SMS
Handbook

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

September 2010
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/intranet/graduate_studies/forms/index.php](http://www.vims.edu/intranet/graduate_studies/forms/index.php)
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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. (All forms relevant to the SMS degree programs are available on the VIMS website under Graduate Registrar Forms)

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 all required core courses. (see SMS Core Course Model. 4 April 2008)

The SMS Core Course Requirements

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

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 fundamentals courses outside of the student’s specialty.
(For example, a student in the Department of Biological Sciences is encouraged to take Fundamentals of Biological Oceanography; however, the course will not be satisfy his/her core course requirement)

Successful completion of an advanced principles core course outside of one’s specialty in lieu of one of the above Fundamentals Courses will also satisfy the above core course requirement.

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: Any course in the department over the 550 level
- 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 at least one of the following quantitative courses as required by their department: MSCI 504, MSCI 554, MSCI 583, MSCI 625, or MSCI 642

IV. Interdisciplinary Core Requirement

Students in either degree program are required to take the following interdisciplinary course: MSCI 503

Department Core Course Requirements

- 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 or MSCI 671
- 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.
General

Students generally are bound by the requirements stated in the catalog that is in effect when they enter the School. The department in which a student specializes and individual advisory committees may prescribe additional requirements for their students.

Master of Science Program Requirements

The milestones to be accomplished and requirements for the degree are:

1. The student must select a suitable major professor, who must be a faculty member of SMS/VIMS, as soon as possible following admission. The student and the major professor will choose an Advisory Committee, which must be approved by the Dean of Graduate Studies. The major professor and Advisory Committee direct the student’s program. Should a student’s major advisor retire or leave the SMS/VIMS before the student completes his or her degree, the student is required to select an appropriate on-campus co-advisor.

2. The Advisory Committee, chosen by the student and approved by the Dean of Graduate Studies, must consist of at least four members. A majority of the Committee’s members must be from the faculty of SMS/VIMS, although persons with appropriate qualifications from outside SMS/VIMS may serve on the committee. The committee must include at least one member who is both outside of the student’s research discipline and outside of the student’s home department.

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

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

5. Upon a favorable recommendation of the student’s Advisory Committee and the Academic Status and Degrees Committee, followed by a majority vote of the Academic Council and the approval of the Dean of Graduate Studies, a student may be admitted to candidacy after completion of the following requirements:
   a. 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.
   b. Each core course required by the School of Marine Science must be passed with a grade of B- or better. Alternatively, students may be exempted from core courses upon application to the Academic Status and Review Committee (see above).
   c. The qualifying examination and prospectus must be completed.

6. The student must present a seminar to the marine science faculty, staff, and students on a thesis topic approved by the major professor, the Advisory Committee and the Dean of Graduate Studies, and must defend this thesis before his/her major professor and committee. The defense of the thesis will be separate from any other examination. A six-month period must elapse between successful completion of the qualifying exam and defense of the M.S. thesis. Full details of this requirement can be obtained from the Office of the Dean of Graduate Studies. We encourage all students to deposit an electronic (PDF) copy of their thesis with the School of Marine Science library. Authors will retain all ownership rights to the copyright of their work.
7. All requirements for the degree must be completed within three calendar years after commencing graduate study. In exceptional cases, if approved by the Academic Status & Degrees Committee, a student may be granted a time tension. (See section entitled Degree Program Milestone Progress). If recommended by the Academic Status and Degrees).

**Doctor of Philosophy Program Requirements**

The milestones to be accomplished and the requirements are:

1. The student must select a suitable major professor, who must be a faculty member of SMS/VIMS, as soon as possible following admission. The student and the major professor will choose an Advisory Committee, which must be approved by the Dean of Graduate Studies. The major professor and Advisory Committee direct the student’s program. Should a student’s major advisor retire or leave the SMS/VIMS before the student completes his or her degree, the student is required to select an appropriate on-campus co-advisor.

2. 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 from the faculty of SMS/VIMS, although persons with appropriate qualifications from outside SMS/VIMS may serve on the committee. The committee must include at least one member who is both outside of the student’s research discipline and outside of the student’s home department.

3. 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.

4. At least 42 credit hours of advanced work, of which at least 15 credit hours 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) for at least one semester. At least nine (9) but no more than 12 dissertation credits may be counted toward the minimum 42 credits required for the Ph.D. degree. 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.

5. Upon a favorable recommendation of the student’s Advisory Committee and the Academic Status and Degrees Committee, followed by a majority vote of the Academic Council and the approval of the Dean of Graduate Studies, a student may be admitted to candidacy after completion of the following requirements:
   a. 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.
   b. Each core course required by the School of Marine Science must be passed with a grade of B- or better. Alternatively, students may be exempted from core courses upon application to the Academic Status and Review Committee (see above).
   c. A written comprehensive examination must be passed.
   d. The qualifying examination and prospectus must be completed.

6. The student must present a seminar to the marine science faculty, staff, and students on a dissertation topic approved by the major professor, the Advisory Committee and the Dean of Graduate Studies and must defend this dissertation before his/her major professor and committee. The defense of the dissertation will be separate from any other examination. A one-year period must elapse between successful completion of the qualifying exam and defense of the Ph.D. dissertation. Full details of this requirement can be obtained from the Office of the Dean of Graduate Studies.
7. All requirements for the degree must be completed within the following time frame:

4 years with a Master’s Degree from the School of Marine Science
5 years with a Master’s Degree from another Institution
6 years with direct admittance (bypass Master’s Degree)

In exceptional cases, if approved by the Academic Status & Degrees Committee, a student may be granted a time tension. (See section entitled Degree Program Milestone Progress). if recommended by the Academic Status and Degrees).
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 department in which a student specializes 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 Requirements

All continuing students (i.e., who have not been granted leave) must register for a minimum of nine hours each semester, and one-hour for each 5-week term of the summer sessions. Students must be registered in the semester during which they graduate. Once they have achieved Candidacy, students may be eligible for one semester of Research Graduate Status (M.S. students) or two semesters (Ph.D. students), depending on availability of funds.

Summer enrollment: All newly-admitted students for the fall who elect to begin their degree programs in the summer will need to register as full-time students if any of the following applies:

1. The student is funded by an assistantship during the summer
2. The student desires to purchase the summer insurance plan
3. The student is an international student. (the summer insurance plan is mandatory for international students)

Full-time enrollment during the summer is defined as 3 credit hours in any combination of summer terms, and two credits are considered half-time.

Off-site students: Off-site students are defined as those who do not receive any funding (assistantship, fellowship, workship) or make use of on-site resources of SMS/VIMS. Once they have achieved candidacy and completed their course and research requirements, they will be allowed to finish their degree programs in a special part-time registration status wherein they will be charged one credit at the out-of-state rate or three credits at the in-state rate, based on his/her domicile status.
C. EXEMPTION FROM REQUIRED COURSES

General
If they have completed similar courses elsewhere, students may petition for exemption from any of the SMS core courses with the exception of MSCI 503 (29 Jan 2010) 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 to review core course information. (The interim user name for students entering Fall 2010 is imgrad, and the temporary password, new2010. 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, with the exception of MSCI 503, 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

Please note: This form is not applicable to MSCI 503, which is required of all students.

(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

Student (Please print name)

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>

Student
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 7/2010
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, Watermens 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>
</tbody>
</table>

<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>2. ____________________</td>
<td></td>
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<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>
</tbody>
</table>

Date: ___________

**STUDENT’S SIGNATURE** ____________________________________

**MAJOR PROFESSOR RECOMMENDATION**

RECOMMEND   /   DO NOT RECOMMEND

Date: ___________  MAJOR PROFESSOR ____________________________

**SIGNATURE**

**RECOMMENDATION OF STUDENT’S DEPARTMENT**

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: ___________  DEPARTMENT CHAIR: ____________________________

**SIGNATURE**

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**RECOMMENDATION OF SMS INSTRUCTOR OF EQUIVALENT COURSE**

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**

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>
</table>

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

DATE: ___________  
AS&DC CHAIRPERSON: ______________________________

**DEAN OF GRADUATE STUDIES’ ACTION**

APPROVE / DENY

DATE: ___________  
DEAN OF GRADUATE STUDIES: ______________________________
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 _____________________________________.

NAME - (please print) College. I.D. # DATE STUDENT'S SIGNATURE

Advisor's Signature of Approval

1) CHANGE IN CREDIT HOURS ASSIGNED WITHOUT CHANGE OF COURSE:
   Course No./ Sec. CRN From Credits: To Credits: Instructor
   MS / 
   MS / 

2) ADDITION OF NEW COURSES:
   Course No./ Sec. CRN Credits Instructor
   MS / 
   MS / 

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"
   Course No./ Sec. CRN Credits "W" or "F" after mid-sem. Instructor
   MS / 
   MS / 

4) WITHDRAWAL FROM COLLEGE: EFFECTIVE DATE: ____________________
   (Before mid-semester, "W" appears on the record. After mid-semester, record a "W" or "F".)
   Courses in Progress CRN Credits "W" or "F" after mid-sem. Instructor
   MS / 
   MS / 
   MS / 

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:

_________________________ SMS GRADUATE REGISTRAR

AFTER THE END OF MID-SEMESTER:

_________________________ 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: A Notification of Intent to Bypass Form must be submitted to the Academic Status & Degrees Committee by the student prior to taking the Comprehensive Examination at the end of his/her second year in the master’s degree program.

Once the Intent to Bypass is approved and by the start of his/her third year, the student may submit an Application to Bypass the MS Degree to the AS&DC, with the following elements:

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

13-a
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)

**Time Limits for Completion of Degree***

<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></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></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.

**Degree Program Time Extension**

Students who have exceeded the time limit for completion and who have not been granted a time extension will not be permitted to register in the School of Marine Science.

Failure to meet the graduation milestone will automatically trigger the requirement for the student to apply for an extension to the Academic Status & Degrees Committee. In addition, the student and student’s advisor may be required to meet with the Dean of Graduate Studies to discuss reasons for delay and remediation plans. If granted an extension by the AS&DC, the student must complete all requirements for the degree program within the maximum one-year for the M.S. or two-years for the Ph.D. Students who exceed this extension time may continue in the degree program with approval by the AS&DC, but will subsequently be required to cover their own tuition costs out of pocket (i.e., grant or contract funds, regardless of source, may not be used). **Students exceeding the graduation milestone by two-years for the M.S. or three-years for the Ph.D. will be terminated from their degree programs.**

**Non-Resident Student** - Students who leave VIMS to take outside employment will be required to complete all requirements for graduation within the same time limits as listed above for M.S. and Ph.D. students (i.e. two-years post graduation milestone for the M.S. and three-years for the Ph.D.) and the same rules apply.

**VIMS Employee** - Employees who are concurrently enrolled in a degree program are expected to meet the same milestone targets as other students, and the same rules apply.

**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:

- 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.

# OF EXTENSIONS

<table>
<thead>
<tr>
<th>NAME</th>
<th>DATE</th>
<th>PREVIOUSLY GRANTED</th>
</tr>
</thead>
</table>

TIME EXTENSION REQUESTED UNTIL or THROUGH (Specify Month/Date/Year):

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: __________________________

________________________  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: __________________________________________

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
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 is not present on campus, not receiving financial support or 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 will resume.

The Application for Leave of Absence Form must be submitted and returned to the Dean of Graduate Studies. Once the leave is approved, the student may obtain signatures on the Students Check-Out Form to ensure proper documentation of his/her absence from School.

Applicable Forms: Application for Leave of Absence
Student Check-Out Form
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 __________/________. I anticipate completing my degree
in __________/________.
Month          /                  Year

Date:_____________   Student’s Signature:____________________________

MAJOR PROFESSOR RECOMMENDATION

RECOMMEND / DO NOT RECOMMEND

__________________________________________  Co-Advisor
MAJOR ADVISOR or 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

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

WATERMENS HALL
CONSOLE ATTENDANT/RECEPTIONIST

MAILROOM:  Forwarding address

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

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

CASHIER:  Account for petty cash, personal copying

LIBRARY:  Returned all library materials

CUSTOMER SERVICE CENTER

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 & ANNEX

PAYROLL:  Received final T&E sheet/payment info

PERSONNEL:  Returned keys, maintenance equipment, etc

MAJOR PROFESSOR

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

BUSINESS MANAGER

SAFETY OFFICE, Clayton Annex

MAILROOM:  Forwarding address

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

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

CASHIER:  Account for petty cash, personal copying

LIBRARY:  Returned all library materials

CUSTOMER SERVICE CENTER

VEHICLE POOL:  Paper work/check-out completed

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

HOXTON HALL & ANNEX

PAYROLL:  Received final T&E sheet/payment info

PERSONNEL:  Returned keys, maintenance equipment, etc
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.

If the student withdraws from the College before mid-semester, a grade of “W” will appear on the record for each course in progress at the time of withdrawal. After mid-semester through the last day of classes, students who withdrew from the College will be awarded a “W” or “F” by the faculty member teaching each course in progress at the time of withdrawal.

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)
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>
</table>

Advisor's Signature of Approval

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>
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<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

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

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 one semester for M.S. students and two semesters for Ph.D. students, depending on availability of funds. 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 student has passed the qualifying examination and the prospectus has been approved.
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 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

Please note: Awarding of Research Graduate status is dependent on the availability of funds. Master’s students may apply for a single semester; and Ph.D. students may apply for two semesters.

I, ____________________________________________, request that I be granted Research Graduate Student Status in the School of Marine Science, College of William and Mary, as follows:

M.S. Student: ____________________________________________.
Semester / Year

Ph.D. Student: ____________________________________________ & ____________________________________________.
Semester / Year Semester / Year

I 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 _______________________________________________

CO-ADVISOR, if applicable __________________________________________________________

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

Form rev.7/10


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.

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. A limited number of outstanding applicants are awarded fellowships that consist “tuition remission” in addition to a graduate assistantship. These fellowships are awarded renewable annually for up to 24 months (M.S. students) or 36 months (Ph.D. or by-pass students), contingent upon satisfactory performance. All fellowship students are expected to participate (equivalent to twenty-hours a week) in their advisor’s group activities and in a research project or program as determine jointly with their faculty advisor.

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 (depending on availability of funds) beyond these time limits, must secure the approval of their major professor and Advisory Committee, and submit an application for a degree program time extension to the Academic Status and Degrees Committee.

Students exceeding the graduate milestone by two years for the M.S. or three years for the Ph.D. will be terminated from their degree programs.

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
COLLEGE OF WILLIAM AND MARY
School of Marine Science/Virginia Institute of Marine Science

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.

# OF EXTENSIONS
NAME
DATE
PREVIOUSLY GRANTED:

TIME EXTENSION REQUESTED UNTIL or THROUGH (Specify Month/Date/Year):

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

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/offices/registrar/forms/index.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
This form must be completed in order to claim entitlement to in-state education privileges pursuant to Section 23-7.4 of the Code of Virginia. To be considered for in-state tuition privileges, complete and submit this form by the admission application deadline or before the first day of classes for the term. Answer all questions. Incomplete applications may experience significant processing delays. Supporting documents and additional information may be requested.

This application, any supporting documents, and additional information should be submitted to:
Office of the University Registrar, College of William & Mary, P.O. Box 8795, Williamsburg, VA 23187-8795
Phone: (757) 221-2800 Fax: (757) 221-2151 Email: domicile@wm.edu

Part One — Applicant

1. Name (Last, First, M.)

Banner ID # or SSN:
Email Address:

2. My citizenship status is: (please check one)
   U.S. Citizen    U.S. Dual Citizen    U.S. Permanent Resident    Non-U.S. Citizen

   If Non-U.S. Citizen, please specify Visa Type:

   Expiration Date:

   (Please provide all documentation that supports your visa status.)

Applicants who expect to hold an F-1 or J-1 visa are not eligible. Non-citizens without documentation of permanent resident status or visa are not eligible for Virginia in-state tuition privileges. If either scenario applies to you, STOP.

3. Please check ALL that apply:
   a. I am a veteran or active duty member of the U.S. Armed Forces.
   b. I am married.
   c. I am a ward of the court or was a ward of the court until age 18.
   d. Both of my parents are deceased, and I have no legal guardian.
   e. I have legal dependents other than a spouse (e.g. my own child).
   f. I will be 24 years old, or older, on the first day of classes of the semester for which I am applying.
   g. I am a graduate or post-baccalaureate student

   If you selected ANY of the choices for question 3, complete Part Two yourself (or, if you are dependent on a parent/guardian or spouse, then that person may complete Part 2).

   Otherwise, Part Two must be completed by your parent/legal guardian or spouse.

If you are NOT applying for in-state privileges, there is no need to complete this application.

Part Two — Independent Student, Parent, Legal Guardian, or Spouse

1. Who are you? the independent student    the applicant’s parent or legal guardian    the applicant’s spouse

2. What is your name?

3. What is your email?

4. What is your phone number?

5. In the last tax year, did you claim the applicant as a dependent on both your federal and Virginia income tax returns? Yes No

   If no, please explain:

6. 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:

7. What is your citizenship status?
   U.S. Citizen    U.S. Dual Citizen    U.S. Permanent Resident    Non-U.S. Citizen

   If Non-U.S. Citizen, please specify Visa Type:

   Expiration Date:

   (Please provide all documentation that supports your visa status.)

8. Have you lived in Virginia for at least the last two continuous years? Yes No

   Duration: Year(s) Month(s)

   Where have you lived for the past two years?

   mm/dd/yy to mm/dd/yy Street City State

   mm/dd/yy to mm/dd/yy Street City State

Note: If you are NOT applying for in-state privileges, there is no need to complete this application.
Application for In-State Tuition Privileges

William & Mary

I certify that the information I have provided is true and that I have the present intention to remain in Virginia.

Signature of Independent Student, Parent, Legal Guardian, or Spouse ______________________________ Date ________________

Non-Resident Provision

For at least one year prior to the term in which the applicant is planning to enroll:

If you have lived outside Virginia AND
were employed full-time in Virginia AND
paid Virginia income taxes

you may be eligible for the non-resident provision. Please submit a letter of explanation and copies of your Virginia state and federal income tax returns to:

Office of the University Registrar
College of William & Mary
P. O. Box 8795
Williamsburg, VA 23187-8795

Revised June 16, 2010
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: ____________
     ___ Contract (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. If the faculty determines that a student has not made satisfactory progress, a student may be required to withdraw because of academic deficiency. The Academic Status & Degrees Committee reviews the progress of all students to ensure that they have completed milestones toward completion of their degrees in a timely fashion.

Academic Probation

(1) Students will be placed on academic probation if their cumulative average is less than B (< 3.0). In the case of a grade deficiency in a core course, the student must make up the deficiency by taking another course from the core group. Probation will last until a student’s cumulative average is raised to at least a B (3.0), and will in no circumstances exceed one calendar year. Failure to raise the 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 and Degrees Committee.

(2) Students will be placed on academic probation if they fail to complete the qualifying exam milestone within 6 months of the program due date for M.S. students, or 12 months of the program due date for Ph.D. students. Students on academic probation will have one-year to satisfy any outstanding milestone deficiencies in order to prevent automatic termination of the degree program. (11 Dec 2009)

Retaking a Course

Core Coursework: A grade of B- or above must be earned in the course in order for a core course to satisfy the core course requirements. A deficiency in a core course may be made up only by successful completion of another course from the core group.

Non-core Coursework: 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; however, the initial grade earned in the repeated course 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)
B. DEGREE PROGRAM MILESTONE PROGRESS

**Qualifying Examination Milestone** – Failure to pass the qualifying exam by the individual’s milestone due date indicates that a student is not making sufficient progress early in their research program. Relative to the student’s target qualifying milestone date, the qualifying exam must be completed within 6 months for M.S. or 12 months for Ph.D. students. Failure to complete the qualifier within this time-frame will automatically trigger academic probation for the student. Students under academic probation will have one year to satisfy any outstanding deficiencies in order to prevent automatic termination of the degree program.

**Graduation Milestone** – Failure to meet the graduation milestone will automatically trigger the requirement for the student to apply for an extension to the Academic Status and Degrees Committee. In addition, the student and student’s advisor may be required to meet with the Dean of Graduate Studies to discuss reasons for delay and remediation plans. If granted an extension by the Academic Status and Degrees Committee, the student must complete all requirements for the degree program within a maximum one-year for the M.S. or two-years for the Ph.D. Students who exceed this extension time may continue in the degree program with approval by the Academic Status and Degrees Committee, but will subsequently be required to cover their own tuition costs out of pocket (i.e., grant or contract funds, regardless of source, may not be used). Students exceeding the graduation milestone by two-years for the M.S. or three-years for the Ph.D. will be terminated from their degree programs. Students who have exceeded the time limit for degree completion and who have not been granted a time extension will not be permitted to register in the School of Marine Science.

**Non-Resident Students** – Students who leave VIMS to take outside employment will be required to complete all requirements for graduation within the same time limits as listed above for M.S. and Ph.D. students (i.e. two-years post graduation milestone for the M.S. and three-years for the Ph.D.), and the same rules apply.

**VIMS Employees** – Employees who are concurrently enrolled in a degree program are expected to meet the same milestone targets as other students, and the same rules apply.

Students should reference the SMS Handbook for a complete listing of degree program milestones and their due dates.
C. DEGREE 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](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.

**Students who have exceeded the time limit for degree completion and who have not been granted a time extension will not be permitted to register in the School of Marine Science.**

**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 2010)

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 STUDENT COMPLETED</th>
<th>FORM FILED w/GRAD. DEAN'S OFC. (c/o SMS REGISTRAR)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Select Major Professor (8 months)</td>
<td>APR 2011</td>
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<td></td>
</tr>
<tr>
<td>Select Committee/Identify Research Topic (9 months)</td>
<td>MAY 2011</td>
<td></td>
<td></td>
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<tr>
<td>Pre-Qualifying Interview (12 months)</td>
<td>AUG 2011</td>
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<td></td>
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<tr>
<td>*Qualifying Exam (18 months)</td>
<td>FEB 2012</td>
<td></td>
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<tr>
<td>Prospectus Acceptance (18 months)</td>
<td>FEB 2012</td>
<td></td>
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<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>
<td>*Admission to Candidacy (24 months)</td>
<td>AUG 2012</td>
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<tr>
<td>Seminar Presentation/Defense of Thesis (33 months)</td>
<td>MAY 2013</td>
<td></td>
<td></td>
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<tr>
<td>*Acceptance of Thesis/Graduation (36 months)</td>
<td>AUG 2013</td>
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</tbody>
</table>

36 Months
MILESTONE PROGRESS CHECK SHEET – Ph.D.

48-Month Program
(Applicable to Ph.D. Student Entering Fall 2010 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. (c/o SMS REGISTRAR)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Select Major Professor (8 months)</td>
<td>APR 2011</td>
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<tr>
<td>Select Committee/Identify Research</td>
<td>MAY 2011</td>
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<tr>
<td>Topic (9 months)</td>
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<tr>
<td>Pre-Qualifying Interview (18 months)</td>
<td>FEB 2012</td>
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<tr>
<td>*Comprehensive Exam (21 months)</td>
<td>MAY 2012</td>
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<tr>
<td>*Applies to Ph.D. students entering Fall 2008-on</td>
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<tr>
<td>*Qualifying Exam (30 months)</td>
<td>FEB 2013</td>
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<tr>
<td>Prospectus Acceptance (30 months)</td>
<td>FEB 2013</td>
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<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>
<td>*Admission to Candidacy (34 months)</td>
<td>JUN 2013</td>
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<tr>
<td>Seminar Presentation/Defense of Thesis (46 months)</td>
<td>JUN 2014</td>
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<tr>
<td>*Acceptance of Thesis/Graduation (48 months)</td>
<td>AUG 2014</td>
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</table>
MILESTONE PROGRESS CHECK SHEET – Ph.D.

60-Month Program
(Applicable to Ph.D. Student Entering Fall 2010 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.

<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. (c/o SMS REGISTRAR)</th>
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</thead>
<tbody>
<tr>
<td>Select Major Professor (8 months)</td>
<td>APR 2011</td>
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<tr>
<td>Select Committee/Identify Research Topic (9 months)</td>
<td>MAY 2011</td>
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<tr>
<td>Pre-Qualifying Interview (18 months)</td>
<td>FEB 2012</td>
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<tr>
<td>*Comprehensive Exam (21 months)</td>
<td>MAY 2012</td>
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<tr>
<td>*Qualifying Exam (30 months)</td>
<td>FEB 2013</td>
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<tr>
<td>Prospectus Acceptance (30 months)</td>
<td>FEB 2013</td>
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<tr>
<td>*Admission to Candidacy (34 months)</td>
<td>JUN 2013</td>
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<tr>
<td>Seminar Presentation/Defense of Thesis (58 months)</td>
<td>JUN 2015</td>
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<tr>
<td>*Acceptance of Thesis/Graduation (60 months)</td>
<td>AUG 2015</td>
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</tbody>
</table>

60 Months
MILESTONE PROGRESS CHECK SHEET – Ph.D.

72-Month Program
(Applicable to Student Entering Fall 2010 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.

<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. (c/o SMS REGISTRAR)</th>
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<tbody>
<tr>
<td>Select Major Professor (8 months)</td>
<td>APR 2011</td>
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<tr>
<td>Select Committee/Identify Research Topic (9 months)</td>
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<tr>
<td>Pre-Qualifying Interview (18 months)</td>
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<tr>
<td>*Comprehensive Exam (21 months)</td>
<td>MAY 2012</td>
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<td>*Qualifying Exam (30 months)</td>
<td>FEB 2013</td>
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<tr>
<td>Prospectus Acceptance (30 months)</td>
<td>FEB 2013</td>
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<tr>
<td>*Admission to Candidacy (34 months)</td>
<td>JUN 2013</td>
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<tr>
<td>Seminar Presentation/Defense of Thesis (70 months)</td>
<td>JUN 2016</td>
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<tr>
<td>*Acceptance of Thesis/Graduation (72 months)</td>
<td>AUG 2016</td>
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</table>

72 Months
1. MAJOR PROFESSOR AND COMMITTEE SELECTION

Master of Science Degree

The Advisory Committee, chosen by the student and approved by the Dean of Graduate Studies must consist of at least four members. A majority of the Committee’s members must be from the faculty of the SMS/VIMS, although persons with appropriate qualifications from outside the SMS/VIMS may serve on the committee. The committee must include at least one member who is both outside of the student’s research discipline and outside of the student’s home department.

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 from the faculty of the SMS/VIMS, although persons with appropriate qualifications from outside the SMS/VIMS may serve on the committee. The committee must include at least one member who is both outside of the student’s research discipline and outside of the student’s home department.

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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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-
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>
<th>Date</th>
</tr>
</thead>
<tbody>
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</table>

*ADD:

<table>
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<tr>
<th>Printed Name</th>
<th>Signature</th>
<th>Date</th>
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</table>

*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:

<table>
<thead>
<tr>
<th>OUTSIDE MEMBER Information (if applicable) -- PLEASE ATTACH A VITA OF YOUR OUTSIDE COMMITTEE MEMBER</th>
</tr>
</thead>
<tbody>
<tr>
<td>FULL NAME: ____________________________________________________________________________________</td>
</tr>
<tr>
<td>TITLE: __________________________________ AFFILIATION: ____________________________________________</td>
</tr>
<tr>
<td>MAILING ADDRESS: ______________________________________________________________________________</td>
</tr>
</tbody>
</table>

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
COLLEGE OF WILLIAM AND MARY  
School of Marine Science/Virginia Institute of Marine Science

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)
The Prequalifying Interview is required of all M.S. and Ph.D. students. Master of Science students must complete the interview before the second Fall semester; Ph.D. students must complete it before the second Spring semester. The qualifying examination occurs six (6) months later.

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.

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

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                         (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


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
Prospective 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 disserta-
tion. 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 Qualify-
ing Exam.

The student’s Major Advisor must review and approve a draft of the student’s thesis or dis-
sertation 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 exami-
nation. (7 Jan 2005)

At least one week prior to the qualifying examination, the student should commu-
nicate with the Moderator and confirm that the student has met with and received com-
ments 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 (NAME OF STUDENT) (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)

Date                                     Chairperson

_______________________________________

_______________________________________

_______________________________________

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


**SCHEDULING OF QUALIFYING EXAMINATION**

**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:
   

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)

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

____________________________________________________________________________________________________

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

---

**Moderator**

---

<table>
<thead>
<tr>
<th>Major Advisor</th>
<th>Committee Member</th>
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<tbody>
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<td>Committee Member</td>
<td>Committee Member</td>
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<tr>
<td>Committee Member</td>
<td>Committee Member (if applicable)</td>
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</tbody>
</table>

**DATE:** __________________________

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<tr>
<th>Day of Week</th>
<th>Month/Day/Year</th>
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<th>Location</th>
<th>Hour</th>
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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

MODERATOR

SIGNATURES OF MEMBERS OF THE STUDENT'S ADVISORY COMMITTEE:

________________________________________________________

________________________________________________________

________________________________________________________

________________________________________________________

________________________________________________________

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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 06/01

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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 Academic Council 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

Date Date

MAJOR ADVISOR

_________________________________  ___________________________________

_________________________________  ___________________________________

_________________________________  ___________________________________

_________________________________  ___________________________________

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

rev 5/07
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 (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, Watermens 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
Final Draft Distribution Form

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

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 ____________________, (NAME OF STUDENT), and give approval for its distribution today, (Month/Day/Year of Distribution to Committee) 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
SMS/VIMS LIBRARY BINDING FORM
FOR SMS THESSES AND DISSERTATIONS

Student’s Name: _______________________________ Dept. ___________________

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: _______________

Rev. 2008
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 Type:  ____ Project Report  ____ Thesis  ____ Dissertation

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, Watermens 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 ______________________

(Print 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

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.
Seminar Scheduling, continued

- **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.
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:

_______________________________________   ________________________________________________________

DATE                                                                                                           Moderator

________________________________________________________

________________________________________________________

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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
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 (Watermens 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 of 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
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)

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.
VI. GRADUATE STUDENT CHECK-OUT PROCEDURES

The following forms are part of the final check-out paper work required by the School of Marine Science. Return all completed, signed forms to the SMS Graduate Registrar, Watermens 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 in to 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 (Watermens 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 (Watermens 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
Verification of Receipt by Hargis Library of Copies of Thesis/Dissertation
Graduate Survey Form
Student Check-Out Form
Agreement Form (available only from the Graduate Registrar’s office, Watermens 233)
Survey of Earned Doctorates
(available only from the Graduate Registrar’s Office, Watermens 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 or THESIS
(Ph.D. Degree) (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: SMS GRADUATE REGISTRAR, Watermen’s Hall 233

FROM: HARGIS LIBRARY

VERIFICATION OF RECEIPT BY HARGIS LIBRARY of COPIES OF THESIS or DISSERTATION for GRADUATION

In partial fulfillment of requirements for graduation in ______________________, (Month/Year),

______________________________________, a student in the ______________________,

(STUDENT’S NAME)

School of Marine Science, of the College of William & Mary has submitted _____ copies of his or her:

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

this _______________ day of ______________________, 19________.

(Date) (Month) (Year)

Diane Walker, Hargis Librarian, or Designee

SUBMIT THIS FORM TO SMS GRADUATE REGISTRAR, WATERMEN’S 233

Form revised 10/07
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 Degree __________ Date of Graduation ____________________________

IMMEDIATE FORWARDING PERMANENT ADDRESS
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: __________________ EMAIL: ______________________

(Area Code) ______ (Number)

PLEASE CHECK A CATEGORY THAT BEST DESCRIBES THE ABOVE POSTGRADUATE 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)
____ ENTREPRENEUR (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**

<table>
<thead>
<tr>
<th>Name</th>
<th>Email</th>
<th>Phone</th>
<th>Bldg &amp; Rm</th>
<th>Date</th>
</tr>
</thead>
</table>

### 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

### Business Manager

Completion of financial paper work with Department

### Safety Office, Clayton Annex

- Safety file closed
- Worker’s Compensation

### Watermens Hall

#### Console Attendant/Receptionist

- MAILROOM: Forwarding address
- ITNS: Returned manuals, closed and/or transferred files

#### Sponsored Research

- Has fulfilled responsibilities for outstanding obligations to external funding agency or agencies

#### Cashier

- Account for petty cash, personal copying

#### Library

- Returned all library materials

### Customer Service Center

#### 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 & Annex

#### Payroll

- Received final T&E sheet/payment info

#### Personnel

- Returned keys, maintenance equipment, etc

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**Major Professor**

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

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**Department Business Manager**

Dept. BUSINESS MANAGER (See list on reverse side, bottom of page)

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**Safety Officer**

SAFETY OFFICER (Envir. Safety Office next to Clayton House)

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**Administrative Support Technician**

Administrative Support Technician

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**Console Attendant/Receptionist**

Console Attendant/Receptionist (Lobby of Watermen’s Hall)

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**Postal Services Manager**

Postal Services Manager (Mail Room off Lobby of Watermen’s Hall)

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**Systems Administrator**

Systems Administrator (ITNS Dept., Room 218, Watermen’s Hall)

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**Sponsored Research Staff**

Sponsored Research Staff (Rm 245/246 -WH)

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**Cashier**

Cashier

---

**Librarian**

Librarian

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**Property Supervisor/Shipping-Receiving**

Property Supervisor/Shipping-Receiving Personnel (Ground Fl, Rm 103)

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**Payroll Staff**

PAYROLL STAFF (Annex)

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**Personnel Staff**

PERSONNEL STAFF (Hoxton)