS LINE.

RETURN THIS APPLICATION TO: Dean of Graduate Studies, c/o Graduate Registrar Watermen's 233

DEAN OF GRADUATE STUDIES' ACTION

APPROVED AS REQUESTED / NOT APPROVED

(Comments, if applicable, on reverse side)

DATE: ______________________ ______________________________
DEAN OF GRADUATE STUDIES

Rev 7/09
IV. FINANCIAL AID AND TUITION INFORMATION

A. DESCRIPTION OF FINANCIAL AID PROGRAM

Financial aid in the form of graduate research assistantships, teaching assistantships, workshops and fellowships is made available to a large portion of the student body. An important aspect of the School of Marine Science financial aid program is to provide experiences that are important to the professional training of marine scientists while at the same time ensuring that such experience does not substantially compromise their educational program toward completion of the degree.

The graduate research assistantship and fellowships permit students to give part-time (i.e. twenty hours per week) assistance to the conduct of a faculty member’s research that may (or may not) be used as a basis for their own thesis or dissertation research. Fellowships are awarded for one year, and are renewable for an additional year for master’s students and two years for Ph.D. students who maintain satisfactory performance in their programs. In addition to providing the same stipend support as for graduate research and teaching assistantships, graduate fellowships provide for a full-time tuition and fee waiver.

Teaching assistantships provide part-time student assistance to the classroom or laboratory activities of SMS faculty. It is generally assumed that the time commitment for all assistantships is approximately the same (i.e. twenty hours per week).

Funding for assistantships is obtained from both state and contract or grant funds. Every effort is made to continue funding once a student has been assigned to an assistantship, but support is not guaranteed throughout a student’s tenure. All students on assistantships are eligible for consideration for resident or in-state tuition (see Section IV C, Eligibility of Out-of-State Students for In-State Tuition Rates). Students holding a full-time graduate assistantship may not hold any other employment of a remunerative nature without the advisor’s and Dean of Graduate Studies approval.

Graduate workshops are used as a vehicle to allow SMS students to be hired on an hourly basis to satisfy the operational needs of the Virginia Institute of Marine Science. A particular workshop assignment may be recurring but is generally considered to be short-term in duration.

In order to ensure that fulfillment of workshop duties will not slow progress on accomplishment of graduate milestones and progress toward degree and so that faculty advisors are fully aware of a student’s workshop commitment, limitations on workshop hours apply. (15 Aug 2006/Admin)

With the approval of his or her advisor, a student will be allowed to work up to 100 workshop hours per fiscal year. This limit is intended to apply to all students holding a full research assistantship or its equivalent. Students will be allowed to petition for additional workshop hours with the provisos that (1) such a variance is approved by the student’s advisor, and (2) workshop hours never exceed 200 per fiscal year. (15 Aug 2006)

Accounting of workshop hours will be maintained by the Dean of Graduate Studies’ Office. (15 Aug 2006)

In the case of students not holding a full research assistantship or its equivalent in a given fiscal year, or for those with no financial support from SMS/VIMS, the 100- and 200-hour limitations do not apply. In such cases, the workshop limits will be waived and workshop hours will be adjusted to allow a given student to receive, in a given fiscal year, compensation from the Institute totaling the equivalent of a twelve-month full research assistantship. Students who might qualify for such a waiver must petition the Dean of Graduate Studies for approval.
B. ASSISTANTSHIP TIME LIMITS

No student will be permitted to hold an assistantship indefinitely. Maximum number of months allowed to complete degree requirements are:

- 36 months Master of Science
- 48 months Doctor of Philosophy
  --student entering with SMS master’s
- 60 months Doctor of Philosophy
  --student entering with outside M.A or M.S.
- 72 months Doctor of Philosophy
  --student entering with B.A or B.S., or bypassing the SMS master’s

Students who do not complete degree requirements in the time allowed and who wish to maintain their assistantships beyond these time limits must secure the approval of their major professor and Advisory Committee, and submit a request for a waiver from this rule to the Academic Status and Degrees Committee.

If recommended by the Academic Status and Degrees Committee, extensions may be approved by the Dean of Graduate Studies.

[NOTE: Assistantship funding includes student support from both general institutional funds and grants/contracts awarded to the institution.

*Applicable Form(s): Application for Extension of Time Limit for Degree Program*
APPLICATION FOR EXTENSION OF TIME LIMIT FOR DEGREE PROGRAM

The faculty of the School of Marine Science established the following time limits for completing degree programs:

- 36 months  Master's candidate
- 48 months  Ph.D. candidate (entered w/ SMS/VIMS' M.A. degree)
- 60 months  Ph.D. candidate (entered w/outside M.A. or M.S. degree)
- 72 months  Ph.D. candidate (entered w/B.A. or B.S. degree or approved for a bypass)

If recommended by the Academic Status and Degrees Committee and approved by the Dean of Graduate Studies, an extension of time limit does not guarantee the availability of assistantship funding.

Please attach to this Application:

1. An explanation of the necessity for an extension
2. A letter from your advisor
3. A proposed time table for completing degree requirements (approved and signed by your Major Advisor)

ADVISORY COMMITTEE RECOMMENDATION

(SIGNATURES OF ALL ADVISORY COMMITTEE MEMBERS REQUIRED)

THE COMMITTEE'S RECOMMENDATION SHOULD BE BASED ON ITS ASSESSMENT THAT THE STUDENT'S PROGRAM HAS BEEN CONTINUOUS AND/OR SATISFACTORY AND CONSONANT WITH THE PROPOSED SCHEDULE FOR COMPLETION OF THE DEGREE.

As attested by their signatures below, ALL members of the Advisory Committee:

RECOMMEND the extension as requested:   YES  /  NO

RECOMMEND the following:  ________________________________

Advisory Committee

DATE: ________________________________

____________________          ______________________
MAJOR ADVISOR or CO-ADVISOR          Committee Member

____________________          ______________________
Committee Member          Committee Member

____________________          ______________________
Committee Member          Committee Member

ASSISTANTSHIP P.I. (if other than Major Advisor)  ________________________________

At this point, submit application to Academic Status and Degrees Committee, c/o Graduate Registrar, Watermen's 233

ACADEMIC STATUS and DEGREES COMMITTEE RECOMMENDATION

As attested by the signature of the Committee Chairperson, members of the ASDC:

RECOMMEND the extension as requested:  YES  /  NO

RECOMMEND the following:  ________________________________

DATE: ________________________________

____________________
CHAIRPERSON, ACADEMIC STATUS & DEGREES COMMITTEE

DEAN OF GRADUATE STUDIES' ACTION

APPROVED as recommended  /  NOT APPROVED (Comments on Reverse Side)

DATE: ________________________________

____________________
DEAN OF GRADUATE STUDIES
C. ELIGIBILITY OF OUT-OF-STATE STUDENTS FOR IN-STATE TUITION RATES

Applying for Legal Domiciliary Status
Students who are residents of the Commonwealth of Virginia pay approximately one-third the tuition of out-of-state students. To obtain legal domiciliary status, a person must be domiciled for at least one year in Virginia. An application and a list of other factors used to determine Virginia domicile are available at http://www.wm.edu/registrar/forms.php. These forms are also available under “tuition helps” in the Current Students’ information on the VIMS website.

Applying for the Privilege of In-State Tuition as an Out-of-State Student Working Assistantship.
The School of Marine Science, following the State Council of Higher Education’s guidelines, permits eligible out-of-state students to pay in-state tuition. Under these guidelines, non-resident graduate students who are employed by the Virginia Institute of Marine Science in the context of having teaching, research, or other graduate assistantships that pay an annual rate of at least $4,000 or more (at least $2,000 per semester) are eligible for a waiver of out-of-state tuition. In addition to the eligibility requirements stated in the State Council of Higher Education’s guidelines, the following Institute policy must be reiterated:

1. The privilege is contingent upon the finances of the Institute as well as upon the approval of the Provost of the College of William and Mary. It is granted for only one semester at a time. It may be cancelled or withdrawn at any time the Dean feels it is fiscally responsible to do so.

2. Payment of in-state tuition by out-of-state students is a privilege which must be applied for every semester by the student who wishes to qualify. In order to qualify, a non-resident student of the School of Marine Science must meet the guidelines of the State Council of Higher Education and additional standards set by the School as follows:
   a. A student must be in good standing academically with a “B” average or better.
   b. A student must be in good standing financially, having paid all fees and having received no more than the maximum tenure for assistantship support at the beginning of the semester for which a waiver of out-of-state tuition is granted unless an extension of the limit on assistantship support has been obtained from the Academic Status and Degrees Committee. The maximum tenure for assistantship support is three (3) years for a master’s student, four (4) years for a Ph.D. student who entered with a SMS master’s, five (5) years for a Ph.D. student who entered with an outside master’s degree, and six (6) years for a Ph.D. student who entered with a bachelor’s degree.

3. Before an out-of-state student will be allowed to pay in-state tuition, he or she must have his or her application approved by the Dean or his designee which, in addition to institutional policy, is contingent upon approval by the Provost. (Please use the applicable form, returning it when registration is completed).

4. Students holding fellowships or internships may not be eligible for waivers of out-of-state tuition if (a) funds are provided from non-Institute sources or (b) the research activities carried out under the fellowship or internship are independent of, and unrelated to, the educational activities of the Institute.

5. All faculty should be extremely careful that these policies be adhered to when talking to prospective students or when counseling their own students and make no unqualified promises involving this privilege.

Applicable Form(s):

- Application for Virginia In-State Privileges (for students seeking Virginia domicile)
- Application for Privilege of Paying In-State Tuition as an Assistantship Holder
APPLICATION FOR VIRGINIA IN-STATE TUITION PRIVILEGES

• This form must be completed if you are claiming entitlement to in-state educational privileges pursuant to Section 23-7.4 of the Code of Virginia.
• Supporting documents and additional information may be requested.
• You MUST complete, sign, and submit this form by the admission application deadline, or before the first day of classes of the term you are applying for. Whichever is earlier, if you wish to be considered for in-state status.
• All questions must be answered. Incomplete/unsigned applications may experience significant delays in processing.

PART ONE - Applicant (Student)

Term for which you are applying for Virginia Status: 20____ Fall Spring Summer

Student Level: Undergraduate Graduate A&S Graduate Business Graduate Education Graduate Marine Science Law

Residency Application Status: First application for Virginia domicile Applying to be reclassified

Name: ___________________________ ___________________________ ___________________________

Last First Middle

Social Security Number (optional) or WM Student ID No.: ___________________________ Date of Birth: ___/___/___

Email address: ___________________________ Daytime Phone(s): ___________________________

1.) Are you (the applicant/student) applying for in-state tuition privileges?

__ YES—Continue to Question 2
__ NO—STOP! This form is not applicable to you.

2.) What is your citizenship status? Please check ONE. U.S. Citizen U.S. Permanent Resident Non-U.S. Citizen

If Non-U.S. Citizen, please specify Visa Type:___________ Exp. Date:_____________________

(Please provide copy of I-94)

3.) Are you (the student) a non-U.S. citizen with one of the following expected visa classifications—F-1, J-1, or Undocumented (no visa and not a U.S. citizen or permanent resident)?

__ YES—STOP! You are NOT eligible for Virginia in-state tuition privileges.
__ NO—Continue to Question 4

4.) Answer this question only if you or your parent/legal guardian/spouse live outside Virginia but work in Virginia:

Will you, the applicant, or your parent/legal guardian/spouse have lived outside Virginia, been employed in Virginia, and paid Virginia income taxes on all taxable income earned in this Commonwealth for at least one year prior to the term in which you or the student/applicant will enroll? ___ Yes ___ No

If yes, please contact the Office of the University Registrar for more information on the non-resident provision.

5.) Does one or more of the following describe you? Please check ALL that apply:

a.) Veteran or active duty member of the U.S. Armed Forces
b.) Graduate or professional student
c.) Married
d.) Ward of the court or were a ward of the court until age 18
e.) Both parents deceased; NO legal guardian
f.) Legal dependents other than a spouse (e.g. your own child)
g.) I will be 24 years old, or older, on the first day of classes of the semester for which I am applying

If you selected ANY of the answers for question 5—Go to PART TWO and complete for YOURSELF (or, if you are dependent on a parent/legal guardian or spouse, your parent/guardian or spouse may complete part two).

If you DID NOT select any of the answers for question 5—SIGN at the bottom of this page AND Go to PART TWO—YOUR PARENT/GUARDIAN must complete PART TWO.

I certify that the information I have provided is true and acknowledge that I may be subject to disciplinary action should the information I have provided be false.

__________________________________________________________________ ________________________________________________
Signature of Applicant/Student Date
PART TWO—This section must be completed by the independent student, or by the applicant’s parent, legal guardian or spouse, who during
the last tax year claimed the applicant as a dependent, or for the twelve months immediately preceding the first day of classes has provided more
than half of the applicant’s financial support.

I am: ☐ the independent student—Continue to Q1 below.
I am: ☐ the parent/legal guardian of ____________ Student Name ____________ Student Name
☐ the spouse of ____________ Student Name

In the last tax year, did you claim the applicant as a dependent on your federal and state income tax returns? ☐ Yes ☐ No
If no, please explain:________________________________________________________________________________________

Will you have provided more than half of the applicant’s financial support for at least twelve months prior to the term in which
the applicant will enroll? ☐ Yes ☐ No
If no, please explain:________________________________________________________________________________________

My Name is: __________________________________________

Last __________________________ First __________________________ Middle __________________________

My e-mail is: __________________________________________

My Phone Number is: (_________)

1.) What is your citizenship status? Please check ONE. ☐ U.S. Citizen ☐ U.S. Permanent Resident ☐ Non-U.S. Citizen
If Non-U.S. Citizen, please specify Visa Type _________________ Exp. Date:__________________________
(Please provide copy of I-94)

2.) How long have you lived in Virginia? _____ Year(s) _____ Month(s)
NOTE: If you have lived in Virginia only during the period during which you have been attending the College of William & Mary, then you must provide
documentation showing your ties to the state beyond educational purposes.

3.) Where have you lived for the last two years? Provide FULL addresses and complete dates.

mm/dd/yyyy to Present: ____________ City ____________ State ____________ Zip ____________

mm/dd/yyyy to ____________ mm/dd/yyyy:

City State Zip

4.) Where have you been employed for the last two years? Provide FULL information and complete dates.

mm/dd/yyyy to Present: ____________ City ____________ State ____________ Zip ____________

mm/dd/yyyy to ____________ mm/dd/yyyy:

City State Zip

5.) Do you have the present intention to remain indefinitely in Virginia? _____ Yes _____ No

6.) Is the student currently enrolled in a Virginia public college or university?

_____ No—Continue to #7

_____ Yes—What institution? ______________________________ Do you pay in-state rates there? _____ Yes _____ No

7.) In the last tax year, I filed state income taxes in: ____________________

If you listed any state(s) other than Virginia, please explain the circumstances:

8.) For at least one year immediately prior to the term in which you are claiming in-state status, will you have filed a tax return or paid
income taxes to Virginia on all earned income? _____ Yes _____ No
If no, please explain:________________________________________________________________________________________

9.) Are you a registered voter in Virginia?

_____ Yes—Date registered: mm/dd/yyyy ___ Original ___ Re-registered

_____ No—If no, are you: _____Not Registered _____ Registered in another state? _____ Which state?

10.) Do you hold a valid Virginia driver’s license?

_____ Yes—Date issued: mm/dd/yyyy ___ Original ___ Renewal

_____ No—If no, are you: _____ Not Licensed _____ Licensed in another state? _____ Which state?

11.) Did you own or operate a motor vehicle registered in Virginia during the last year? _____ Yes _____ No

a.) If no, is it registered in: _____ Another state _____ Did NOT own or operate a motor vehicle

12.) Are you an active duty member of the U.S. armed forces? _____ Yes _____ No

If Yes—Please submit a copy of the most recent: Leave and Earnings Statement, military orders showing permanent duty station, military
ID card (front and back), military dependent card for student/applicant showing the relationship to the military member (front and back).

I certify that the information I have provided is true.

________________________________________________________________________________________________________________________________________

Signature of Applicant/Student, Parent, Legal Guardian, or Spouse __________________________ Date __________________________

Revised June 2009
APPLICATION FOR PRIVILEGE OF PAYING IN-STATE TUITION
AS AN ASSISTANTSHIP HOLDER

SEMESTER/YEAR FOR WHICH IN-STATE TUITION IS REQUESTED: _______________

STUDENT __________________________ Assistantship Level: M.S. / Ph.D.
(Please print name - last, first, middle initial) (Circle one)

The above-named, out-of-state student is applying for the privilege of paying in-state tuition based on his/her employment status, i.e., as a student holding a graduate assistantship in the School of Marine Science of the College of William and Mary.

FUNDING SOURCE - Check and complete the appropriate funding under either (1) or (2):

(1) ___ Federal  (1-a) Contract Number: ____________
___ Private  (1-b) FUNDING AGENCY: __________________________________________
___ State Contract  (Specify name, e.g., NOAA, NMFS, Hudson River Research, etc.)

(2) ___ GENERAL FUNDS  (2-a) Department's Gen Fund Account: ____________
(2-b) DEPARTMENT _________________________________________
(Specify department, e.g., Bio Sci, Env Sci, Fish Sci, Phys Sci, RMAP)

DATES FUNDED
For Upcoming Semester: From: __________________________To: ______________________
Month/Date/Year Month/Date/Year

VERIFICATION
OF FUNDING: __________________________ Date __________________

SIGNATURE OF BUSINESS MANAGER

NOTE: This application is not valid without the signature of the Business Manager

The privilege of in-state tuition is contingent upon approval of this application by the SMS Dean of Graduate Studies and the College Provost as outlined in the accompanying memorandum.

RETURN TO SMS REGISTRAR’S OFFICE, WATERMEN’S 233, BY DEADLINE POSTED BEFORE EACH SEMESTER.
V. PROGRESS WITHIN THE GRADUATE PROGRAM

A. ACADEMIC PROGRESS

To continue in a degree program, a student must make satisfactory progress towards the degree. Appeal of a determination of lack of satisfactory progress may be made to the Academic Status & Degrees Committee (16 May 1990). The Dean of Graduate Studies monitors the progress of all students toward their degree milestones, reviewing recommendations by faculty advisors, the Academic Status & Degrees Committee and the Academic Council.

Academic Probation

Students will be placed on probation if their cumulative average for all courses is less than B (< 3.0). In the case of a grade deficiency in a core course, the student must retake the course and receive a grade of B- or better, or successfully pass a comprehensive exam. The grade of any retaken course will not be counted in the student’s cumulative average. Probation will last until a student’s cumulative average is raised to at least a B (3.0) and will in no circumstances last longer than one calendar year. Failure to raise their cumulative grade average to B within one calendar year will result in dismissal from the School of Marine Science. Reinstatement is possible only after successful appeal to the Academic Status & Degrees Committee.

Retaking a Non-core Course

Degree credit is granted only for non-core course work in which a students earns a grade of C or above. A graduate student may repeat one non-core course in which a grade of C or lower is received. Any student receiving more than one D or F in a program of study will not be permitted to continue in the School of Marine Science. (16 May 1990)

Retaking a Core Course

In the case of a grade deficiency in a core course, the following policy applies:

1. Students receiving a D or F in a core course must retake the course and receive a grade of B- or better.
2. Students receiving a C+, C or C- must either retake the course or take an exam as defined by a remedial plan.
3. A Remedial Plan will be formulated for students receiving a grade lower than B- in a core course.
   a. The remedial plan will be designed and approved by the relevant core course instructor(s), the student’s advisor and the Dean of Graduate Studies.
   b. The remedial plan will specify the exam or the course-retake option required.
   c. The exam will be in written form & administered in August of each year, prior to the Fall semester.
   d. The exam will be formulated and graded by the core course instructors and will consist of questions focusing on specific weakness(es) of the student, as determined by the core course instructors and detailed in the remedial plan.
   e. The plan will be discussed with the student.
   f. The plan must be approved prior to the Add/Drop deadline of the semester following the unsatisfactory course performance.
4. Student will be on probation until satisfactory completion of the approved remedial plan but in no case will probation last longer than one year.
5. Failure to satisfactorily complete the remedial plan within one year (defined as less than a B- in the core course or on the exam) will result in dismissal of the student from the graduate program. (13 Sep 2000)
B. PROGRAM MILESTONES

In addition to course and credit-hour requirements, the student must complete and document program milestones. The Academic Status and Degrees Committee completes periodic review of the progress of all students to insure that they have completed milestones toward fulfillment of degree requirements in a timely fashion. Recommendations are made by the Committee to the Dean of Graduate Studies.

The milestone requirements of the School of Marine Science are as follows.

Selection of Major Professor - approved by the Dean of Graduate Studies
Selection of Committee & Research Topic - Approved by the Dean of Graduate Studies
Pre-Qualifying Interview - Approved by the student’s Advisory Committee
Comprehensive Examination - (Applicable only to Ph.D. Students entering Fall 2008-on)
Qualifying Examination - Approved by the student’s Advisory Committee
Prospectus Acceptance - Approved by the student’s Advisory Committee
Admission to Candidacy - Approved by the Dean of Graduate Studies upon Recommendation of the Academic Status & Degrees Committee (AS&DC) and the Academic Council (AC)

Prerequisites to candidacy:
- Core Course Requirement satisfactorily completed
- Department Courses satisfactorily completed
- Pre-qualifying Interview completed
- Comprehensive Exam passed (Ph.D. students)
- Qualifying Exam Passed
- Prospectus Accepted
- Grade Point average of B (3.0) or better, averaged over all courses taken at time of application for admission to candidacy.

Seminar Presentation - Approved by the student’s Advisory Committee
Defense of Thesis - Approved by the student’s Advisory Committee
Acceptance of Approved Thesis/Dissertation by Swem/SMS Libraries - Approved by the student’s Advisory Committee

Forms for documenting completed milestones are available from the Office of the Dean of Graduate Studies or may be printed from the following URL: http://www.vims.edu/sms/documents/forms.html

Completed forms should be submitted to the Dean of Graduate Studies, c/o the SMS Graduate Registrar. In addition, applications for Admission to Candidacy should be addressed to the AS&DC and submitted to the SMS Graduate Registrar by the applicable deadline for an announced AS&DC meeting.

Students are expected to complete all degree work within the following time lines established by the faculty:

- 36 months - students pursuing a master’s degree
- 48 months - students pursuing a Ph.D. who entered the program with an SMS master’s degree
- 60 months - students pursuing a Ph.D. who entered the program with an outside master’s degree
- 72 months - students pursuing a Ph.D. who bypass completion of a master’s degree

A student exceeding his or her program time limit, must apply to the Academic Status & Degrees Committee for a degree program time extension. In exceptional cases, if recommended by the AS&DC, time extensions may be approved by the Dean of Graduate Studies.

Applicable Form(s): Milestone Progress Check Sheet (next four pages)
MILESTONE PROGRESS CHECK SHEET – M.S.

36-Month Program
(Applicable to M.S. Student Entering Fall 2009)

Note: The target dates preceded by an asterisk(*) were established by the faculty of the School of Marine Science and will be monitored by the Dean of Graduate Studies. All other dates are “recommended” to ensure the student's timely progress through his or her degree program.

<table>
<thead>
<tr>
<th>TASK</th>
<th>TARGET DATES FOR ABOVE-NAMED</th>
<th>DATE</th>
<th>FORM FILED w/GRAD. DEAN’S OFC.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Select Major Professor (8 months)</td>
<td>APR 2010</td>
<td>____________</td>
<td>____________</td>
</tr>
<tr>
<td>Select Committee/Identify Research Topic (9 months)</td>
<td>MAY 2010</td>
<td>____________</td>
<td>____________</td>
</tr>
<tr>
<td>Pre-Qualifying Interview (12 months)</td>
<td>AUG 2010</td>
<td>____________</td>
<td>____________</td>
</tr>
<tr>
<td>*Qualifying Exam (18 months)</td>
<td>FEB 2011</td>
<td>____________</td>
<td>____________</td>
</tr>
<tr>
<td>Prospectus Acceptance (18 months)</td>
<td>FEB 2011</td>
<td>____________</td>
<td>____________</td>
</tr>
<tr>
<td>Note: Prospectus must be distributed to all committee members at least three (3) weeks prior to date of qualifying exam.</td>
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</tr>
<tr>
<td>*Admission to Candidacy (24 months)</td>
<td>AUG 2011</td>
<td>____________</td>
<td>____________</td>
</tr>
<tr>
<td>Seminar Presentation/Defense of Thesis (33 months)</td>
<td>MAY 2012</td>
<td>____________</td>
<td>____________</td>
</tr>
<tr>
<td>*Acceptance of Thesis/Graduation (36 months)</td>
<td>AUG 2012</td>
<td>____________</td>
<td>____________</td>
</tr>
</tbody>
</table>

36 Months
**MILESTONE PROGRESS CHECK SHEET – Ph.D.**

**48-Month Program**  
(Applicable to Ph.D. Student Entering Fall 2009 with an SMS Master's Degree)

Note: The target dates preceded by an asterisk (*) were established by the faculty of the School of Marine Science and will be monitored by the Dean of Graduate Studies. All other dates are "recommended" to ensure the student's timely progress through his or her degree program.

<table>
<thead>
<tr>
<th>TASK</th>
<th>TARGET DATES FOR ABOVE-NAMED STUDENT</th>
<th>DATE COMPLETED</th>
<th>FORM FILED w/GRAD. DEAN'S OFC.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Select Major Professor (8 months)</td>
<td>APR 2010</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Select Committee/Identify Research Topic (9 months)</td>
<td>MAY 2010</td>
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<tr>
<td>Pre-Qualifying Interview (18 months)</td>
<td>FEB 2011</td>
<td></td>
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<tr>
<td><strong>Comprehensive Exam</strong> (21 months)</td>
<td>MAY 2011</td>
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<tr>
<td>*Applies to Ph.D. students entering Fall 2008-on</td>
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<tr>
<td><em>Qualifying Exam</em>* (30 months)</td>
<td>FEB 2012</td>
<td></td>
<td></td>
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<tr>
<td>Prospectus Acceptance (30 months)</td>
<td>FEB 2012</td>
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<tr>
<td><strong>Note:</strong> Prospectus must be distributed to all committee members at least three (3) weeks prior to date of qualifying exam.</td>
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<tr>
<td><em>Admission to Candidacy</em>* (34 months)</td>
<td>JUN 2012</td>
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<tr>
<td>Seminar Presentation/Defense of Thesis</td>
<td>JUN 2013</td>
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<tr>
<td>(46 months)</td>
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<tr>
<td><em>Acceptance of Thesis/Graduation</em>* (48 months)</td>
<td>AUG 2013</td>
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<tr>
<td>48 Month</td>
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</tbody>
</table>
# MILESTONE PROGRESS CHECK SHEET – Ph.D.

## 60-Month Program

(Applicable to Ph.D. Student Entering Fall 2009 with an Outside Master's Degree)

Note: The target dates preceded by an asterisk(*) were established by the faculty of the School of Marine Science and will be monitored by the Dean of Graduate Studies. All other dates are "recommended" to ensure the student's timely progress through his or her degree program.

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<tr>
<th>TASK</th>
<th>TARGET DATES FOR ABOVE-NAMED STUDENT</th>
<th>DATE COMPLETED</th>
<th>FORM FILED w/GRAD. DEAN'S OFC.</th>
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<tr>
<td>Select Major Professor (8 months)</td>
<td>APR 2010</td>
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<td>Select Committee/Identify Research Topic (9 months)</td>
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<td>Pre-Qualifying Interview (18 months)</td>
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<td>*Comprehensive Exam (21 months)</td>
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<td>*Qualifying Exam (30 months)</td>
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<tr>
<td>Prospectus Acceptance (30 months)</td>
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<td>Note: Prospectus must be distributed to all committee members at least three (3) weeks prior to date of qualifying exam.</td>
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<td>*Admission to Candidacy (34 months)</td>
<td>JUN 2012</td>
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<tr>
<td>Seminar Presentation/Defense of Thesis (58 months)</td>
<td>JUN 2014</td>
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<tr>
<td>*Acceptance of Thesis/Graduation (60 months)</td>
<td>AUG 2014</td>
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<td>60 Months</td>
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**MILESTONE PROGRESS CHECK SHEET – Ph.D.**

**72-Month Program**

(Applicable to Student Entering Fall 2009 without a Master's Degree who is approved by the School for a Bypass of the SMS Master’s)

Note: The target dates preceded by an asterisk(*) were established by the faculty of the School of Marine Science and will be monitored by the Dean of Graduate Studies. All other dates are "recommended" to ensure the student's timely progress through his or her degree program.

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<th>FORM FILED w/GRAD. DEAN'S OFC. (c/o SMS REGISTRAR)</th>
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<td>Select Major Professor (8 months)</td>
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<td>Select Committee/Identify Research Topic (9 months)</td>
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<td>*Comprehensive Exam (21 months)</td>
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<td>*Applies to Ph.D. students entering Fall 2008-on</td>
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<td>*Qualifying Exam (30 months)</td>
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<td>Prospectus Acceptance (30 months)</td>
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<td>*Admission to Candidacy (34 months)</td>
<td>JUN 2012</td>
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<tr>
<td>Seminar Presentation/Defense of Thesis (70 months)</td>
<td>JUN 2015</td>
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<td>*Acceptance of Thesis/Graduation (72 months)</td>
<td>AUG 2015</td>
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<td>72 Months</td>
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1. MAJOR PROFESSOR AND COMMITTEE SELECTION

Master of Science Degree

The Advisory Committee are chosen by the student and approved by the Dean of Graduate Studies must consist of at least four members. A majority of the Committee must be members of the faculty of the SMS/VIMS, although persons with appropriate qualifications from outside the SMS/VIMS may serve on the Committee. In addition, the Committee should provide breadth both within the student’s field of study as well as within the larger field of marine sciences. Students are required to have representation from faculty with strong backgrounds in both the life and physical sciences on each Committee. For students with a specialty in biology or fisheries science, at least one member must be from the discipline of physical or environmental science. For students with a specialty in physical or environmental science, at least one member must be from the discipline of biological or fisheries science.

It is important for all students to have the benefit of an on-campus advisor to provide them with scientific, logistical and financial support. Should a student’s major advisor retire or leave VIMS before the student completes his or her degree, the student is required to select an appropriate on-campus co-advisor. The selection of a co-advisor should be made in consultation with the Dean of Graduate Studies, the Chair of the student’s home department, and the student’s advisory committee. (March 06)

Doctor of Philosophy Degree

The Advisory Committee, chosen by the student and approved by the Dean of Graduate Studies, must consist of at least five members, at least one of whom must be from outside the College of William and Mary. A majority of the Committee’s members must be members of the faculty of the School of Marine Science, although persons with appropriate qualifications from outside the School of Marine Science may serve on the Committee. In addition, the Committee should provide breadth both within the student’s field of study as well as within the larger field of marine sciences. Students are required to have representation from faculty with strong backgrounds in both the life and physical sciences on each Committee. For students with a specialty in biology or fisheries science, at least one member must be from the discipline of physical or environmental science. For students with a specialty in physical or environmental science, at least one member must be from the discipline of biological or fisheries science.

It is important for all students to have the benefit of an on-campus advisor to provide them with scientific, logistical and financial support. Should a student’s major advisor retire or leave VIMS before the student completes his or her degree, the student is required to select an appropriate on-campus co-advisor. The selection of a co-advisor should be made in consultation with the Dean of Graduate Studies, the Chair of the student’s home department, and the student’s advisory committee. (March 2006)

Applicable Form(s): Notification of Selection of Major Professor and Declaration of Department
Notification of Selection of Advisory Committee (Master of Science)
(Doctor of Philosophy)
Request for A Change in Advisory Committee (2 pages)
NOTIFICATION OF SELECTION OF MAJOR PROFESSOR AND DECLARATION OF DEPARTMENT

STUDENT (Printed Name): ________________________________

DEGREE PROGRAM: ________________________________

MAJOR PROFESSOR (Printed Name): ________________________________

CO-MAJOR PROFESSOR (if applicable): ________________________________

*DEPARTMENT DECLARATION: ________________________________

  * Biological Sciences
  Environmental & Aquatic Animal Health
  Fisheries Science
  Physical Sciences ---
      ---Indicate which physical track you are pursuing:
      ____ Geological Oceanography
      ____ Marine Chemistry
      ____ Physical Oceanography

I have agreed to serve as the Major Professor (or Co-Major Professor) for ________________________________
and direct his or her program for the M.S./Ph.D. Degree.

______________________ ________________________________
DATE MAJOR PROFESSOR (SIGNATURE)

______________________ ________________________________
DATE CO-MAJOR PROFESSOR (SIGNATURE, if applicable)

______________________ ________________________________
DATE STUDENT (SIGNATURE)

DEAN OF GRADUATE STUDIES’ ACTION

APPROVED / DENIED

(Comments on Reverse Side)

DATE: ________________________________ ________________________________

DEAN OF GRADUATE STUDIES (SIGNATURE)

RETURN THIS APPLICATION to Graduate Dean,
c/o Graduate Registrar Watermen’s 233

rv-8/06
NOTICE OF SELECTION OF ADVISORY COMMITTEE

The faculty members listed below have attested by their signatures willingness to serve as
Advisory Committee members for
(Print Name of Student)
who is registered in the   □  DOCTOR OF PHILOSOPHY Program
   □  MASTER OF SCIENCE  Program

DEPARTMENT DECLARATION: ______________________  RESEARCH DISCIPLINE: __________________
THESIS/DISSERTATION TOPIC: __________________

I.  NAMES in full (i.e., with middle initials) of Graduate Advisory Committee members, including outside member if applicable, should be typed or printed in this section:

________________________________________  ______________________________________
Major Professor

________________________________________  ______________________________________

________________________________________  ______________________________________

OUTSIDE MEMBER Information (if applicable) -- PLEASE ATTACH A VITA OF YOUR OUTSIDE COMMITTEE MEMBER
FULL NAME: __________________________________ TITLE: ______________________________
AFFILIATION: __________________________________ MAILING ADDRESS:
________________________________________________________________________________
________________________________________  ______________________________________

II. SIGNATURES OF ALL ADVISORY COMMITTEE MEMBERS

<table>
<thead>
<tr>
<th>Committee Member</th>
<th>Discipline</th>
<th>Date</th>
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<tr>
<td>Major Professor</td>
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DEPARTMENT ACTION

NOTE: Membership of a student’s research committee must be reviewed at the department level prior to the submission of the student’s committee form to the Dean of Graduate Studies. It is noted that the curricula vitae of external members shall form part of the package.

RECOMMEND  /  DO NOT RECOMMEND  →  Comment on Reverse Side

DATE: ____________________________________  DEPARTMENT CHAIR PERSON

DEAN OF GRADUATE STUDIES’ ACTION

APPROVED  /  DENIED  →  Comment on Reverse Side

DATE: ____________________________________  DEAN OF GRADUATE STUDIES

RETURN APPLICATION to Graduate Dean, c/o Graduate Registrar Watermen's 233 – rev 11/07
REQUEST FOR A CHANGE IN ADVISORY COMMITTEE AND/OR DEPARTMENT

I, ____________________________________________, request approval for the following change(s) in my Advisory Committee for the degree of _______________________________.

Student’s Name, PRINTED

DATE: ________________ Signature: _______________________________

I. DEPARTMENT DECLARATION

___ REQUEST FOR A CHANGE IN DEPARTMENT DECLARATION,

From: ___________________________________

TO: _____________________________________

MY THESIS/DISSERTATION TOPIC (circle one) REMAINS UNCHANGED / HAS CHANGED TO:

__________________________________________________________________________________

___ NO CHANGE IN DEPARTMENT DECLARATION

II. MAJOR PROFESSOR

I request the following change:

PRINTED NAME

FROM: _________________________________

(FOR CO-ADVISOR IF APPLICABLE) SIGNATURE DATE

TO: _________________________________ _________________________________

(FOR CO-ADVISOR IF APPLICABLE) (FOR CO-ADVISOR IF APPLICABLE)

-OVER-
REQUEST FOR A CHANGE IN ADVISORY COMMITTEE AND/OR DEPARTMENT

III. COMMITTEE MEMBER(S)

I request the following changes in the membership of my Advisory Committee:

*DROP:

<table>
<thead>
<tr>
<th>Printed Name</th>
<th>Signature</th>
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*ADD:

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<tr>
<th>Printed Name</th>
<th>Signature</th>
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*NOTE: Signatures must be obtained for any committee members (including major or co-major professors) that are being DROPPED or ADDED.

PLEASE provide the address of NEW outside committee member below:

OUTSIDE MEMBER Information (if applicable) -- PLEASE ATTACH A VITA OF YOUR OUTSIDE COMMITTEE MEMBER

FULL NAME: ______________________________________________
TITLE: __________________________________ AFFILIATION: _______________________________________
MAILING ADDRESS: ______________________________________________________________________________

DEAN OF GRADUATE STUDIES ACTION:  APPROVED  /  DENIED

DATE: _____________ SIGNATURE: _______________________________________________
DEAN OF GRADUATE STUDIES

IF DENIED, REASON: ____________________________________________________________________

DATE OF NOTIFICATION TO STUDENT: _______________________    rev. 7/08
2. **PRE-QUALIFYING INTERVIEW**

Every student is required to have a pre-qualifying interview with his/her committee prior to his/her qualifying exam (in most cases, the pre-qualifying interview should take place at least six months prior to the student’s qualifying exam. The “interview” gives the committee members a chance to find out what the student is thinking about for a thesis/dissertation topic as well as possible areas of deficiency in the student’s background (i.e., what further courses or reading the student might need). In turn, the student gains better insight as to what his/her committee expects in terms of a prospectus and background knowledge.

The student should provide committee members with a brief statement (2-3 pages) describing his/her research interests and goals. In addition, the student will be asked to give a 5-10 minute oral presentation describing his/her interests and goals. The committee will then discuss with the student the knowledge required to meet these goals. In most cases, the interview should not last more than one hour or so.

The interview is not an exam; one does not pass or fail the interview. Rather, the pre-qualifying interview provides useful information for both the student and the committee. Recommendations by the committee will be summarized in writing on the **Pre-Qualifying Interview** form.

Master of Science students should have their pre-qualifying interview before the end of their first year at SMS/VIMS, i.e., before the beginning of their second fall semester. Ph.D. students should have the interview before the end of the second fall semester. In most cases, the qualifying exam will be taken within six months after the pre-qualifying interview.

*Applicable Form: Pre-Qualifying Interview*
PREQUALIFYING INTERVIEW

STUDENT: ___________________________ DEGREE PROGRAM ___________________________ (PRINT NAME)

Brief statement or title of DISSERTATION OR THESIS RESEARCH: _____________________________________________________________________________________

Ms. / Mr. ___________________________ has completed a Prequalifying Interview. Provided below are a summary and recommendations of the committee.

COMMITTEE SUMMARY AND RECOMMENDATIONS:

________________________________

SIGNATURES

MAJOR ADVISOR: ___________________________ COMMITTEE ACTION DATE [DAY/DATE/YR]

COMMITTEE: ____________________________________________________________________________

________________________________

Return this form to the Graduate Dean's Office, c/o Graduate Registrar, Watermen's 233

(OVER)
Every student should have a pre-qualifying interview with his/her committee prior to his/her qualifying exam. The "interview" gives the committee members a chance to find out what the student is thinking about for a thesis/dissertation topic as well as possible areas of deficiency in the student's background (i.e., what further courses or reading the student might need). In turn, the student gains better insight as to what his/her committee expects in terms of a prospectus and background knowledge.

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**Applicable Form:** Pre-Qualifying Interview

**NOTE:** The form for documenting the Pre-Qualifying Interview is on the reverse side of this page.
3. COMPREHENSIVE EXAMINATION FOR PH.D. STUDENTS

Rationale. A written comprehensive exam at the Ph.D. level allows a student to demonstrate quantitatively, comprehension and integration of material from the disciplines of marine science that are relevant to the student’s area of specialization. Successful completion of a rigorous comprehensive exam signals that a student is ready to pursue advanced training and original scientific research. (04 April 2008)

The objective of the written comprehensive exam is to ensure that the student has an appropriate general understanding of the field as well as the specific knowledge needed to undertake their research project. The test should be customized to the student’s interests and research goals. The committee is responsible for ensuring that there is balance, breadth of coverage, and depth. Questions that ask the student to integrate knowledge obtained from coursework, independent study, and ongoing research are particularly appropriate. When an area to be examined is not represented by members of the committee, the committee may consult with an outside expert as to the formulation of a question or the correctness of an answer.

Responsibility of the Advisor. The student’s major advisor is responsible for scheduling the exam before the end of summer following completion of 2nd year of coursework. The office of the Dean of Graduate Studies should be informed of the exam date. The Advisor will solicit questions from committee members in advance of the exam. S/he will collate the questions, develop a draft exam and circulate the draft exam to the committee at least one week before the exam is to be given. The exam should be given in electronic format. It is the responsibility of the advisor to return the graded exam to the student within two weeks of its completion.

Responsibility of members of the Advisory Committee. In consultation with the student, the Advisory Committee will determine which areas are to be examined. The Advisory Committee is responsible for developing an exam of appropriate breadth and that tests the integration of the material pertinent to the student’s Ph.D. project. The exam may be open or closed book at the discretion of committee members. All closed book sections should be labeled as such and students are bound by the Honor Code to complete each section according to the guidelines provided. Committee members will submit questions to the advisor and review the draft exam to ensure that it is appropriate is scope and level of integration. Committee members will grade their exam question but will have an opportunity to review the student’s performance on the entire exam.

Length of Exam. Each section of the exam should take approximately 1/2 day (4 hours) to complete. Total exam length should be 3-5 days. The exam must be taken within a single work-week, beginning on Monday and ending by 5 pm on Friday.

Grading. Each committee member will provide a grade of Pass/Fail for their question(s). If more than one section is not passed, the student receives a “no pass” for the entire exam. The student is allowed one exam retake and must retake any sections that were not passed within 3-6 months of the original exam date. If a Ph.D. student does not pass the retake, they will be given an option to enroll in the M.S. program. M.S. Bypass candidates who do not pass cannot advance to the Ph.D. program.

Record of Exam. The advisor will notify the Dean of Graduate Studies of the outcome of the exam and if any remedial action is needed. Questions used for written comprehensive exams will be available to all faculty and a copy of the written exam will be included in the student’s file where it will be available for viewing by any faculty member who requests to review it.

Applicable Form: Comprehensive Examination Form
WRITTEN COMPREHENSIVE EXAMINATION GRADE FORM

TO THE OFFICE OF THE UNIVERSITY REGISTRAR:

This is to certify that we administered a written comprehensive examination on

_______________________ to ________________________
Month/Day/Year Month/Day/Year
(Print name of student)

a student in the Doctor of Philosophy Degree Program of the School of Marine Science.
He / she received a PASS / FAIL grade

FIELDS EXAMINED:

COMMENTS:

Date: ____________
Chairperson

__________________ 
__________________ 
__________________ 
__________________ 
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Return this form to the Graduate Dean's Office, c/o Graduate Registrar, Watermen's 233 8/08
4. **PROSPECTUS**

Every student in the School of Marine Science is required to prepare a Thesis or Dissertation Prospectus for approval by his or her Advisory committee. (17 February 1982)

The prospectus should be a formal presentation of the selected research hypothesis. Its purpose is to present the rationale for selection of the hypotheses and methodology to be used in testing the hypotheses. It must include a problem statement, review of current literature in the area of study, and a detailed plan of study, as well as a summary of preliminary research conducted by the student. The prospectus must also provide a detailed rationale for the proposed work, clearly stated objectives, and testable hypothesis(es) when appropriate, consistent with the problem statement, and a description of research design, field studies, methods and data analysis intended to test the hypothesis. (7 Jan 2005)

The prospectus will be reviewed by the student’s Advisory committee for 1) appropriateness to the degree sought; 2) scientific merit; and 3) soundness of the research approach. Fifteen (15) pages is the typical length of a prospectus.

If the prospectus is properly written, and if it is accepted by the student’s Committee, it should be useable (with minor modifications) as the corresponding sections of the final thesis or dissertation. Care and attention to the preparation of the prospectus will both eliminate misunderstanding between student and Committee about the research project, and significantly reduce the effort required for final preparation of the thesis or dissertation.

**Time Requirement for Distributing Prospectus to Advisory Committee Prior to the Qualifying Exam.**

The student’s **Major Advisor must review and approve a draft** of the student’s thesis or dissertation prospectus **prior to its distribution to the other members** of the student’s advisory committee (12 Sep 2008). Therefore, the student should allow sufficient time for the review/approval of the prospectus draft by her/his advisor in order to meet the additional required time lines:

- **At least three weeks prior to the qualifying examination**, the student is required to submit a draft of his/her approved prospectus to each member of the student’s advisory committee and the faculty member who has agreed to be the Moderator of his/her examination. (7 Jan 2005)

- **At least one week prior to the qualifying examination**, the student should communicate with the Moderator and confirm that the student has met with and received comments on the prospectus from each of her/his Committee members. (7 Jan 2005)
Prospectus Format

The prospectus will be reviewed by the student’s Advisory committee for 1) appropriateness to the degree sought; 2) scientific merit; and 3) soundness of the research approach. Fifteen (15) pages is the typical length of a prospectus.

Introduction. The introduction should provide a general overview of the field of study in which the research will be conducted. It should identify the current status of the field and indicate how the study hypotheses related to topics of interest in the field. As appropriate, the introduction should also indicate how the methodology utilized in the study compares to other research efforts in the general field.

In general, the introduction should answer the questions, “What is the study?” and “Why is this study being done?”

Literature Review. The literature review should be as complete as possible, but need not be exhaustive. The review should establish the background for the selection of both the hypotheses and the methodology. To that end, the review should include: 1) significant works that have advanced understanding of the field to its current state; 2) works that identify information needs (particularly ones to be met by the proposed study); 3) results of similar studies on the same or related subjects; 4) examples of all methodologies applicable to the study subject; and 5) works that indicate most appropriate or potential new methodologies for the proposed study.

In general, the review should support the material contained in the introduction and provide the setting (in terms of already available data) for discussion and analysis of the study results. It is important that the literature review be compiled and presented in logical sections (similar to those enumerated above). It is not acceptable to present an abstract of each pertinent reference located without respect to what aspect of the citation is significant (i.e., results, methodology, discussion, etc.).

Most students have some difficulty deciding what should be included in a literature review. While the decision is not always easy, if you concentrate on the purpose of the review and remember that an exhaustive annotated bibliography is not the objective, preparation is usually simplified.

Methods. This section should detail both the sampling design and the data analysis. The single greatest problem encountered in the conduct of research projects is the collection of vast quantities of data without definite plans for analysis. The data collected must be pertinent to the hypotheses and must be adequate to test the hypotheses. The sampling program and the data requirements must be flexible enough to accommodate minor unforeseen problems or delays without crippling the project.

Specific attention should be paid to data analysis. Forethought in this area can prevent collection of needless information or failure to collect crucial data. Failure to identify data analysis methods could be a major flaw in a prospectus that would prevent its acceptance.

Bibliography. The bibliography should include all citations from the literature review or elsewhere in the prospectus. It should be prepared in the format required for the thesis or dissertation.

Applicable Form(s): Prospectus Approval by Advisor Prior to Committee Distribution
Notification of Acceptance of Prospectus
NOTIFICATION TO DEAN OF GRADUATE STUDIES OF PROSPECTUS APPROVAL & DISTRIBUTION TO STUDENT’S ADVISORY COMMITTEE PRIOR TO THE QUALIFYING EXAMINATION DATE

SMS POLICY REMINDERS:

(1) The student’s Major Advisor must review and approve a draft of the student’s thesis or dissertation prospectus prior to its distribution to the other members of the student’s advisory committee.

(2) At least three weeks prior to the qualifying examination, the student is required to submit a draft of his/her approved prospectus to each member of the student’s advisory committee and the faculty member who has agreed to be the Moderator of his/her examination.

ADVISOR APPROVAL

I have completed a review of the draft of the (thesis) (dissertation) Prospectus of ________________________, and give approval for its distribution today, ________________________, to the other members of (Month/Day/Year of Distribution to Committee) his/her advisory committee.

MAJOR PROFESSOR: ________________________

CO-ADVISOR: ________________________

TO THE STUDENT:

Please return completed form to the Graduate Dean’s Office in Watermen’s Hall.

In addition, no later than two weeks ahead of the event, please provide by email to Fonda Powell fonda@vims.edu or Sue Presson snpres@vims.edu the information needed for a College-wide announcement of your Qualifying Examination:

(1) Day/Date/Time & Location, (2) Names of Advisory Committee Members, and (3) Title of your research.
NOTIFICATION OF ACCEPTANCE OF PROSPECTUS

STUDENT: ______________________________________ ( M.S. / Ph.D. candidate)  
(Print Name)                               Circle degree

has submitted a satisfactory prospectus entitled:

________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________

ADVISORY COMMITTEE MEMBERS  
(SIGNATURES)

________________________________________          Chairperson

Date

Submit Form to: Dean of Graduate Studies
               c/o SMS/VIMS Registrar
               Watermen’s Hall 233
5. QUALIFYING EXAMINATION FOR THE DEGREES OF MASTER OF SCIENCE AND DOCTOR OF PHILOSOPHY

Philosophy and Goals. The qualifying examination is an oral examination designed to test a student’s scientific competence and ability to pursue her/his graduate research project. It will be administered by the student’s Advisory Committee and chaired by a Moderator who is not a member of the Student’s Committee (19 May 95). The Moderator must be identified at least three weeks prior to the examination. (A list of current Moderators is available on the web at http://www.vims.edu/sms/documents/moderators.html.)

The exam consists of two components: (1) questions that address knowledge specific to the proposed research project and (2) questions concerning the general knowledge in the student’s field of study.

Distribution of the Prospectus in Preparation for the Qualifying Examination. The major advisor must be the first reviewer of the student’s prospectus prior to its distribution to the other members of the student’s advisory committee within the following stated time frame: Once approved by the advisor and at least three weeks prior to the examination, the student must distribute his or her prospectus to the other members of the student’s advisory committee and the Moderator for the qualifying exam. The Advisory Committee should review the prospectus and provide comments to the student prior to the date of the examination. (04 Feb 2005)

At least one week prior to the examination, the student should communicate with the Moderator and confirm that the student has met with and received comments on the prospectus from each of her/his Committee members. (Refer also to Prospectus, pages 40, 41.)

Scheduling and Announcement of Examination. The qualifying examination should be taken by the end of the third semester (M.S.), or fifth semester (Ph.D.), and should in every case occur well before the final defense in order to be consistent with the SMS Milestones. The minimum elapsed time between the qualifying examination and the final defense must be no less than six months for M.S. students and no less than one year for Ph.D. students (03 Nov 06)

Consistent with SMS procedures, the examination will be advertised and opened to all interested faculty members. Two weeks ahead of the examination, the student should schedule the examination with the assistance of her/his department’s administrative assistant and then provide information for the announcement to the office of the Dean of Graduate Studies (Information on the day/date/time/location of the exam as well as the student’s research title may be emailed to Fonda Powell or Sue Presson in lieu of formal paper work.)

Satisfactory Performance. The student must satisfactorily demonstrate competence and facility with the established facts, theory, and frontiers in her/his field of specialization and in other subject areas as required by the student’s Advisory Committee. It is the responsibility of the Moderator to ensure that questions are sufficiently broad in scope that they cover the core knowledge expected of the student at her/his respective level of training.

A solid foundation in the fundamentals of Marine Science as it pertains to her/his research is expected of a M.S. student. Required of the Ph.D. student is a comprehensive understanding of her/his chosen field of study and of how the proposed research represents a unique contribution to that field within the context of Marine Science. If questions are considered deficient in the aforementioned areas, the Moderator has the prerogative to recess the examination and advise the Committee that they should broaden the scope of their questioning.
QUALIFYING EXAMINATION FORMAT

Introduction. The major advisor introduces each committee member and the Moderator. After introductions, the Moderator explains the ground rules of the examination to the student and the Committee. At this time, it should be made clear to the Committee and the student that the student is being evaluated only on her/his performance in the oral exam and not on any prior coursework or interactions with the Committee members. The student is then excused from the room, and the Moderator facilitates a brief discussion among Committee members regarding the student’s prospectus. If a Committee member has severe reservations about the prospectus, s/he should have contacted the student and major advisor prior to the examination. If major disagreements exist among Committee members regarding the proposed research, the Moderator will attempt to facilitate a consensus decision prior to the student’s presentation.

Student Presentation. The examination begins with a presentation of the student’s research proposal, lasting 20 minutes. The Committee should refrain from asking questions during the presentation except for the purpose of clarification. The Moderator controls the time of the presentation and should ensure, within reason, that it does not substantially exceed the twenty-minute restriction.

Questioning. It is the Moderator’s responsibility to maintain a professional atmosphere and decorum during the examination. Usually there are two rounds of questioning, with each Committee member allotted ~ 10 minutes during each round. Questions in the first round are typically related directly to the proposed research while those of the second round are broader in scope, including general knowledge of Marine Science and of the student’s area of specialty. Questioning starts with a Committee member from the School of Marine Science, with the outside Committee member and major advisor ending the questioning in each round. It is permissible for a Committee member to build on another’s line of questioning during that individual’s turn provided it is acceptable to the Committee. The Moderator (not a Committee member) should ensure that the student answers each question. Committee members will have an opportunity for discussion after the exam. If necessary, the Moderator may call for an intermission during the course of questioning to provide the student or Committee an opportunity to regroup.

Deliberation. Once the questioning has been completed, the Moderator asks the student to leave the room and requests that the Committee members refrain from speaking. The Moderator distributes a ballot to members for a straw poll of the student’s performance on the examination and reminds the Committee that their votes should be based on performance during the examination period. This pass/not-pass vote is non-binding and simply provides a starting point for discussions of the student’s performance. The Moderator then facilitates discussion towards a consensus decision. (04 Feb 2005)

One negative vote is sufficient for a conditional pass. Two negative votes constitute a no-pass. A conditional pass generally means that the student is required to complete additional reading and/or coursework determined by the Committee, followed by a discussion or oral examination with one or more Committee members.

Outcome. Once a decision has been reached, the student is called back to the room. The Moderator informs the student of the outcome and summarizes the Committee’s decision. The Moderator formally validates the examination with her/his signature, attesting that the examination has included questions both specific to the proposed work and from the student’s general
field, and that the decision is based on performance during the examination period. After the examination has been validated, the moderator then turns the discussion of the examination to the advisor and Committee members, who provide feedback to the student and establish a timeline if remedial action is needed.

If the student does not pass the Qualifying Examination, s/he must retake the examination within six months. A no-pass on the second examination is grounds for dismissal from the graduate program. In cases of conditional passes or no-passes, it is the Moderator’s responsibility to notify the Dean of Graduate Studies of the outcome as soon as possible following the conclusion of the examination.

Applicable Form(s):  
- Scheduling of Qualifying Examination
- Qualifying Examination Grade Form
To the Student:

Remember: The Qualifying Examination should be announced to the faculty approximately two weeks prior to actual date.

(1) Arrange the date and time with all members of your Advisory Committee

(2) Arrange for a Moderator of the examination. The list of faculty who serve as Moderators is available at the following URL:
   http://www.vims.edu/sms/documents/moderators.html

(3) Contact the secretary of your department to reserve and schedule a room for the exam and prospectus presentation.

(4) No later than 1-1/2 to 2 weeks prior to the examination, return this form to the SMS Graduate Registrar (Watermen’s 233)
   OR
   Email the information to the SMS Graduate Registrar.
   (Be certain to include the title of your research.)

**STUDENT:** __________________________________  **DEGREE PROGRAM**____________________

**PRINT NAME**

**DISSERTATION OR THESIS TITLE (Please Print)**

PRINT FULL FIRST NAME, INITIAL AND LAST NAME OF EACH COMMITTEE MEMBER (NO NICK NAMES PLEASE):

__________________________

Moderator

__________________________  ___________________________

Major Advisor                Committee Member

__________________________  ___________________________

Committee Member            Committee Member

__________________________  ___________________________

Committee Member            Committee Member (if applicable)

**DATE:**__________________________  ___________________________

Day of Week            Month/Day/Year

__________________________  ___________________________

Location            Hour

Return this form to the Graduate Dean's Office, c/o Graduate Registrar, Watermen's 233
QUALIFYING EXAMINATION GRADE FORM

Student: ________________________________________________________________

Dissertation or Thesis
Research Title: __________________________________________________________

We have administered a Qualifying Examination for the degree of ____________________________
on _________________________________. He/She has received a PASS/FAIL grade

Comments:
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

________________________________________________________
DATE

SIGNATURES OF MEMBERS OF THE STUDENT’S ADVISORY COMMITTEE:

________________________________________________________
MODERATOR

________________________________________________________
Major Professor

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

________________________________________________________________________
________________________________________________________________________

________________________________________________________________________

*****This form is a supporting document for graduation*****

Please return original form to:
Dean of Graduate Studies Office; c/o SMS Graduate; Registrar; Watermen’s Hall 233

Revised 06/01
6. ADMISSION TO CANDIDACY

Application for admission to candidacy for either the Master of Science or Doctor of Philosophy degree must be made on the approved form to the Academic Status and Degrees Committee. *Provisional graduate students cannot be admitted to candidacy.* The requirements for admission to candidacy for both the Master of Science and Doctor of Philosophy degrees are as follows:

Upon a favorable recommendation of the student’s Advisory Committee and the Academic Status and Degrees Committee, followed by a majority vote of the faculty of the School of Marine Science and the approval of the Dean of Graduate Studies, a student may be admitted to candidacy after completion of the following requirements:

1. The student must have achieved a grade point average of B (3.0) or better, averaged over all courses taken for credit at the time of application for admission to candidacy.

2. All required SMS core courses must be exempted officially or passed with a grade of B- or better in each course taken.

3. The written comprehensive exam must be passed (applicable only to Ph.D. students).

4. The qualifying examination and prospectus must be completed.

*Applicable Form(s): Application for Admission to Candidacy*
**APPLICATION FOR ADMISSION TO CANDIDACY**

STUDENT: _________________________________     DEGREE PROGRAM __________________

CORE COURSES Dept Courses QUALIFYING EXAM/PROSPECTUS
COMPLETED (DATE): ___________ Completed (DATE): __________ SUCCESSFULLY COMPLETED (DATE): ________

GRADE POINT AVERAGE: ________ as of (Date) ______________

I certify that I have satisfactorily passed or been exempted from all required core courses in the School of Marine Science and that I have completed all other courses specifically required by my Advisory Committee.

Date: _______________     Student's Signature: _______________________________

**DEPARTMENT RECOMMENDATION**

The Department should certify that the student has satisfied course requirements of the department either by successfully completing the course(s) or by exemption. (Exemption from or substitution of courses required by the department will be approved by AS&DC only if the majority of faculty in the department approve the request).

RECOMMEND / DO NOT RECOMMEND

DATE: _______________     Department Chairperson

**ADVISORY COMMITTEE RECOMMENDATION**

(SIGNATURES OF ALL ADVISORY COMMITTEE MEMBERS REQUIRED)

RECOMMEND / DO NOT RECOMMEND

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MAJOR ADVISOR

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AT THIS POINT, SUBMIT FORM TO THE SMS GRADUATE REGISTRAR FOR ACTION AT THE NEXT AS&DC & AC MEETINGS:

**ACADEMIC STATUS and DEGREES COMMITTEE RECOMMENDATION**

RECOMMEND / DO NOT RECOMMEND

DATE: _______________________________     CHAIRPERSON, ACADEMIC STATUS & DEGREES COMMITTEE

**ACADEMIC COUNCIL ACTION**

APPROVED / DENIED by resolution of the Faculty

DATE: _______________________________     ACADEMIC COUNCIL SECRETARY

**DEAN OF GRADUATE STUDIES' ACTION**

APPROVED / DENIED (Comments on Reverse Side)

DATE: _______________________________     DEAN OF GRADUATE STUDIES
7. PREPARATION OF THESIS OR DISSERTATION

A student’s thesis or dissertation should be prepared in draft form for review by all members of his/her Advisory Committee well in advance of the proposed date for the defense. The document should be prepared in the required format (see Thesis Writer’s Guide and/or refer to recently accepted theses and dissertations from the School of Marine Science). The draft should include all intended artwork in as close to final form as possible. The student should allow at least two to three weeks for the Committee to review the draft and should anticipate at least two iterations prior to preparation of a final draft. In other words, the first draft should be prepared a minimum of two and one half months prior to the proposed date for the defense. Following a timely review by a student’s major advisor, a complete and final draft should be submitted to all committee members no less than thirty (30) days prior to the dissertation or thesis defense. The committee members are responsible for a timely review of all drafts.

The thesis or dissertation in final form with signed approval sheets must be presented to the College approximately two weeks prior to the date of commencement. Each dissertation, when submitted, must be accompanied by two copies of an abstract of not more than 350 words. This abstract, or summary, will be published in Microfilm Abstracts for national distribution. No dissertation will be accepted without this abstract.

Submitting Copies of the Dissertation or Thesis for Binding

Information for submitting to the Swem and VIMS libraries copies of the approved dissertation or thesis for binding is available from the SMS Graduate Registrar. In general, however, the following applies:

A minimum of five (5) copies of the student’s dissertation or thesis are required by the College and/or School, which includes:

- One (1) copy for Swem Library (acid-free paper required)
- Two (2) copies for Hargis Library (VIMS) (acid-free paper required)
- One (1) copy for Major Professor
- One (1) copy for student (Students also may have additional copies bound by the VIMS library)

One additional acid-free copy increasing the total of all copies to six (6), is requested for the library of the Fisheries Science Department. (Students whose major professors are members of the Fisheries Science Department should contact the department’s chairperson regarding the extra copy and the possibility of departmental coverage for the costs of printing and binding the FS copy.)

Contact the SMS Graduate Registrar for detailed instructions for submitting final copies to the respective libraries.

Prior to submitting copies of their dissertations or theses for binding, students may pay appropriate binding fees and, if required, microfilming fees to the VIMS Cashier’s window. Receipts must be presented or shown to appropriate staff member of the Swem and VIMS libraries when submitting the unbound copies of the dissertations or theses.

Xeroxed copies of binding fee receipts must be submitted to the Dean of Graduate Studies Office, c/o the SMS Graduate Registrar, Watermen’s 233.

Applicable Form(s): Final Draft Distribution Form
                          Approval Sheet Format
                          Agreement Form (available on line, check with SMS registrar)
                          Binding Form for VIMS Theses and Dissertations
                          (available from Hargis Librarian)
                          Memo and Application for Electronic copies of theses and dissertations
NOTIFICATION TO THE DEAN OF GRADUATE STUDIES
OF APPROVAL & DISTRIBUTION OF FINAL DRAFT
OF STUDENT’S RESEARCH DOCUMENT
PRIOR TO THE DEFENSE DATE

SMS POLICY REMINDERS:

(1) The student’s Major and/or Co-Major Advisor must review and approve the final draft of the student’s thesis or dissertation before it is distributed to other members of the student’s advisory committee.

(2) The FINAL DRAFT of the thesis or dissertation must be submitted to all of the student’s advisory committee members a minimum of thirty (30) days prior to the date of the seminar and defense.

ADVISOR APPROVAL

I have completed a review of the final draft of the (thesis) (dissertation) of ____________________, and give approval for its distribution today, ____________________, to the other members of his/her advisory committee.

MAJOR PROFESSOR: ____________________

CO-ADVISOR: ____________________

TO THE STUDENT: Please return completed form to the SMS Graduate Registrar, Watermen’s 233.

Prior to announcing a student’s seminar and defense, the Graduate Registrar must have this notification on file to verify compliance with the 30-day policy.

If known at this time, please indicate the tentative date of your seminar/defense: ____________________ Day/Date/Month/Year

Two weeks prior to the events, please provide by email to Fonda Powell, fonda@vims.edu, or Sue Presson, snpres@vims.edu, the information needed for a College-wide announcement of both the seminar and the defense: (1) Day/Date/Time & Location (2) Names of Advisory Committee Members, and (3) Title of your research.
APPROVAL SHEET

This Thesis (or Dissertation) is submitted in partial fulfillment of
the requirements for the degree of

Master of Science
(or Doctor of Philosophy)

_________________________
Anne E. Student
(Sign on line above your name)

Approved by the Committee, August 2009

_________________________
John M. Doe
Committee Chairman

_________________________
Bart S. Brilliant, Ph.D.

_________________________
Susan S. Bright, Ph.D.

_________________________
Martin T. Intelligent, Ph.D.

_________________________
Owen T. Outside, Ph.D.
University of Virginia
Charlottesville, Virginia
ATTENTION: STUDENTS IN FISHERIES SCIENCE! Submit one copy of your thesis or dissertation directly to the department’s Support Technician. The FS Department will pay for this extra copy.

The SMS/VIMS Hargis Library acknowledges receipt of ________ copies of the

Master of Science Thesis / Doctor of Philosophy Dissertation

Date: __________ Librarian’s Signature: _______________________________

CHARGES FOR BINDING: ________ copies – Library binding $ __________
ADDITIONAL FEES: ________ pockets for oversized or additional material $ __________

TOTAL COST: $ __________

The SMS/VIMS Cashier acknowledges receipt of $ ________ in binding fees.

Date: ______________ Cashier’s Signature: _________________________

INDEX NO: 121012
ACCOUNT NO: 712150

Library Information

Title of M.S. Thesis / Ph.D. Dissertation: ___________________________________________________________
_________________________________________________________________________________________
_________________________________________________________________________________________

Committee Chairperson/Co-Advisor: _____________________________________________________________

Date of Graduation (Month/Year): ____________________________________________________________

MS Graduates: Is your thesis available as a pdf? ________
Do you wish to make it available on the library’s website? ________
Will you sign a waiver? ________

Graduate’s Email and Mailing Address – with effective dates should be written on the back of this form.

FOR LIBRARY’S USE
Date sent to bindery: ______________ Date returned: ______________
To: All Graduating Students

From: Carol Coughlin

Re: Electronic Theses & Dissertations: Publishing on the Web

In recent years, Hargis Library has made available electronic copies of selected Masters theses and PhD dissertations from the Library’s website. The Library would like to broaden this coverage of student scholarship by having more participants in this endeavor.

We would encourage you to consider depositing a pdf copy of your project with the Library once it is completed and approved by your Advisory Committee. This exposure will highlight your work and allow it to be readily accessible to the scientific community, future employers and colleagues.

Our recent observations have found that newly presented online thesis/dissertations are picked up by search engines such as Google within 2-4 days of being made available on the Library website and are then readily retrievable by searching for your name, the title of your work, or in a general keyword search.

The record of your thesis/dissertation and link to the pdf is also recorded in the College's catalog database as well as in WorldCat.org, an open access database of books and materials in libraries worldwide. These records will also enhance the potential of identifying and distributing your work.

As an author you retain all ownership rights to the copyright of your work. You also retain the right to assign to others the right to publish, re-publish, or use in future works (such as articles or books) all or part of your thesis, dissertation, or project report.

The Library reserves the right to remove or modify links to the digital document and makes no assurances of providing online access to your work in perpetuity.

How to participate:

Once your thesis/dissertation has been accepted by your Advisory Committee and you are submitting your paper copies to Hargis Library for binding, bring the completed permission form to the Library. The permission form is enclosed. Additional copies can be obtained at the Library or requesting a copy from library@vims.edu.

When the paperwork is completed, then you can forward your pdf copy to the attention of the Library Director, Carol Coughlin. (coughlin@vims.edu)

If you have any questions, please contact Carol Coughlin.
Electronic Thesis / Dissertation / Project Report Approval Form

Please Print

Author's Name: ____________________________


Document Title: ____________________________________________

Author's Agreement:

I hereby grant to the School of Marine Science /Virginia Institute of Marine Science of the College of William and Mary and its agents, and to any unit of William & Mary and its agents, the non-exclusive, royalty-free license to archive and make accessible my thesis, dissertation, or project report in whole or in part in all forms of media, now or hereafter known. I retain all ownership rights to the copyright of the thesis, dissertation, or project report. I also retain the right to assign to others the right to publish, re-publish, or use in future works (such as articles or books) all or part of this thesis, dissertation, or project report.

The School of Marine Science /Virginia Institute of Marine Science of the College of William and Mary, and its agents, reserves the right to remove or modify links to the digital document and makes no assurances of providing online access to the author’s work in perpetuity.

Review and Acceptance:

The above identified document has been reviewed and accepted by the author. The undersigned agrees to abide by the statements above, and agrees that this Approval Form updates any and all previous Approval Forms submitted heretofore.

Author’s Signature: ____________________________ Date: __________

VIMS Signature: ____________________________ Date: __________

Please provide contact information in case we need to get in touch with you in the future:

Mailing Address: ____________________________ Email address: ____________________________
8. THESIS OR DISSERTATION DEFENSE

The major advisor must be the first reviewer of the final draft of the student’s thesis or dissertation, allowing time for its distribution to the student’s other advisory committee members a minimum of thirty (30) days prior to the date of the seminar and defense. The seminar and defense will not be scheduled and announced until the student has certified adherence to this policy by submitting the Final Draft Distribution form to the Office of the Dean of Graduate Studies, c/o SMS Graduate Registrar.

The defense of a thesis or dissertation will consist of two parts. First, all students are required to present a seminar to the marine science faculty, staff and students on their thesis or dissertation research. (21 May 1986) The seminar will be advertised and open to any interested individuals.

Second, immediately following the seminar, the student will undergo an oral examination (i.e., the defense of his or her thesis or dissertation). The defense will be chaired by a Moderator who is not a member of the student’s committee (19 May 1995) and administered by the student’s Advisory Committee. Any interested faculty members of the College are invited to attend. The examination will focus on the student’s research project.

At the conclusion of the defense, the student’s Advisory Committee will vote to accept or reject the document by indicating their decision on the Thesis/Dissertation Defense Acceptance Form.

This form must be signed by all Committee members and submitted to the SMS Graduate Registrar’s office, Watermene’s 233.

If the thesis or dissertation is acceptable, all Advisory Committee members also will sign the approval sheets to be included in the bound copies of the finished document. At least three of the five required copies of the approval sheet should be prepared on acid free bond paper and available for committee signatures at the conclusion of the defense. (Original signatures are required on the three library copies: 1 copy for Swem Library; 2 copies, SMS library.) Approval sheets for the remaining copies of the thesis or dissertation may be photocopied.

Unanimous committee approval is necessary for satisfactory completion of a student’s thesis or dissertation defense and the final version of the thesis or dissertation. In the event that unanimity has not been achieved following the defense or after at least the second reading or a revised thesis or dissertation by one dissenting committee member, the student may appeal to the Academic Status and Degrees Committee for an independent review. At its discretion, the AS&DC may appoint an independent reader from the SMS faculty to render a substitute opinion which, if in agreement with the majority, will signify the acceptance and permit the independent reader to sign the approval form(s) in lieu of the dissenting committee member. Only one substitution of approval shall be permitted through appeal to the Academic Status and Degrees Committee. (25 February 1991)

Scheduling and Announcement of Seminar and Defense

Announcement of both the student’s seminar and defense should be made to the faculty at least two (2) weeks prior to the scheduled date.

The student may use the applicable form to provide information to the Dean of Graduate Studies’ Office for the preparation and distribution of the announcement to the faculty. In lieu of the paper work, however, information for the seminar and defense announcements may be provided by email to Fonda Powell (fonda@vims.edu) or Sue Presson (snpres@vims.edu). Please remember to include the name of moderator, day/date/time/location and the title of your thesis or dissertation research.

Applicable Form(s): Scheduling of Seminar and Defense
       Seminar Scheduling Procedures
       Thesis/Dissertation Defense Completion Form
SCHEDULING OF SEMINAR and DEFENSE

To the Student:

Note: The DEFENSE should be announced to the faculty approximately two weeks prior to actual date

1. Arrange the date and time of the seminar and defense with all members of your Advisory Committee.

2. Arrange for a Moderator of the examination. The list of faculty who serve as Moderators is available at the following URL: http://www.vims.edu/sms/documents/moderators.html

3. Contact the secretary of your department to reserve and schedule rooms for both the seminar and defense.

4. No less than 1-1/2 to 2 weeks prior to the seminar and defense, return this form to the SMS Graduate Registrar (Watermen’s 233) or Email the information requested below to the SMS Graduate Registrar. (Be certain to include the title of your research.)

Optional: A degree candidate may arrange for campus-wide announcement of his or her seminar/defense by submitting information directly to the Publications Center. A copy of the candidate’s thesis or dissertation abstract and a graphic design for the cover of the brochure should be included in the information submitted to the Publications Center.

--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

STUDENT: __________________________________ DEGREE PROGRAM __________________

(DRINT NAME)

DISSERTATION or THESIS TITLE: _____________________________________________________________

PRINT FULL FIRST NAME, INITIAL AND LAST NAME OF EACH COMMITTEE MEMBER (NO NICK NAMES PLEASE):

Moderator

Major Advisor or Co-Advisor

Co-Advisor or Committee Member

Committee Member

Committee Member

DATE: ________________ Day of Week ________________ Month/Day/Year

SEMINAR: __________________________ Location __________________________ Hour __________________________

DEFENSE: __________________________ Location __________________________ Hour __________________________

Return this form to the Graduate Dean's Office, c/o Graduate Registrar, Watermen's 233.
SEMINAR SCHEDULING

VIMS-ITNS: http://www.vims.edu/itns/laptop.html
Laptops, Video Projectors, Video Conferencing Systems
Reservation / Check-Out Form

GO TO RESERVATION CALENDAR.

VIMS-ITNS has the following laptop computers and video projectors available for on-campus reservation during the work day. For laptops, classroom instructional use has priority. Other requests will be considered depending on their impact on the instructional program. For video projectors, it's on a first come, first served basis. In general, we would like to have the laptops and video projectors stay on-campus during the work day. Off-campus checkouts will be for after hours (overnight) only, and equipment must be back on campus the following day in case an urgent request for use comes up during the day. Weekend checkouts are permitted as long they don't interfere with the instructional program.

We also have two Polycom video conferencing systems. Each system consists of a Polycom camera and processing unit mounted on top of a 32" LCD color monitor sitting on a metal TV cart with 8" pneumatic wheels. The unit can be easily transported between campus buildings and can work anywhere a network port is located.

Laptop Units Available:

- Windows
  - Dell Latitude wireless laptops - 25 units
    - 9 - C610's, 3 - D600's, 2 - D610's, 11 - D620's
    - OS - Windows XP
    - Hardware: 1 GHz + CPU, 256 - 512 Mb Ram, 20 - 60 GB hard disk
    - Software: Microsoft Office 2003 Pro, ArcMap, ArcView, Adobe Illustrator, Adobe Photoshop, Matlab, Minitab, SAS, SigmaPlot, SPSS, WS_FTP.
    - Theses are available for instructional use, and individual use on a not to interfere basis. If you are interested in reserving the wireless laptops, please indicate your intended use in the comments section of the online request below.
  - Dell Latitude C600 & CP - 1 unit each
    - Hardware: 1 GHz / 500 Mhz, Pentium III, 10 Gb hard drive, 256 Mb RAM, DVD Rom - CDWR, Xircom 10/100 Mhz network / modem card, USB Mouse, 3.5" floppy drive.
Mac OS
  Apple PowerBook G4 - 1 unit
    - Hardware: 1.67 GHz, 80 Gb hard drive, 512 Mb RAM, 8X
      SuperDrive DVD±RW/CD-RW, wireless, ethernet, modem, S-video, DVI
      to VGA adapter, FireWire, USB2 (2), PC CardBus
    - Software: Tiger 10.4.1 OS, standard Mac bundled software including:
      Mail, Safari, MS Office 2004, and other programs.

Video Projectors

- Epson EMP-1715 video projector, color, XGA resolution 1024 (H) x 768 (V), 2700 lumens, 3.5 lbs. - 1 unit.
- Epson EMP-822 video projector, color, XGA resolution 1024 (H) x 768 (V), 2600 lumens, 6.4 lbs. - 1 unit.
- Sony VPL-CX4 video projector, color, XGA resolution 1024 (H) x 768 (V), 1000 lumens, 6 lbs. - 1 unit.
- Sony VPL-PX6 video projector, color, XGA resolution 1024 (H) x 768 (V), 600 lumens, 14 lbs. - 1 unit.

Video Projector Stands

- Da-Lite Project - O - Stands portable video or slide projector stand, 18" x 12" and 25" x 18" base, with 4 screw on, telescopic legs, expanding to 51". This stand is designed for use on sloping (auditorium) and uneven floors, as well as indoor and outdoor use. The stand is easy to assemble and disassemble, and is light weight and easy to transport - one unit each.

VCR / DVD Combo Player Available - Toshiba VCR / DVD Player - 1 unit

- Connects to any television or video projector - This is a single unit that can play either standard VHS VCR tapes or DVD's. Comes with cables and a remote control unit.

Apple iPod Available - Apple iPod video 5th Generation - 3 units.

- iPod accessories include earphones, USB cables, microphones, and wall chargers.
The College of William & Mary
SCHOOL OF MARINE SCIENCE/VIRGINIA INSTITUTE OF MARINE SCIENCE

THESIS/DISSERTATION DEFENSE ACCEPTANCE FORM

This is to certify that we have examined the thesis/dissertation defense entitled:

(Please type title above, in title case, exactly as it should be shown on all College records)

submitted by ___________________________ a student in the School of Marine Science, in partial fulfillment of the requirements for the degree of ______________________ and that we RECOMMEND / DO NOT RECOMMEND acceptance of this DISSERTATION or THESIS defense by the College of William & Mary.

This is to certify that the above-named student has demonstrated the capacity to apply theoretical and academic skills by teaching and/or research practice concurrent with the student's academic studies.

Comments:

_________________________________________________

SIGNATURES OF MEMBERS OF THE STUDENT'S ADVISORY COMMITTEE:

_______________________________________   ________________________________________________________
MODERATOR                                                                                                             Major Professor

________________________________________________________

________________________________________________________

________________________________________________________

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*****This form is a supporting document for graduation*****

Please return original form to:
Dean of Graduate Studies Office; c/o SMS Graduate; Registrar; Watermen's Hall 233

Revised 11/05
9. GRADUATION

All students must be registered for the semester in which they graduate. A Notice of Candidacy for Graduation form must be filed with the Graduate School Registrar (Watermen’s 233) on the following schedule:

- May or August Graduation - 1st Friday in October
- December Graduation - 1st Friday in July

Students must refile to graduate if they do not meet degree requirements for the graduation date for which they originally filed. (In other words, forms of intent to graduate do not automatically roll from one graduation period to another).

Diplomas for the Master of Science and Doctor of Philosophy degrees will be issued to May degree recipients at the School of Marine Science reception following the spring commencement exercises. August and December degree recipients will be contacted regarding the distribution of their diplomas within two weeks following their graduation date. Before leaving campus, degree recipients should assure that the SMS Graduate Registrar has an updated mailing address.

Commencement Participation: Degrees are conferred by the College in May, August or December of each year. Commencement Exercises are held each year in May; therefore, students graduating in either August or December traditionally are invited to the following spring’s ceremonies.

Students in the School of Marine Science may be granted permission to participate in commencement exercises prior to completion of their degree requirements if they meet certain eligibility criteria. For instance, a student planning to finish all degree requirements during the summer for graduation in August may petition the Dean of Graduate Studies for permission to attend the prior May’s ceremonies. The student must (1) advance to candidacy in his or her degree program no later than April 1 and (2) forward a letter from his or her advisor to the Graduate Dean stating the reasonableness of completion of all degree requirements by August. (23 Jun 1998)

In cases where a student is given permission to “walk” in May commencement prior to completing his or her degree the following August, the student should check with the SMS Graduate Registrar regarding specific deadlines. A follow-up with the Graduate Registrar will help to assure the inclusion of the student’s name on the printed program of the applicable May commencement.

Applicable Form(s): Notice of Candidacy for Graduation/Diploma Distribution Form
NOTICE OF CANDIDACY FOR GRADUATION

Please PRINT your name exactly as you wish to have it appear on your diploma. (No Nicknames)

(Ex. John Michael Smith)

***Your name will appear on the diploma exactly as printed above.

Hometown: ____________________________________________
(Please include city and state. This information will be included in the Commencement Book)

Student ID Number: ________________________________

E-mail Address: ____________________________________

Local Phone: ______________________________________

Home Phone: _______________________________________

Daytime Phone: _________________________________

Intended Semester of Graduation: Year _____________
☐ May    ☐ August    ☐ January

Major 1: __________________________________________
Concentration: ____________________________
(if applicable)

Major 2: __________________________________________
Concentration: ____________________________
(if applicable)

Minor: ___________________________________________
(if applicable – Minor form must be turned into the Office of the University Registrar no later than six weeks prior to graduation)

Degree: (Please check one)

Arts and Sciences and Marine Science
☐ Bachelor of Science (BS)
☐ Bachelor of Arts (BA)
☐ Master of Science (MS)
☐ Master of Arts (MA)
☐ Master of Public Policy (MPP)
☐ Doctor of Philosophy (PhD)

Business Administration
☐ Bachelor of Business Administration (BBA)
☐ Master of Business Administration (MBA)
☐ Master of Accounting (MAC)

Education
☐ Master of Education (MEd)
☐ Master of Arts in Education (MAEd)
☐ Educational Specialist (EdS)
☐ Doctor of Education (EdD)
☐ Doctor of Philosophy (PhD)

Law
☐ Juris Doctor (JD)
☐ Master of Laws (LLM)

Diploma Distribution:
If you are not picking up your diploma in person, our office will email you additional information regarding delivery of your diploma. This information will be sent to your William and Mary email address and will require your response to ensure delivery of your diploma.

The information I have provided on this form is true to the best of my knowledge. I understand that if I change plans and will not graduate as specified on this form, I will notify the University Registrar as soon as possible.

Signature ____________________________ Date ______________

• Please return the completed form to the address/fax above, or submit in person to Blow Memorial Hall – Room 108.

• At the time of submission of your Notice of Candidacy form, you will be billed a one-time, non-refundable graduation fee of $75.00. Changes in graduation date after initial submission of the Notice of Candidacy will not result in additional fees.

FOR OFFICE USE ONLY

Received ____________________________ Posted ____________________________ Initials ____________________________
VI. GRADUATE STUDENT CHECK-OUT PROCEDURES

The following forms are part of the final check-out paperwork required by the School of Marine Science. Return all completed, signed forms to the SMS Graduate Registrar, Watermen’s Hall.

**Agreement Form (required of Ph.D. Candidates)**

The Agreement Form is included in the University Microfilms brochure, *Publishing Your Dissertation*. The form should be completed and turned into the Swem Library (W&M) with one copy of the student’s dissertation and an additional abstract for University Microfilms International.

**Verification of Receipt of Thesis/Dissertation by Swem and VIMS Hargis Library**

**For the SMS/VIMS campus**

Prior to paying the SMS/VIMS Cashier, obtain a binding charges form from a Hargis librarian. Take the form to the SMS/VIMS Cashier and pay applicable fees. Return a copy of the form—marked paid—to a Hargis librarian. Additional paperwork is requested by the Hargis Library should a student choose to make available electronic copies of his or her thesis or dissertation. Students are encouraged to pursue this option with a Hargis librarian. (See samples of the Memo to All Graduating Students and the Electronic Thesis/Dissertation Project Report Approval Form (p 54a, 54b of this handbook).

**For the W&M campus**

After paying the appropriate fee(s) to the SMS/VIMS Cashier, a SMS graduate student must present a copy of his or her receipt of payment and a copy of the “Verification of Receipt of Thesis/Dissertation by Swem Library” to Swem Library when submitting a copy of his or her dissertation or thesis to Swem for binding. A Swem staff member authorized to accept the dissertation or thesis copy for binding must sign the verification form (referred to as “the pink library form” because of its color).

The library verification slip must be returned to the SMS Graduate Registrar.

**Graduate Survey Form**

The information requested in the Graduate Survey Form is pertinent to the accurate compilation of statistical reports of the School of Marine Science. A survey form will be mailed to each candidate for graduation prior to each semester’s deadline for graduation. It should be returned to the SMS Graduate Registrar (Watermen’s 233) with other completion papers.

**Student Check-Out Sheet**

This form is required of all students leaving the School, whether temporarily (leave of absence) or permanently (graduation or withdrawal). Failure to obtain proper signatures and turn in the form to the Graduate Registrar (Watermen’s 233) may result in delays in the finalization of paper work associated with a student’s assistantship or degree program status.

**Survey of Earned Doctorates (required of Ph.D. candidates)**

The purpose of the *Survey of Earned Doctorates* is to gather national data about doctoral recipients. All doctoral candidates should complete the Survey and return it to the SMS Graduate Registrar. It will be forwarded to the National Opinion Research Council.

**Applicable Form(s):**

- Verification of Receipt of Thesis/Dissertation by Swem Library
- Graduate Survey Form
- Student Check-Out Form (2 pages)
- Agreement Form (available only from the Graduate Registrar’s Office, Watermen’s 233)
- Survey of Earned Doctorates (available only from the Graduate Registrar’s Office, Watermen’s 233)
TO: DEAN OF GRADUATE STUDIES, School of Marine Science  
Attention: SMS Graduate Registrar, Watermen's Hall 233

FROM: LIBRARIAN'S OFFICE  
Swem Library of the College of William and Mary

VERIFICATION OF RECEIPT  
by SWEM LIBRARY  
of THESIS or DISSERTATION  
for GRADUATION

In partial fulfillment of requirements for ____________ graduation  
(Month/Year)

__________________________________________, a student in the  
(STUDENT'S NAME)

School of Marine Science of the College of William & Mary has turned in a copy of his or her:

DISSERTATION (Ph.D. Degree)  
or  
THESIS (M.S. Degree)

this ______________ day of _____________, 20_________.  
(Date)  (Month)  (Year)

W&M CASHIER’S Receipt Number: ____________

__________________________________________  
Signature, Designee of the Preservation Office  
(Located on Ground Floor of Swem Library)  
Telephone: 757-221-1698
TO: Candidate for Graduation  
FROM: Dean of Graduate Studies

The information requested below is pertinent to the statistical reports of the School of Marine Science and the College of William and Mary. Please return the completed form to the SMS Graduate Registrar, Watermen’s 233.

NAME IN FULL: ___________________________  SMS Department of Declaration _____________________________

SMS Degree __________  Date of Graduation _______________________

IMMEDIATE FORWARDING ADDRESS: ________________________________

PERMANENT ADDRESS (through which you can always be reached):

__________________________________________________________

Phone: (Area Code) (Number)  Phone: (Area Code) (Number)

POSTGRADUATE ACTIVITY

What best describes your immediate postgraduate activity or plans:

Effective Date: __________

_____ OTHER STUDY (Specify): ________________________________

Location: _________________________________________________

_____ EMPLOYMENT: _______________________________________

Name & Address of Employer: _________________________________

Position Title: ____________________________________________

Work Telephone: (Area Code) Number  EMAIL: ______________________

PLEASE CHECK A CATEGORY THAT BEST DESCRIBES THE ABOVE POST GRADUATE ACTIVITY:

EDUCATION
_____ DOCTORAL STUDIES (DS)  
_____ EDUCATION (ED) i.e., secondary or college faculty  
_____ EDUCATIONAL INST. (technical or research positions)  
_____ OTHER Studies (second master’s, etc.)

FEDERAL
_____ FEDERAL MANAGEMENT (FM)  
_____ FEDERAL RESEARCH (FR)  
_____ FEDERAL TECHNICAL (FT)

PRIVATE
_____ CONSULTANT, private company (PC)  
_____ ENTREPRENEER (PE)  
_____ PRIVATE MANAGEMENT (PM)  
_____ PRIVATE RESEARCH (PR)  
_____ PRIVATE TECHNICAL (PT)

STATE
_____ STATE MANAGEMENT (SM)  
_____ STATE RESEARCH (SR)  
_____ STATE TECHNICAL (ST)

OTHER (SPECIFY): ___________________________________________

Date: _______  SMS Graduate Student’s Signature: ___________________
STUDENT CHECK-OUT FORM
SCHOOL OF MARINE SCIENCE, COLLEGE OF WILLIAM AND MARY

NAME____________________  Email:________________  Phone______  Bldg & Rm_______

DATE_______

REASON:  (1) GRADUATION  Month/Year:________________________
          (2) WITHDRAWAL  Effective Date:________________________
          (3) LEAVE OF ABSENCE  FROM: (mo/yr):____ TO: (mo/yr):________

INSTRUCTIONS: This sheet must be signed by each person listed below and returned to the SMS Graduate Registrar’s Office (Watermen’s 233). The form is necessary to process your last paycheck (if applicable) and to finalize paperwork associated with graduation, leave of absence or official withdrawal from SMS/VIMS/W&M.

MAJOR PROFESSOR:
Arranged for the orderly termination of all research projects, laboratory materials, radioactive & hazardous, and/or publication of research data in accordance with policies of the College of Wm & Mary, Virginia Institute of Marine/School of Marine Science.

NOTE: Major Professor’s Signature Mandatory before checking out with Safety Office.

RETURNED equipment, sampling gear and/or supplies as applicable.

BUSINESS MANAGER
Completion of financial paperwork with Department.

SAFETY OFFICE, Clayton Annex:
Safety file closed.

Worker’s Compensation

WATERMEN’S HALL CHECKOUT
CONSOLE ATTENDANT/RECEPTIONIST
Returned telephone calling card

MAILROOM: Forwarding address

INTS: Returned manuals, closed and/or transferred files.

SPONSORED RESEARCH: Has fulfilled responsibilities for outstanding obligations to external funding agency or agencies

CASHIER: Acct’d for petty cash, personal copying

LIBRARY: Returned all library materials

CUSTOMER SERVICE CENTER CHECKOUT

VEHICLE POOL  Paper work/check-out completed

MAINTENANCE: Returned keys, maintenance equipment, etc.

PROPERTY: Vacated space, returned or transferred telephone, microscopes, other property.

HOXTON HALL & HOXTON ANNEX CHECKOUT
All outstanding work completed/picked up.

PAYROLL: Received final T&E sheet/final payment info

PERSONNEL: Exit interview, forwarding address

International Students must check out with W&M International Student Advisor

(Please sign in the space below)

(Please sign in the space below)

(Continued on reverse side, bottom of page)
STUDENT: ________________________________
Please print name

STUDENT'S FORWARDING/MAILING ADDRESS:

Circle one: New Address  No Change
__________________________________________________________
__________________________________________________________
__________________________________________________________

AREA CODE/PHONE NUMBER: __________________________

PERMANENT ADDRESS:

Circle one: New Address  No Change
__________________________________________________________
__________________________________________________________
__________________________________________________________

AREA CODE/PHONE NUMBER: __________________________

STUDENT'S SIGNATURE: __________________________ DATE: ____________

**Attention Student:** As part of your check-out, please go to MyWM to verify address information accuracy:

**my.wm.edu**

Next, make appropriate circle for addresses on the left which represent a change in your mailing and/or permanent address(es).

Indicate an effective date for each.

FINAL CHECK-OUT STEP FOR STUDENT:
Return this form to SMS REGISTRAR, WATERMEN’S HALL 233.

**BOX BELOW IS FOR USE OF SMS REGISTRAR’S OFFICE:**

Signature of Dean of Graduate Studies, Graduate School Registrar or Designee

STAPLE

Notification made to the following offices:

STUDENT I.D. CARD

DEPT BUSINESS MGT (SMS/VIMS)

W&M PARKING SERVICES

Deletion of vehicle registration

CHECK HERE IF I.D. IS UNRETURNED

**LOCATIONS OF SMS BUSINESS MANAGERS**

BIOLOGICAL SCIENCES – Andrews Hall 331
ENVIRONMENTAL SCIENCES – Andrews Hall 430
FISHERIES SCIENCE – Andrews Hall 432
PHYSICAL SCIENCES – Andrews Hall 208

Form Revised April 2008