



College of Visual and Performing Arts

ACADEMIC AFFAIRS HANDBOOK

2011-2012

August 2011

Dear College of Visual and Performing Arts Colleague,

The following has been prepared to provide information we hope will be helpful to you. Included is information on how to obtain admissions and enrollment reports, and a variety of procedures and forms which are used on a regular basis.

Do not hesitate to contact our office if you have any questions.

Sincerely,

Linda Miller, Senior Associate Dean Academic Affairs (x34551)
Victoria Salmon, Associate Dean, Graduate Studies (x34541)
Alice Watts, Academic Coordinator (x31321)
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Part I: Academic Calendars

2011-2012 ACADEMIC PLANNING YEAR CALENDAR

AUGUST 2011

- 8/12 HR New Adjunct Spreadsheets due to Dena
- 8/12 Deadline to Register for New Adjunct Orientation
- 8/17 Final Day to enter adjuncts for orientation into Banner prior to orientation
- 8/17 Directors' Retreat
- 8/18 List of Adjuncts to be Evaluated in Fall 2011 (every 3rd semester of teaching)
- 8/24 CVPA Faculty Meeting
- 8/24 CVPA New Graduate Student Orientation
- 8/26 All adjunct contracts, new adjunct CV's and official transcripts due to Academic Affairs
- 8/29 First Day of Classes
- 8/29 All Syllabi Posted Online
- 8/29 Programs schedule welcome convocations within first two weeks of semester
- 8/29 Programs contact new students within first two weeks of semester

SEPTEMBER 2011

- 9/1 Directors arrange reviews of Term Faculty
- 9/5 Labor Day, university closed
- 9/6 Last day to add classes
- 9/6 Term Contract Renewal List due to Academic Affairs
- 9/7 Directors' Meeting
- 9/7 List of P&T Actions and Faculty on Study Leave due to Academic Affairs
- 9/14 CVPA Faculty Meeting
- 9/15 All syllabi on CD or zipfile to Academic Affairs
- 9/16 Admissions Event for Out of State Students
- 9/20 FT Annual Report Templates: Copy to Unit Director and to Academic Affairs
- 9/26 **Midterm grading begins**
- 9/27 Faculty Schedule Form/Performance Plans Fall 2011 due to Academic Affairs
- 9/30 Last day to drop classes

OCTOBER 2011

- 10/1 Annual Evaluation of FT Faculty by Directors due to Academic Affairs
- 10/3 Selective Withdrawal Period for undergraduate degree seeking students begins
- 10/10 Columbus Day recess, university open. Monday classes meet Tuesday this week only.
- 10/12 Directors' Meeting
- 10/14-16 Family Weekend
- 10/21 **Midterm grading ends**
- 10/21 **Incomplete work for Spring and Summer 2011 due to instructor (graduating students earlier date)**
- 10/23 Admissions Open House
- 10/26 Faculty Town Hall Meeting
- 10/28 Final day selective withdrawal for undergraduates
- 10/28 **Incomplete grade change forms from Spring and Summer 2009 or Incomplete Extension forms due to Registrar**
- 10/31 Summer 2012 Schedule of Classes due to Academic Affairs

NOVEMBER 2011

- 11/1 Director Summary of Adjunct Evaluation due to Academic Affairs
- 11/2 CVPA Faculty Meeting (ALL curriculum changes must be approved at this meeting)
- 11/4 Art and Theater Fall 2012 Schedule of Classes due to Academic Affairs
- 11/9 Directors' Meeting
- 11/9 Graduate Student Colloquium: Arts Management Student Presenting
- 11/14 AMGT, Dance, FAVS, Game and Music Fall 2012 Schedule of Classes due
- 11/23-27 Thanksgiving recess, university closed (no classes Wed.)

DECEMBER 2011

- 12/1 Directors submit list of Term Contract Renewals (Single Year) to Dean's Office
- 12/15 Term Contracts (Single Year) Renewals notified by the Dean's Office
- 12/10 Last Day of Classes
- 12/10 **Incomplete Extension grade changes from Spring and Summer 2011 due to Registrar**
- 12/12 Reading Day
- 12/13-20 Final Exam Period (**Final grades due 48 hours after final exam**)
- 12/14 Director's Meeting
- 12/21 2012-2013 Catalog Copy due to Academic Affairs

JANUARY 2012

- 1/14 Fall 2011 Degree Conferral Date
- 1/16 Martin Luther King Jr. Day, university closed
- 1/17 Directors' Meeting
- 1/18 CVPA Faculty Meeting
- 1/23 First Day of Classes
- 1/23 All Syllabi Posted Online
- 1/31 Last day to add classes

FEBRUARY 2012

- 2/15 Director's Meeting
- 2/15 All syllabi on CD or zipfile to Academic Affairs
- 2/20 **Midterm Grading begin**
- 2/24 Last Day to Drop Classes
- 2/27 Selective Withdrawal Period for undergraduate degree seeking students begins
- 2/28 CVPA Out of State Scholarship nominations to Academic Affairs
- 2/28 Faculty Schedule Form/Performance Plans Spring 2012 due to Academic Affairs

MARCH 2012

- 3/4 Admissions Recognition Brunch (or February 25)
- 3/7 Director's Meeting
- 3/12-18 Spring Recess
- 3/21 CVPA Faculty Meeting (slate for elections)
- 3/20 Convocation Program material due to Alice
- 3/20 **Incomplete work for Fall 2011 due to instructor (graduating students earlier date)**
- 3/23 **Midterm grading end**
- 3/27 **Incomplete grade change forms from Fall 2011 or Incomplete Extension forms due to Registrar**
- 3/30 Selective Withdrawal Period for undergraduate degree seeking students ends
- 3/31 CVPA Committee Nominations due

APRIL 2012

- 4/4 Directors' Meeting
- 4/11 Faculty Town Hall Meeting
- 4/15 Admissions Spring Preview (Saturday)

MAY 2012

- 5/2 CVPA Faculty Meeting
- 5/3 Last Day of Classes
- 5/3 **Incomplete Extension grade changes from Fall 2011 due to Registrar**
- 5/4 Dissertation/Thesis Deadline
- 5/7-8 Reading Days
- 5/9-16 Final Examinations (**grades due within 48 hours of final exam**)
- 5/16 Director's Meeting
- 5/11 **Spring 2013 Schedule of Classes due to Academic Affairs**
- 5/18 CVPA Convocation
- 5/19 Commencement

JUNE and JULY 2012

Summer School: **Grades due within 48 hours of posted final examination**

CVPA Meetings 2011 – 12 Academic Year

CVPA Faculty and Town Hall Meetings 2011-12

August 24, 2011	9:00-11:00	Meese Conf. Room
September 14, 2011	12:30-1:30	Grand Tier III
October 26, 2011	12:30-1:30	Mason Hall D3 **Town Hall**
November 2, 2011	12:30-1:30	Grand Tier III
January 18, 2012	9:30-11:00	Mason Hall D3
March 21, 2012	12:30-1:30	Location TBA (Slate for Elections)
April 11, 2012	12:30-1:30	Mason Hall D3 **Town Hall**
May 2, 2012	12:30-1:30	Mason Hall D3

CVPA Dean's Committee Meetings 2011-12

October 5, 2011	12:30-1:30	Mason Hall D1
May 2, 2012	12:30-1:30	Location TBA

CVPA Directors' Meetings 2011-12

Directors' Retreat

August 17, 2011 10:00-2:30 Art & Design Building 1007

Directors' Meetings

September 7, 2011	10:30-12:00	Mason Hall D3
October 12, 2011	10:30-12:00	Mason Hall D3
November 9, 2011	10:30-12:00	Mason Hall D3
December 14, 2011	10:30-12:00	Mason Hall D3
January 17, 2012	10:30-12:00	Mason Hall D3
February 15, 2012	10:30-12:00	Mason Hall D3
March 7, 2012	10:30-12:00	Mason Hall D3
April 4, 2012	10:30-12:00	Mason Hall D3
May 16, 2012	10:30-12:00	Mason Hall D3

August 20, 2012 Tentative Dean's Retreat

August 21, 2012 Tentative Director's Retreat

Part II: Administrative Resources

CATALOG

The *University Catalog* is no longer a printed document. It can be accessed at: catalog.gmu.edu

CVPA academic policies, including the appeal process, are on the CVPA catalog website.

Each program should review their program, degree/s and course section of the catalog during the early fall semester. All course and program changes must be approved no later than the December CVPA Faculty meeting.

Each program should print out their section of the catalog and write in minor changes. Larger changes should be submitted as a Word document. Courses and faculty listings should also be reviewed. Additions, deletions and modifications should be forwarded to Academic Affairs. These are due to Academic Affairs by December 21, 2011. They will be entered and forwarded for incorporation in the university catalog in mid-February.

Any course change other than a minor course description (Ex: lecture-demonstration in the following arts: visual art, music, dance to visual art, music, dance, theater, film) require approval through the Curriculum Committee and submission to the Registrar's Office or Graduate Council.

All program changes require approval through the Curriculum Committee and submission to the Registrar's Office or Graduate Council.

Reminder:

Changes which have not been approved and submitted to the Registrar's Office or Graduate Council will not be incorporated into the university course database and cannot be included in the catalog.

Check all applicable boxes on the Registrar/Graduate Council form.

Because requests for substitutions and waivers should be rare for both undergraduate and graduate students, schools, program and programs must review their degree requirements to ensure that the requirements match current degree needs and practice. Program/programs who institute changes in their curriculum must offer both curriculums until all students have finished the former degree requirements.

COURSE/PROGRAM ADDITIONS/MODIFICATIONS/DELETIONS

Forms for undergraduate and graduate course/program additions/modifications/ deletions are available on the CVPA Faculty/Staff web page at:

Cvpa.gmu.edu/FacStaffResources.html

- Programs approve the new, modified or deleted course/program and fill out the forms which include:
 - CVPA New/Modified Course Proposal Form (2 parts). This includes the course/program description as it will appear in the catalog below which is a signature line
 - Undergraduate Registrar's Office form or Graduate Council form
- Copies of the complete package for each program/course addition/modification/deletion are sent electronically to:
 - the program/program representative to the Curriculum Committee
 - the Curriculum Committee Chair and
 - the Academic Affairs representatives to the Curriculum Committee
- Signed paper copies of the forms are given to the Curriculum Committee chair prior to consideration by the committee
- The Curriculum Committee votes on the addition/modification/deletion.
- The Curriculum Committee reports on their recommendations at the next full CVPA Faculty meeting
- Full CVPA Faculty votes.
- Curriculum Committee Chair forwards signed paper copies of approved program/course additions/ modifications/ deletions to Academic Affairs.
- Associate Dean of Academic Affairs signs undergraduate forms. Associate Dean of Graduate Studies signs graduate forms.
- Undergraduate forms are forwarded to the Registrar's Office or General Education Committee.
- Graduate forms are forwarded for Graduate Council approval.
- Graduate program/course additions/modifications/deletions must be approved at the October CVPA Faculty meeting for incorporation into the next year's university catalog.
- Undergraduate program/course additions/modifications/deletions must be approved at the November CVPA Faculty meeting for incorporation into the next year's university catalog.

CVPA CURRICULUM PROCEDURES

All CVPA curriculum items must be approved by all University regulating bodies by the end of the fall semester for inclusion in the following year's catalog.

Curriculum/Program Forms are required for the following (see information from the Registrar/Provost websites, below):

- course changes (for example: course title, course number, number of credits), minor course description revisions do not require a form;
- program changes (for example: program requirements, change in core), minor changes in descriptions (faculty listings) do not require a form;
- general education submissions; forms serve as announcements to the Curriculum Committee and CVPA Faculty prior to submission to the Provost's Office;

CVPA Submission Process:

- The CVPA program representative submits – (1) an electronic copy, and (2) a signed, dated paper copy -- to the Chair of the CVPA Curriculum Committee:
 1. CVPA Curriculum Form
 2. Registrar/Graduate Council form
 3. All required supplemental materials (syllabus for new courses)
- The Chair of CVPA Curriculum Committee arranges to have materials posted to the CVPA Faculty/Staff blog prior to committee meeting.
- At the meeting, the program representative answers any questions about course or program submissions, and reports the Curriculum's decision to program.
- After committee passage, the Chair
 1. signs and dates all required forms,
 2. provides a summary sheet for CVPA Faculty Meeting, and
 3. notifies the CVPA Faculty to review new/modified/deleted curriculum posted on the blog before the scheduled faculty meeting.
- Following approval by the CVPA Faculty, the Chair of the Curriculum Committee submits the signed, dated Registrar/Graduate Council forms to CVPA Academic Affairs for additional signatures and processing – Registrar or Graduate Council.

Information From the Provost/Registrar's Website:

<http://registrar.gmu.edu/facultystaff/curriculum.html>

COURSE APPROVAL FORM

The creation of new courses and deletions or modifications of an existing course all require approval through the college/school curriculum committee, and, if needed, the Graduate Council.

If you would like to request the course to fulfill a **general education requirement**, please go to the Provost's website at <http://provost.gmu.edu/gened/faculty.html> for the appropriate forms and process.

A **course approval form** must be filled out for the following modifications:

- | | |
|----------------|--|
| § Title | § Co-requisite |
| § Credits | § Schedule Type |
| § Grade type | § Repeat Status |
| § Prerequisite | § Restrictions (Major, college, or degree) |

Please note:

- § Changes to the course description of an existing course should be submitted during the catalog copy review.
- § Changing the subject code or course number requires deletion of the old course and creation of a new course.
- § Course numbers cannot be reused unless they have been inactive for 5 years or more.

HOW TO PROCESS A COURSE APPROVAL FORM

- Complete the **course approval form** and attach a justification for the proposal. For **new courses only**, attach a copy of the syllabus as well. For **modified courses**, fill out only the sections that are being modified with the new information.
- For **title**: If you are requesting a substantive title change, you must delete the old course and create a new course.
- For **credits**: If the course has a lab or recitation component, please indicate the credits for the lecture and 0 credits for the lab or recitation.
- For **repeat status**: If the course is repeatable, you must indicate the total number of credits that a student may take the course. For example: If the course is a fixed 3 credit course and the student is allowed to take it 3 times, indicate 9 in the total number of credits allowed.
- For **grade mode**: Indicate whether the course will have standard grading (undergraduate or graduate) or whether it will have one of the alternative grade types (S/NC, IP). For more detailed information, go to the Registrar's Office website (registrar.gmu.edu).
- For **schedule type**: Indicate what type of course this will be. If the course has a lab or recitation component, please indicate the credits for the lecture and 0 credits for the lab or recitation.
- For **prerequisite** and **co-requisite**: List all the prerequisites and co-requisites for the course.
- **Special Instructions**: Courses can be restricted to specific groups of students in a school/college, major, or degree. If you place a restriction on a course, the restriction will be placed on all sections currently scheduled and any future sections. If the restriction should only be on a specific section of a course, the department scheduling coordinator should send an email to schedule@gmu.edu with the type of restriction along with the major, college, or degree code. The codes can be found in the Catalog.
- Submit the form and attachments to your **department and/or school and/or unit level curriculum committee** according to primary college approval policies. Then submit to your primary **College/School (e.g. CVPA, COS, CHSS, SPP) curriculum committee** for approval.
- After receiving college/school level approval, please forward the form as follows: for an **undergraduate course**, forward the form with approval signatures to the Academic Scheduling Office; for a **graduate course**, more information on the process is posted on the [Provost's Graduate Council website](#).

COURSE SCHEDULING

The Schedule of Classes is no longer printed. The course listing is available on Patriot Web. The academic calendar is available at the Registrar's web site. Each program has a designated course schedule coordinator who works with the university scheduling office.

Programs are given a target enrollment they are expected to meet. It is important to schedule classes which will assure these targets are met. It is also important to offer enough sections of lower level courses to meet the demand of students. The following are a few guidelines which may help:

- Try not to make changes to the schedule once it has been submitted. Changes to days, times and classrooms require the cancellation of the initial section of the course and creation of another section. Students enrolled in the initial section must be notified by the program canceling the section as this is not done by the Registrar's Office. Prior to submission of the change access the class list on Patriot Web. Designated persons in each program can access class lists accessed by typing in the CRN for the course.
- Try to offer courses during regular university times as much as possible. Undergraduate courses which must meet once a week should meet on Fridays.
- If you choose to use the split meeting patterns from the Alternative Schedule, you must offer courses to pair together (i.e. a MW 4:30-5:45 and a MW 5:55-7:10 class need to be scheduled to use the room across the M 4:30-7:10 and W 4:30-7:10 time blocks. Schedule cannot allow exceptions to this rule. If you ask to cancel or change the times of one of these paired sections at a later date, you will be asked to move the other section to a one night 3 hour time block to maximize room usage (University Scheduling Office).
- All TR are prime time slots. Programs must offer an even course distribution across all TR time slots. Program should offer some high-demand courses during the T/R 7:30-8:45am time slot (University Scheduling Office).
- Classroom space is limited so the university has imposed some restrictions on evening classes.
 - Fairfax campus-a program/program must offer as many or more courses from 7:20-10:00pm as 4:30-7:10pm to utilize university classrooms. The evening course distribution form must accompany the submitted schedule of classes.
 - Arlington campus-resident programs (those whose offices are at Arlington) are given preference scheduling classes on the Arlington campus. 7:20-10:00pm is the prime time so there are more options from 4:30-7:10pm.
- Rotate small enrollment courses to every one or two years and notify students of the rotation schedule.
- Programs who make degree changes must continue to offer courses in the former degree program until all students under the previous requirements have graduated. Students under earlier degree plans should not be told to substitute new courses.
- Monitor enrollments for waitlists and low enrollments. Try to accommodate students on waitlists as much as possible.

COURSE ENROLLMENT MONITORING

There are several different ways to access course enrollment.

- **Enrollment Target:**
 - The report is updated regularly.
 - Web site: <http://irr.gmu.edu/targets/index.html>
 - Start with CVPA then program/program and then 100/200, 300/400 and 500+ for breakdown by course.
 - You can also access comparable reports from previous semesters by choosing the appropriate date.

- **Student Level Comparison Reports:**
 - You can access enrollment by student level (first time freshman, etc.) with previous year comparison through IRR at:
<http://irr.gmu.edu/students/glimpse/weeklyglimpse>

STUDENT DATA MART

The university has a student data mart. Each program/program has access to this data mart. Student and enrollment information may be obtained from this site. The access form is the same as that for INB and admissions, and requires training.

Contact Dena Hudson dbarbour@gmu.edu to request access for Student Data Mart.

Part III: Faculty Affairs

CATEGORIES OF UNIVERSITY EMPLOYEES

Instructional Faculty

Faculty on contractual appointments customarily teach, conduct research or engage in public service activities as principal responsibilities. Instructional faculty usually work a 9 or 12 month year and may be full-time (1.0 Full-Time Equivalent (FTE)) or part-time (less than 1.0 FTE). **(See following page for more information regarding instructional faculty.)**

Administrative/Professional Faculty.

Administrative faculty perform work directly related to the administration and support of the educational and general activities of the University. Professional faculty perform professional work in education, fine arts, research, athletics, student affairs and development activities. Administrative/professional faculty are usually on contractual appointments of 12-months duration and may be full-time (1.0 FTE) or part-time (less than 1.0 FTE).

Research Faculty.

As George Mason University develops its research programs, situations arise in which it is appropriate to employ professionals whose duties are essential to research programs. Research personnel are considered an employee subgroup of faculty: they are not instructional faculty. Research personnel do not require permanent academic appointments. Their continued employment depends on direct support from grants and contracts which can begin and end at any time during the fiscal year. The activities of research personnel are intended to further the research mission of the University.

Graduate Teaching and Research Assistants (GTA/GRA).

Graduate students are employed to teach or perform research and other teaching support duties. Students who teach must have at least 19 hours of graduate work in the discipline they are teaching and be in good academic standing. Full-time appointees work 20 hours per week. Half-time appointees work 10 hours per week.

Part-Time (Adjunct) Faculty (including PMIs).

Faculty on temporary appointments contract for and teach a particular course or courses on a part-time basis. Part time faculty are appointed one semester at a time, have no permanent status and are not eligible for benefits.

Affiliate Faculty.

Guest faculty who volunteer to assist with instructional activities/research service at no cost to the University are not paid, are not assigned FTE and are not authorized benefits.

Classified Employees.

Employees assigned to staff positions of the University are employed under and governed by the provisions of the Virginia Personnel Act. Upon initial employment, classified employees serve a six-month probationary period. Thereafter, employment is indefinite, contingent upon satisfactory conduct and performance.

Wage Employees.

Employees hired on a temporary basis to meet seasonal or temporary needs. Wage employees may work no more than 1500 hours in a 365-consecutive-day period. Employment is at the will and pleasure of the University. Wage employees are not governed by the Virginia Personnel Act, and are not authorized benefits. Student Assistants are a subgroup of wage employees and normally work a maximum of 20 hours per week.

TYPES OF INSTRUCTIONAL FACULTY (excerpts from [Faculty Handbook](#))

2.1.3 Term

Full-time instructional, research, and clinical faculty on fixed-term, non-tenure-track appointments are known as Term Faculty. Service in such positions cannot be applied to consideration for tenure, although a faculty member holding this kind of appointment can subsequently be considered for a tenure-track or tenured appointment [...] Such contracts automatically expire at the end of the contract period, and although they may be renewed, there is no guarantee or right to reappointment from one contract to the next, whether single-year or multi-year.

Term faculty on single-year appointments whose permanent employment is with another organization hold title with the prefix of "Visiting."

A maximum of 35% of all Instructional Term Faculty may be on multiyear contracts and a maximum of 25% of all full-time Instructional Faculty may be Term Faculty.

2.1.2 Tenure-Track Appointment

This is an instructional faculty appointment for a fixed term in which service is applied to consideration for tenure. These appointments are issued for terms of up to three years. The University can, but is not required to, renew such appointments for additional terms up to a total of six years of service (not counting any time period off the tenure clock). Faculty on tenure-track appointments may hold the rank of Assistant Professor, Associate Professor, or Professor. Faculty in their sixth year of tenure-track service at George Mason University stand for tenure at that time if they wish to retain their position beyond the seventh year (see [Section 2.7.2](#) for policy on notification to faculty terminated for failure to receive tenure). Earlier consideration for a tenured appointment is possible under certain conditions. For example, experienced faculty hired on tenure-track appointments from other institutions will not normally be expected to serve a six-year tenure-track period, although there is no requirement that they stand for tenure prior to their sixth year of tenure-track service at George Mason University. Exceptionally, other faculty may be suggested for early consideration based on unusually strong performance. Unsuccessful tenure evaluations for faculty prior to their sixth year of tenure-track service do not reduce the six-year tenure-track period.

2.1.1 Tenured Appointment

Although the word "tenure" does not appear in the Code of Virginia, the University grants "election without term." As used in a faculty member's employment contract, the word "tenure" has the same meaning as "election without term". The University defines tenure as the right to continued employment unless separated from the University under conditions outlined in Section 2.9 of this document. For the University, tenure is a major safeguard of academic freedom, of the quality of education offered here, and of the continuity and stability of the institution. For the faculty member on whom tenure is conferred, it is a privilege granted by the University to those who have consistently demonstrated their value to the institution over an extended period of time. Faculty on instructional tenured appointments normally hold the rank of Associate Professor or Professor. Tenure, once conferred, resides in the University, and is not affected by the reorganization of academic units. In the event of program discontinuation or financial exigency, the institution will make a good faith effort to protect and retain its tenured faculty members and to provide them with opportunities for professional development and training for other roles in the University.

FACULTY RANKS

2.2.1 Instructor

An instructor holds the master's degree or equivalent academic and/or professional qualifications. Instructors do not receive tenure-track appointments; therefore, time spent in this rank is not counted as part of the period for consideration for tenure.

2.2.2 Assistant Professor

An assistant professor normally holds the terminal degree in the discipline or field and gives promise of excellence in teaching and/or research and scholarship.

2.2.3 Associate Professor

An associate professor must have met the University's established criteria for advancement in rank as specified in [Section 2.3.3](#) Criteria and Procedures for Appointment, Reappointment, and Promotion of Term Faculty and [Section 2.4](#) Criteria for Evaluation of Tenured and Tenure-Track Faculty. New appointees to the rank of associate professor must have demonstrated equivalent qualifications which give reasonable assurance that such criteria will be prospectively met. Additional information regarding evaluation of faculty can be found in [Section 2.5](#) Procedures for Evaluation of Tenured and Tenure-Track Faculty.

2.2.4 Professor

A professor must have met the university's established criteria for advancement to the highest rank of the professoriate as specified in [Section 2.3.3](#) Criteria and Procedures for Appointment, Reappointment, and Promotion of Term Faculty and [Section 2.4](#) Criteria for Evaluation of Tenured and Tenure-Track Faculty. New appointees to the rank of professor must have demonstrated equivalent qualifications which give reasonable assurance that such criteria will be prospectively met. Additional information regarding evaluation of faculty can be found in [Section 2.5](#) Procedures for Evaluation of Tenured and Tenure-Track Faculty.

2.2.5 University Professor

From time to time the University will encounter opportunities to recognize current members of the faculty or appoint to its faculty women and men of great national or international reputation. The rank of University Professor is reserved for such eminent individuals. University Professors are appointed by the President and the Board of Visitors with the advice and consent of a standing committee appointed by the Provost. University Professor appointments are normally reserved for full professors. The criteria for such appointments include substantial research or scholarship or arts credentials, as appropriate to the discipline.

2.2.6 Distinguished Service Professor

Distinguished Service Professors are recognized as individuals whose careers have had a major impact on their field or on the university community that goes well beyond ordinary levels of service. Normally, such individuals are recommended by a dean or director and appointed by the Provost. Such appointments are normally reserved for full professors. The criteria for granting the rank of distinguished service professor includes extraordinary level of impact, sustained contributions to the good of the university and the academic unit, and/or significant contributions to the field that extend beyond the boundaries of the university.

2.2.7 Emeritus Faculty

Upon retirement from George Mason University, full-time Associate and Full Professors with ten or more years of continuous academic service may be recommended to the Board of Visitors for election to the honorary rank of Emeritus/Emerita in recognition of outstanding dedication to the university. A letter reviewing the candidate's history of teaching, research and scholarship, and service at GMU is normally initiated by the individual's LAU. The letter is forwarded to the LAU Dean, the Provost and the President for accompanying recommendations.

CVPA Hiring Procedures

For new Full-time Faculty:

The following paperwork must be submitted to Catherine Winkert:

- All Hiring paperwork
- Official Transcript of highest degree earned.
 - Photocopies of transcripts are NOT accepted.
 - Transcripts stamped *Issued to Student* are NOT accepted.
 - Transcripts should be addressed directly to Catherine Winkert and should arrive in a sealed envelope.

For new Adjunct Faculty, PMI, and Graduate Lecturers:

- Copy of signed contract sent to Dena Hudson
- Current CV, including position at George Mason University, send to Dena Hudson
- Official Transcript of highest degree earned.
 - Photocopies of transcripts are NOT accepted.
 - Transcripts stamped *Issued to Student* are NOT accepted.
 - Transcripts should be addressed directly to Dena Hudson and should arrive in a sealed envelope.
- Matrix level and justification if pay differs from matrix. Send to Catherine Winkert
- Spreadsheet for all adjunct faculty. Send to Catherine Winkert

SACS Compliance documents for existing Full-time and Adjunct Faculty:

- CVPA Academic Affairs will hold all original transcripts and current CVs.
- Directors must provide written justification for ANY instructional faculty member teaching without a terminal degree in the field.

Please contact Academic Affairs for sample justifications or if you have any additional questions.



MEMORANDUM

CVPA Academic Affairs
4400 University Drive, MS 3E6, Fairfax, Virginia 22030
Phone: 703-993-4551; Fax: 703-993-9037

Checklist for New Adjunct Faculty

The following items are due to CVPA Academic Affairs **PRIOR to the first day of the semester.**

- **Place request immediately for *official* transcript of highest degree earned**
(*may not be issued to student*).
Request to be sent directly to the following address:
Dena Hudson
CVPA Academic Affairs
4400 University Drive, MSN 3E6
Fairfax, VA 22030

- **Send a copy of your current CV**
This CV must include your new position at George Mason and the date/location of degrees earned.
Send CV to Dena Hudson either via mail (see address above) or email (dbarbour@gmu.edu).

- **RSVP to Dena Hudson dbarbour@gmu.edu for attendance at Adjunct Orientation.**

If you have any questions, please call CVPA Academic Affairs 703-993-4551.

FACULTY/PROGRAM FILES IN ACADEMIC AFFAIRS

Faculty Files:

The Academic Affairs office is required to maintain a file on each full-time and adjunct faculty member. These files must include:

- Terminal degree or justification letter from Director
- Copy of official transcripts of schools attended including degree/s earned; original in Academic Affairs file
- Hire letters
- Letters of recommendation
- Curriculum Vitae

Please forward a copy of each contract each semester to the Academic Affairs office.

Faculty Forms:

Faculty Schedule/Performance Plan due September 27 to Academic Affairs

This form is filled out at the beginning of each semester by all CVPA full-time faculty. It is posted on the CVPA Faculty/Staff website.

Annual Report Template due September 20 (copy to unit director and to Academic Affairs)
CVPA full-time faculty submit this report each fall. It is a summary of activities from the previous academic year that is submitted to the directors. The directors use this report when writing Annual Evaluations of full-time faculty. **MUST INCLUDE COURSES TAUGHT.**

Program Files:

- Syllabi should be posted online no later than the first day of class for student access.
- Syllabi for each course are due electronically (either a zipfile or CD) to Academic Affairs each semester (due Sept. 15 for fall semester).
- Each syllabus should include faculty contact information and office hours.

FACULTY SELF-SERVE

Once faculty members are assigned to a course and are in the Human Resources system they are able to access their class lists, input midterm and final grades, and give registration overrides on PatriotWeb at:

<https://patriotweb.gmu.edu>

Class Lists:

- Faculty may access class lists as frequently as they wish.
- All faculty should print out their class lists and monitor their class enrollment.
- Students who attend class who are not on the class list should be told to resolve the registration issue before returning to class.
- All students must be properly registered during the first two week period of classes for a standard 15 week course or they will be fined a late registration fee.

Class lists can also be accessed by designated program/program designees who have access to the Faculty/Advisor services. These people not assigned a particular course can enter the CRN to access the class list in the case of a faculty emergency.

Midterm and Final Grade Submission:

- All faculty are expected to enter their midterm and final grades within the designated time frames.
- Midterm grades are to be submitted for all students in 100 and 200 level courses.
- Faculty have 48 hours from the printed date of final examination in the *Schedule of Classes* to submit their final grades.
- Each program has one Grading Coordinator who can enter grades through INB in the event of a faculty emergency.

Registration overrides:

Patriot Web allows faculty to perform registration overrides for students who are blocked from registering for a particular course because the course is full or the student does not possess the prerequisites. This does not register the student in the course but provides the computer override so the student can register.

FACULTY RESPONSIBILITIES

- Assure those attending class registered for the course before last day to add classes. Students who are allowed to add to a class after the one week period for a standard 15 week course will incur a late registration fee. **Students who are not registered for the course should not be allowed to stay.** Faculty can access their class lists whenever they want and should assure those in attendance are on the most recent class list.
- Students who are passing the course and unable to complete the course work for extenuating circumstances such as illness or family emergency may request an incomplete. The guidelines for completing the course work within the time frame should be formalized between the faculty member and student prior to assigning the grade of incomplete, and the incomplete contract completed and filed in the program office. Incompletes are never to be given for submission of additional course work to improve a grade or to improve a failing grade.
- Many CVPA courses are offered in non-traditional times. Final examinations are to be offered in the earliest time slot for the course offered. Example: CVPA 399 Monday 9:00-11:40am. Final examination would be Monday, 7:30-10:15am. Final examination times should be on the course syllabus and students who have conflicts told to resolve them at the beginning of the semester. Any change to final exam day or time must be approved by the dean.
- Midterm and final grades are to be submitted within the due dates. Final grades are to be submitted within 48 hours of the final examination as printed in the *Schedule of Classes*.
- All faculty are expected to enter their grades. Patriot Web can be accessed remotely so faculty are not required to come to campus to enter their grades. Grading proxies are for emergencies or illness only.
- Faculty must conduct all university business from university email accounts.
- Faculty must respond to communications from students as well as the university ombudsman or other university administration in a timely way.

Part IV: Student Affairs

ADMISSIONS

INTERNET NATIVE BANNER

Each program has designated persons who have access to Internet Native Banner (INB). These persons have training and can access detailed information about students.

New employees who need INB access submit account request forms which can be downloaded from Patriot Web Employee Services. The form is submitted to the Banner Student Liaison. Training must be completed prior to access to services.

Dena Hudson, x34551 or dbarbour@gmu.edu, is the Banner Student Liaison. Submit filled out forms to her and/or contact her with questions.

WEBEXTENDER

Program designees who have Internet Native Banner accounts can access imaged Admissions documents.

ADMISSION TO MAJOR

Programs should work closely with Admissions to ensure no students are inadvertently admitted to their programs.

DISCOVERER

Discoverer access includes detailed graduate admissions, enrollment and student information. Admissions and student access is restricted to requester's program/school.

PROGRAM UNDERGRADUATE RECOMMENDATION

Undergraduate programs whose applicants were either denied or applied late may submit the Undergraduate Admission Recommendation form with an unofficial transcript to the Admissions Office.

ADMISSIONS OPEN HOUSES

Undergraduate:

Undergrad. Out of State Open House	September 16, 2011	Location TBA
Undergraduate Open House	October 23, 2011	Location TBA
Undergraduate Honors Event	February 25 or March 4, 2012	Location TBA
Undergraduate Admitted Students	April 15, 2012	Location TBA

Undergraduate admissions events require a faculty member and student from each program.

- Faculty will remain at a table in the Johnson Center with information for dissemination to interested students.
- Mason students will provide tours of the program spaces at the conclusion of the event.
- Dean/Associate Deans provide talks during these events.

Graduate:

Graduate Showcase

- Representatives for the graduate programs will answer questions and disseminate information to prospective students.

GRADUATE ADMISSIONS

- Access list of applications on Patriot Web (not accessible from computers off-campus) <https://admissions.gmu.edu/reports/>
- Admissions provides the application packet and profile sheet to Graduate Studies once the application is complete. Graduate Studies copies all documents except the portfolio, and sends the packet to the program/ program.
- Review and mark profile sheet-admit, provisionally admit, or deny. Send to Graduate Studies who will forward to the Admissions Office.
Application files must remain on campus, locked in an office, similar to student file requirements.
- Students admitted provisionally must sign the provisional contract, a copy of which is sent to Graduate Studies to be forwarded to the Admissions Office and kept on file in Academic Affairs.
- International students must complete online application, and submit all materials including TOEFL score, financial support documents, and evidence of the equivalent of a four year U.S. bachelor's degree. Mason is the preferred equivalency reviewer.
- Graduate Coordinators are responsible for ensuring all applicants possess the equivalent of a four year U.S. bachelor's degree. The Registrar's Office cannot confer a graduate degree to a person who does not possess the undergraduate degree. Newly admitted students cannot register for graduate level courses without an official notification of this equivalency.

Please note: Admissions offers international students alternative admission requirements for graduate studies with two separate tracks:

- Bridge – DET (Degree Enhancement Track) offers applicants with three year bachelor's degrees the opportunity to enroll in select master's degree programs.
- Bridge – EET (English Enrichment Track) offers applicants English language support in preparation for the intense level of academic English required for full-time graduate study.

Provisional Graduate Admission

- Criteria for Provisional status: Provisionally admitted students are generally required to complete the requirements during the first semester, or prior to completion of the first 12 credits.
- It is important that Graduate Studies receives a copy of the provisional contract signed by the graduate coordinator and the student in order to help track provisionally admitted students.
- A memo needs to be sent to the Graduate Studies office, Admissions Office, and the Registrar's Office once a student has fulfilled the provisional requirements so the student may be placed in degree status.
- Graduate students may take up to 12 credits of degree required course work in provisional status before being admitted into a degree program. Students must be admitted to degree program or terminated once they have earned 12 credits.
- Provisional status must be removed from the student's record before the student is allowed to graduate.

NONDEGREE ADMISSION

- Students may apply for nondegree admission if they do not have immediate plans to pursue a degree or have prerequisites which must be met prior to acceptance to a program.
- The applicant fills out the nondegree application and provides the appropriate supporting documents.
- Applicants should be told that admission to Mason, whether as degree seeking or nondegree, is competitive and also based on space availability.
- *Nondegree application is not automatically granted, and nondegree admission does not guarantee enrollment in any specific course or any future degree programs.
- ***Nondegree applicants must meet the standards for admission that would apply to the equivalent degree-seeking status” (*University Catalog 2011-2012*).**
- Deadlines for nondegree admissions applications are:
 - Fall-August 1
 - Spring-December 1
- Nondegree students are not guaranteed admission to a degree program nor are they guaranteed enrollment in all courses
- Undergraduate students may transfer a **maximum** of 18 credits earned in nondegree status to a degree program.
- Graduate students may transfer a maximum of 12 credits earned in nondegree status to a degree program. If graduate students apply up to 6 credits earned at another institution (see catalog for specific criteria on transfer courses) the number of credits earned in nondegree status is decreased so the **maximum allowed** outside degree status is 12 credits.

ORIENTATION

Undergraduate Orientation

Admissions will provide the Associate Dean of Academic Affairs a list of CVPA admitted students. This is forwarded to the program directors. Programs are encouraged to contact admitted students to arrange for pre-orientation advising.

Freshmen orientation sessions during the summer at two day events and culminate in academic advising on the second day following which students register for their courses.

Transfer orientation sessions require more detailed advising as each student who attends transfers in different courses.

Advisors must be available for all orientation sessions.

Northern Virginia Community College/George Mason University Articulation Agreement:

The presidents of Northern Virginia Community College and George Mason University have signed an interarticulation agreement. Mason Programs routinely evaluate NVCC's courses and transfer course articulations. The NVCC to Mason table of transferable credits is available at: <http://admissions.gmu.edu/transfer/TransferCreditEvaluation.asp>

Students who transfer to Mason following completion of an Associate of Arts or an Associate of Science degree from Northern Virginia Community College with the requisite cumulative GPA have fulfilled the lower level core general education courses. The degree must have been earned prior to start of studies at Mason for students to receive the waiver.

- Students are still required to complete ENGL 302, synthesis, and any additional requirements imposed by the major (e.g. foreign language, additional fine arts).
- The Virginia Community College System General Education Waiver Certification form should be filled out, signed and filed in the student's program file.
- This does not apply to the Applied Associates degrees or other community colleges.

GRADUATE ORIENTATION

CVPA Graduate Orientation sessions are held before classes begin. Basic academic policy information is covered at this session.

Graduate Coordinators are encouraged to meet with incoming students for advising prior to the CVPA Graduate Student Orientation session so students can register and pay for their courses before classes begin.

COURSE REGISTRATION FORMS

Routine course registration does not require any special forms.

Special registration does require forms to be filled out and submitted to the Registrar's Office by the last day to add classes. These include:

- Course Audit
- Course Overload (19-22credits for undergraduates, 13 [or three 5 credit courses for AVT] credits for graduate students
- Credit Without Grade (maximum 6 credits elective outside major, minor or certificate. Graduate students cannot apply toward degree.)
- Graduate Course for Undergraduate Credit (500-699)
- Graduate Student Request Register Undergraduate Course
- Individualized Section
- Permission for Undergraduate to take Reserve Graduate Credit

Computer overrides which used to be given with the printed Course Permit slip are now done online by the faculty member.

TUITION LIABILITY

The university does not cancel registration for non-payment of tuition:

- Students must be registered and paid for at least one course prior to the first day of classes. Students who do not pay for registered course/s prior to the first day of classes or those who initially register on or after the first day of classes will incur a fee.
- Registration additions which effect tuition during the one week add period for a standard 15 week course must be paid for within five days. Students who do not pay within the five day period will incur a fee.
- All course adds must be completed within the one week add period for a standard 15 week course and all drops must be completed within the five week drop period of there will be a fee which must be prepaid for the paper work to be processed.
- Add and drop dates for non-traditional semester dates are appropriately adjusted and available on the Registrar's website.

SELECTIVE WITHDRAWALS (FOR UNDERGRADUATE DEGREE SEEKING STUDENTS)

Undergraduate degree seeking students are allowed three selective course withdrawals during their entire undergraduate academic career through the ninth week of classes for fifteen week courses (or adjusted for varying length semesters. Students will not be charged a penalty for these selective withdrawals.

Students should be encouraged to use these withdrawals judiciously. Once students have used these withdrawals they are not allowed late withdrawals for academic reasons. Late withdrawal will only be granted by Academic Affairs in the event of major extenuating circumstances and will be for all the student's courses for the semester.

Students are considered full-time if they are registered for 12-15 credits. There are several conditions which require full-time registration status including:

- Students living in the dormitories are required to be registered for a full-time course load
- International students are required to be registered for a full-time course load
- Many health insurance companies require students to be registered for a full-time course load for insurance coverage
- Student athletes are required to be registered for a full-time course load
- Financial Aid

Students should be advised to consider their standing if they choose to use their selective withdrawals.

ACADEMIC AFFAIRS

The Academic Affairs office has developed student and faculty Academic policies brochures. These are available on the CVPA Faculty/Staff website.

Student requests procedure:

- Students are recommended to meet with their advisors prior to seeking an appointment with the Associate Dean of Academic Affairs or Associate Dean of Graduate Studies to discuss their request.
- The academic advisor provides the student with the student information request form, report of action form, academic form as appropriate and unofficial student transcript which the student brings to the Academic Affairs office.
- The Academic Affairs office will let the student know whether action can be taken without an appointment or if an appointment is required.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

FERPA is a federal law which protects students' privacy.

"Frequently Asked Questions" about FERPA are available at the Registrar's web site. Salient points include:

- Class lists contain protected information including student identification numbers and may not be posted or passed around the class.
- Emails to classes should be sent as blind copies so members of the class do not see other students' email addresses.
- Graded papers should not be left unattended on a desk in plain view in a public area nor should students sort through them to retrieve their own work. They should be kept in sealed envelopes in the instructor's office.
- Paper copies of Banner and Patriot Web student records must be protected under lock and key.
- Faculty and staff must direct third parties inquiring about student records, including registration verification, to the Registrar's Office.
- Parents, spouses, other relations and friends do not have the right to information contained in a student's educational record. A release form must be signed by the student and witnessed by a university representative before any communication about the student with parents, spouses, other relations or friends.
- One exception is faculty and staff may discuss a student's academic record with a Mason university official who has a legitimate educational interest such as the Health Center.
- Student and other confidential information should not be stored on a computer hard drive (C drive), lap top computer, or portable drives. They cannot be sent electronically unless encrypted.
- Student information should not be transmitted electronically unless it is encrypted.

Part V: Academic Policies and Forms

ACADEMIC POLICIES

The College of Visual and Performing Arts has established the following academic policies.

ACADEMIC ADVISING

- Advisors are responsible for being cognizant of university policies and procedures as well as academic requirements for the degree/s of the students they advise
- Students should be encouraged to meet with academic advisors each semester
- Undeclared CVPA majors are required to obtain academic advising prior to registration each semester.

ACADEMIC LOAD

Undergraduates:

- 12-18 credits without dean's permission (students must pay additional fee above 16 credits)
- 22 credits maximum with dean's permission if recommended by advisor
- 13 credits (14 credits AVT majors in academic difficulty (warning, probation or first semester back after suspension)
- 10 credits for nondegree students
- University guidelines for work and course load are:
 - 20 hours work/week no more than 12 credits
 - 40 hours work/week no more than 6 credits

Graduates:

- 9-12 credits without dean's permission
- 13 credits (AVT 15 credits if three 5 credit courses) maximum with dean's permission if recommended by advisor

AUDITS

- Each program determines what courses can be audited

CAREER SERVICES

- Programs are encouraged to arrange meetings for seniors with Career Services

CHANGE OF GRADE FORMS

- Incomplete to letter grade by due date (ninth week of the following semester, not including summer) does not require dean's signature
- Incomplete extensions may not go beyond the last day of classes the following semester and must be submitted to the Registrar's Office by the last day of classes
- Incomplete grades may not include additional work to improve a grade
- Students should be informed the incomplete grade will be computed as an F until the work is completed. This may place the student in academic difficulty until the grade is submitted.
- Computational and recording error require dean's signature. There are no other acceptable reasons for a change of grade. Students may not submit additional course work to improve their grade.
- Students are not permitted to handle change of grade forms.

CLASS LISTS

- Faculty must check class lists and reconcile their class lists with students in attendance, particularly prior to the last day to add classes and the last day to drop classes

COURSE ELSEWHERE (UNIVERSITY POLICY)

- Requires prior approval
- May not request to take a course elsewhere if it is offered at Mason the same semester
- If student does not obtain prior approval they have to reapply to the university and follow degree requirements in effect at the time of readmission for courses to be accepted for transfer credit

COURSE REGISTRATION

- It is imperative that advisors and faculty be proactive ensuring students properly register for courses

DEAN'S PERMISSION

- Advisors send students to see the Associate Dean of Academic Affairs with the following documentation:
 - appropriate form signed by their advisor recommending a course of action
 - a student information sheet
 - a response sheet
 - an unofficial transcript

DOUBLE MAJOR/SECOND DEGREE

- Requires director's signature only
- Second degrees require 30 additional credits

DROP DATE

- Faculty are encouraged to require some type of graded work prior to the last day to drop classes so students have some idea what is required of them

DROPS FOR NON-PAYMENT (UNIVERSITY POLICY)

- Students who fail to make payment will not be dropped for non-payment

EMAIL

- All students and faculty are responsible for activating, checking and using their Mason email account

FERPA (Family Education Rights and Privacy Act)

- Students must provide written permission before faculty or staff may discuss their academic record with parents or others

FOREIGN LANGUAGE EXEMPTION

- Disability Waiver-Contact CVPA Academic Affairs office for procedure
- American Sign Language at NOVA: Fill out request to take course elsewhere marking box "approval to complete Mason Foreign Language requirement." Take ASL 101, 102, 201 and 202 with grades of C or better. Bring transcripts to CVPA Academic Affairs for waiver of requirement. These courses fulfill the foreign language requirement but cannot be used for credit. This option can be used by Dance and Theater majors.
- AVT and Music students are required to take a foreign language offered by George Mason University or complete a minor

GRADE APPEALS

The complete grade appeal process is described in the *University Catalog*.

- Students who dispute a grade they received should first speak with the instructor.
- If the issue is not resolved the student can meet with the Director of the Program in which the course was taken. The Director then requests that the student meet with the instructor again.
- If a resolution is still not reached the student can request that the Director form a committee of three faculty members who are peers of the instructor who assigned the grade. The committee thoroughly reviews the case and issues a written recommendation including reason for findings to the Director.
- If the matter is not resolved at this point the Director makes a recommendation to the Associate Dean of Academic Affairs.
- The decision of the Associate Dean of Academic Affairs is not subject to further appeal.

GRADE CHANGES:

- Grade changes may only be submitted for instructor computational or recording errors.
- Grade change forms require the signature of the Associate Dean of Academic Affairs.
- All grade changes must be submitted before the last day of classes the subsequent semester.

INCOMPLETES:

- Faculty should be reminded that they should fill out a contract with students who are to receive incompletes. The form is available at the Registrar's website under forms.
- An incomplete grade is computed as an F until the final grade is submitted and can impact academic standing.
- Incomplete grades must be submitted by the end of the ninth week of the next semester (spring and summer the ninth week of the fall semester).
- Incomplete grades not submitted by the end of the ninth week will become F's.
- Incomplete extensions for extenuating circumstances may be given. The final date an incomplete grade may be submitted to the Registrar's Office with an extension is the last day of classes the subsequent semester.

INDIVIDUALIZED SECTION FORMS

- Director or designee signs except thesis which requires Associate Dean of Graduate Studies signature

INFORMATION

- Programs forward program office hours, faculty office hours, advising hours, teaching schedules, and contact person for prospective students to the Academic Affairs office
- Each program is responsible for developing their web site and having all syllabi online

INTERNATIONAL STUDENTS

- It is imperative that international students regularly communicate with OIPS since visa status is affected if student is not full-time and new laws are periodically promulgated

MINOR UNIQUE HOURS

- Students must earn 8 credit hours unique to the minor not used for any other requirement

NOVA INTERARTICULATION AGREEMENT

- Students who successfully complete the AA or AS degree (not applied degrees) from Northern Virginia Community College with the requisite cumulative GPA have fulfilled lower level core general education courses. They are still required to complete ENGL 302 and the synthesis course as well as any additional program general education requirements. The degree must be completed before the student starts studies at Mason.

OVERLOAD

- Undergraduate students may take a maximum of 18 credits without dean's permission but have to pay the extra tuition
- Undergraduate students may request a maximum of 22 credits per semester with advisor's approval
- Graduate students may register for 12 credits without dean's permission
- Graduate students may request a maximum of 13 credits per semester (AVT students 15 credits if three courses) with advisor's approval

PARTIAL WITHDRAWALS

- Only considered for non-academic reasons in extenuating circumstances with documentation

PHYSICAL EDUCATION ACTIVITY COURSES

- Students majoring in CVPA are not allowed to apply activity courses offered by the Health, fitness, and Recreation Resources Program to their general elective requirement.

PROVISIONAL GRADUATE ADMISSION

- Graduate coordinators are responsible for ensuring requirements are met
- Graduate coordinators must inform the Registrar's Office in writing when the provisional status should be removed

REGISTRATION

- Students are responsible for correct registration
- Faculty are responsible for checking class lists against those in attendance

REGISTRATION VERIFICATION

- Can only be done by the Registrar's Office

SCHEDULE ADJUSTMENT FORM

- Director signs for late add
- Associate Dean (undergraduate) and Associate Dean of Graduate Studies (graduate) sign for late withdrawal

STUDENT HANDBOOKS

- All programs are responsible for having annually updated Student Handbooks

STUDY ELSEWHERE

- Once students are enrolled at Mason it is considered they will take their course work at Mason. Cost and work schedules are not considered reasonable reasons for students to request to take courses elsewhere. Students who wait until their final semester prior to graduation to register for a course routinely offered at Mason will not be granted permission to take the course elsewhere.

SUBSTITUTIONS AND WAIVERS

- Students should be expected to follow degree requirements and substitutions and waivers should be rare
- Forms require written explanations

TRANSFER CREDIT

- Undergraduate students-
 - Credit submitted for consideration at the time they apply for admission to the university
 - May transfer a maximum of 18 credits from nondegree to an undergraduate degree program
- Graduate-
 - May transfer a maximum of 12 credits into a degree program of which a maximum of 6 credits may be earned at another institution as per guidelines in the *University Catalog*

WITHDRAWAL

- Only granted for extenuating non-academic reasons with documentation and program recommendation

ADVISING

Academic advising is important to all students. It is imperative that academic advisors are knowledgeable of degree requirements and university policies and procedures. Advisors are encouraged to contact the Academic Affairs office if they have any questions.

Program designated academic advisors may be given Patriot Web Advisor access. If this is required, they should print out the Request to Banner Access form, fill out and bring to Academic Affairs with the appropriate signatures. The form is submitted and the advisor attends training before access is granted. Advisors may access student addresses, phone numbers, email address, schedules, transcripts, degree evaluations (as available), test scores and holds.

Academic advisors are to be available at all orientation sessions.

Programs are responsible for ensuring that academic advisors are available to meet with students throughout the year, including summer.

Academic advisors are responsible for ensuring they are knowledgeable of university policies and procedures as well as degree requirements, course rotations, etc. If an advisor has a question, s/he should contact Academic Affairs.

Academic advisors should be knowledgeable of university services available to students and refer them as appropriate.

Lists of students in academic difficulty will be forwarded to the directors for consideration of whether or not the students should receive a letter from the Associate Dean of Academic Affairs.

Advisors are encouraged to attending Advising workshops.

GRADING

Faculty are responsible for accurately entering grades for all students registered in their classes by the deadlines posted. The general guideline for final examinations is 48 hours after the posted final exam time. Midterm grades must be submitted within the time frame listed in the *Schedule of Classes*. All faculty are responsible for entering their own grades. Each program has a grading proxy who should only be used in an emergency.

Grading System

University course work is measured in terms of quantity and quality. A credit normally represents one hour per week of lecture or recitation or not fewer than two hours per week of laboratory work throughout a semester. The number of credit hours is a measure of quantity, while the grade is a measure of quality. Faculty of record must assign a grade to all enrolled students at the end of the semester, term or part of term.

Undergraduate

The university-wide system for undergraduate grading is as follows:

Undergraduate

Grade Points Courses

A+	4.00	Passing
A	4.00	Passing
A-	3.67	Passing
B+	3.33	Passing
B	3.00	Passing
B-	2.67	Passing
C+	2.33	Passing
C	2.00	Passing
C-	1.67	Passing
D	1.00	Passing
F	0.00	Failing

No credit toward graduation accrues from a failing grade or a grade that is replaced by a retaken course.

Additional Grade Notations

Satisfactory/No Credit (S/NC): An S grade reflects satisfactory work (C or better for undergraduate students, B- or better for graduate students); otherwise, the student receives no credit (NC). S and NC have no effect on the student's GPA. Entire courses normally graded S/NC are annotated in the catalog, and include doctoral dissertation courses 998 and 999. Students may also elect to take credit without grade. For more information, see Auditing a Course in the [Registration Procedure](#) section of this chapter.

A/B/C/NC: Students who successfully complete English Composition and Introduction to Literature (ENGL 101) or Composition for Non-Native Speakers of English (ENGL 100) are graded A, A-, B+, B, B-, or C. Students who do not attain at least a C in these courses receive no credit (NC). NC has no effect on the GPA.

Incomplete (IN): This grade may be given to students who are passing a course but who may be unable to complete scheduled course work for a cause beyond reasonable control. Unless the faculty member has specified an earlier deadline, the student must then complete all the requirements by the end of the ninth week of the next semester, not including summer term, and the instructor must turn in the final grade by the end of the 10th week. Faculty members who choose to require an earlier incomplete deadline will be required to file an *Incomplete Grade Contract* with the local academic unit's office, detailing the work that remains to be done, the general reason for the incomplete, and the student's grade at the point of receiving the incomplete. Unless an explicit written extension is filed with the Office of the University Registrar by the faculty deadline, the grade of IN is changed by the registrar to an F. The maximum IN extension is to the end of the same semester in which it was originally due. Students who have filed their intent to graduate have only six weeks from the date of degree conferral to resolve any incomplete grades and have the final grades recorded by the University Registrar's office.

While a grade of IN remains on the transcript, it is treated as an unsatisfactory grade in determining probation, suspension, termination, or dismissal. Removal of INs from the transcript may result in retroactive elimination of probation, suspension, termination, or dismissal.

Incomplete, extended (IX): IX is given by the Office of the University Registrar after receiving an Incomplete Extension form signed by the instructor and the appropriate dean. The extension gives students additional time to complete work; the amount of time is specified by the instructor. The final grade must be submitted to the Registrar's office before final exams for the semester in which the IN grade was originally due. A grade of IX affects the academic record in the same way as does a grade of IN.

In Progress (IP): This grade may be given in selected courses, including graduate theses, dissertations, practicums, and internships. IP may also be used when the work of BIS 490 or a course that is graded S/NC or A/B/C/NC is not completed within one semester. IP has no effect on the GPA. With the exception of BIS 490, IP remains on the record until the work is completed and a final grade is assigned. An IP in BIS 490 not changed to a final grade by the last day of classes of the next semester, not including summer term, is changed by the Office of the University Registrar to an F. IP grades will also be awarded in courses numbered 799, 998 and 999 until successful completion, and then they will be changed to S/NC. Upon successful completion of 799, 998 or 999 and submission of the final grade, grades for all prior sections will be changed to S/NC.

Absent with permission (AB): A student who has received permission from the academic dean or director to be absent from a final exam for cause beyond reasonable control may receive a temporary grade of AB. A rescheduled exam must be administered within 10 business days of the original exam date, or the AB will automatically become an F. Final determination of academic status is not complete while the AB remains on the transcript.

Special Provision (SP): The grade of SP may be given by a dean to students who are unable to complete the course requirements because of extraordinary long-term circumstances, such as major illness or military deployment. SP has no effect on the GPA and remains on the transcript until the work is completed and a final grade is assigned.

Midterm Reports

Midterm progress is reported for all full-semester 100- and 200-level classes, and for 300- and 400-level classes at the discretion of the professor. The reporting period extends from the fifth through the eighth week of the semester, allowing flexibility to individual faculty in providing reports for their classes. Students should check with their instructors as to when reports will be complete and available for viewing through Patriot Web. These progress reports, which appear in Patriot Web as “Midterm Grades,” do not become part of the student’s official record. They are not calculated in any GPA, and they do not appear on any official or unofficial transcript.

Final Grades

Semester grade reports are available through Patriot Web. Students may print a grade report for their own records or to issue to a third party. Students may also order an official transcript through the Office of the University Registrar.

Transcripts

Official transcripts include all credit course work attempted at the university. Official transcripts will not be issued when unsatisfied financial obligations to the university exist. Unofficial transcripts may be printed by the student from Patriot Web. See registrar.gmu.edu for information and instructions on requesting official transcripts.

GPA

Quality point values are assigned to letter grades as indicated in the grading system table. A quality point score is computed by multiplying the value of a letter grade by the number of credits for the course. For example, a student receiving an A (4.00) in a 3-credit course earns 12 quality points. The GPA is computed by dividing the quality points earned by the number of credits graded A+ through F (GPA hours).

For undergraduates, the GPA computed for the current term gives the **current GPA**, which is the measure of academic performance in one semester and affects eligibility for the dean’s list. The GPA computed for all institutional credit gives the **cumulative GPA**, which is the basis for the university’s retention policies, including good standing, warning, probation, suspension, and dismissal. Cumulative GPA also determines students’ eligibility to graduate and have university honors posted to their record at graduation.

Current GPA and cumulative GPA do not apply to graduate students. A notation of academic warning is entered on the transcript of a graduate student who receives a grade of C, or a grade of F in a graduate course or while a grade of IN or IX is in effect. A degree GPA is computed for graduate students based on graded courses completed at the university and applied toward the degree. For more information, see the [Graduate Policies](#) section.

Change of Grade

The conditions and time limits for changes from the temporary grades IN, IP, AB, and SP to final grades appear in the Additional Grade Notations section.

Once a final grade has been recorded by the Office of the University Registrar, it can be changed only in cases of computational or recording error, or pursuant to a successful appeal of the grade as described below. Additional work of any type submitted to improve a grade after the final grade has been assigned and sent to the Office of the University Registrar is never accepted.

All changes of final grades must be initiated, approved, and recorded by the last day of classes of the next regular semester (spring for fall grades, and fall for spring and summer term grades).

Grade Appeals

Although faculty members are generally the best judges of student performance, there may be times when a student believes a grade is unfair. In such cases, the student should ask the faculty member to reconsider the grade. If the student is not satisfied, an appeal may be made to the head of the unit offering the course (the department chair, institute director, or designee). The recipient of the appeal should ask the student to return to the faculty member who assigned the grade for further consultation.

If the instructor is no longer associated with the university, the local administrator of the unit offering the course will appoint a faculty surrogate, who will assume magisterial authority of the instructor of record at this level of appeal.

If a mutually satisfactory agreement is not reached, the student may request that the chair form a committee of three faculty peers of the faculty member who assigned the grade. If the chair believes the student's complaint is not legitimate, this reservation is reported to the chair's supervisor, usually the dean. No review is conducted unless the dean believes the complaint has merit.

The faculty member or the student may challenge and have replaced one of the three members of the committee without giving a reason for the challenge. The committee meets separately with the faculty member and the student to explore the full particulars of the case. A nonparticipating observer of the student's choice may attend the meeting. Every effort is made to avoid an adversarial relationship.

After the committee has reviewed the case thoroughly, it issues to the chair (with a copy to the faculty member) a written recommendation that includes the reasons for its findings. At this time, the faculty member has an opportunity to take the recommended action, if any. If the matter is not resolved at this point, the chair considers the committee recommendation and makes a recommendation to the dean. The decision of the dean is not subject to further appeal. If the dean decides that a change of grade is appropriate and the faculty member refuses to make the change, then the dean may direct the Office of the University Registrar to do so.

Grade appeals are not accepted after the last day of classes of the following semester (spring for fall grades, fall for spring and summer grades).

The Provost's Office does not consider grade appeals, nor does the University Academic Appeals Committee.

Pending Grade Appeal for Students in Academic Difficulty

A student may request a delay from the dean in imposing academic suspension because of a pending grade appeal that could change the student's status. An approved delay allows the student to register.

If the grade appeal is successful, the official transcript is corrected and the student continues in classes as a student in good academic standing, on probation or on warning. If the grade appeal is not successful, the student is required to stop attending all classes immediately. No record of registration for the academic period appears on a transcript and the student receives the appropriate refund as of the decision date.

Student Retention Categories

The university's minimum standard for satisfactory academic achievement is 2.00 on a 4.00 scale. Students with at least 7 attempted credits and a cumulative GPA of less than 2.00 fall into one of three categories: warning, probation, and suspension. All notations of academic standing are included in a student's permanent record. The cumulative GPA range that defines each of the categories varies according to the credit level, as noted below:

Credit Level Attempted Credit Hours	Warning Cumulative GPA Range	Probation Cumulative GPA Range	Suspension Cumulative GPA Range
7–16	0.00–1.99	–	–
17–29	1.75–1.99	1.00–1.74	0.00–0.99
30–59	1.85–1.99	1.25–1.84	0.00–1.24
60–89	1.95–1.99	1.55–1.94	0.00–1.54
90+	–	1.85–1.99	0.00–1.84

Exception for Freshmen and Transfer Students

Freshmen and transfer students in their first semester of study at Mason will receive probation as the strongest academic sanction. GPA retention levels, as stated above, will apply in all subsequent semesters. Students in this category should be on notice that they must make up ground in order to avoid suspension in future semesters; in particular they should consult their advisors and consider repeating courses in order to achieve academic good standing.

Termination from the Major

Undergraduate students in any retention category may be reviewed for possible termination by their dean. Termination from a major—or from all majors in a college—may be imposed as a result of excessive repeating of required courses without achieving the minimum standard, and for other evidence of continued failure to make adequate progress toward completion of the major. Students must be informed a semester in advance and given a chance to meet the standard or appeal. Once a termination decision has been made, a letter of termination is sent to the student by the dean or director of the school, college, or institute, and notification of termination from the major is affixed to the student's academic record. Students who are terminated are no longer eligible to pursue that major, but may transfer to a different major within the university to complete their undergraduate degree.

Academic Suspension

Students in degree status who incur a first suspension following a spring semester or summer term serve a period of suspension through the next fall semester. Students who incur a first suspension following a fall semester serve a period of suspension through the next summer term. A second suspension is for one calendar year: two semesters and a summer term. Students returning from suspension are on probation for one academic period. Course credits earned at other colleges during the period of suspension from Mason (for academic or nonacademic reasons) are not accepted for the degree program.

Nondegree undergraduate students placed on suspension have no specified rights of return to the university. Nondegree students who have been suspended and wish to resume their studies after a period of absence must qualify for readmission through the Office of Admissions.

Academic Dismissal

A third suspension results in academic dismissal, a status that is usually permanent. In exceptional cases, students who have been dismissed may apply for readmission after a minimum absence of three calendar years from the university, but only if they meet one or more of the following conditions after having been dismissed:

- Demonstrate academic success (2.50 GPA or better) in at least 18 credits of classes taken during the period of dismissal at an accredited two- or four-year college or university. Such credits may be considered for transfer back to Mason, but there is no guarantee of acceptance of the credit.
- Provide other evidence of a renewed ability to achieve academic success.
- Provide evidence that all degree requirements will be met once an additional 12 or fewer credits are complete.

Meeting the above requirements does not guarantee a return. The Office of Admissions and the appropriate school or college dean will make individual decisions in the best academic interests of the student and the university. For students seeking readmission to a new school or college, the new dean will make the decision in consultation with the former dean and the Office of Admissions. For more information, see the Academic Clemency section of this chapter.

Academic Performance and Credit Limit

Undergraduate students on warning, probation, or returning from suspension are limited to a maximum of 13 credits for following semesters until they achieve good standing. Students registered for 14 or more credits are responsible for seeking academic advisement and adjusting their enrollment to a maximum of 13 credits.

Academic Standing and Student Activities

Only students in good academic standing are eligible to hold or run for elective or appointive office in any organization or activity associated with Mason, compete in any athletic or other activity representing Mason on either an intercollegiate or a club level, or serve as a working staff member of any student organization. Note that students on warning are considered to be in good standing. Some organizations and activities may impose stricter academic criteria for participation.

A student whose eligibility for an activity requires the completion of a semester will have fulfilled that requirement when the student's publicly scheduled exams are over, unless continued eligibility depends on the grades received. In the latter case, the student will not become eligible until the end of the semester as defined in the Academic Period section of this chapter.

Academic Clemency

Undergraduate students returning to Mason after a separation of a minimum of three calendar years may petition their academic dean to have up to 16 previous credits earned at Mason removed from the calculation of their cumulative GPA. Courses and grades so removed will not count toward graduation requirements. Note that the courses, with their original grades and the notation "Academic Clemency," will remain listed on the student's transcript permanently. The petition for clemency must be filed within 12 months starting from the first day of the re-enrollment semester at Mason; approval may depend on successful completion of that semester. Approval of the request is neither automatic nor guaranteed.

GRADUATE ACADEMIC STANDING

The university-wide system for grading graduate courses is as follows:

Grade	Quality Points	Graduate Courses
A+	4.00	Satisfactory/Passing
A	4.00	Satisfactory/Passing
A-	3.67	Satisfactory/Passing
B+	3.33	Satisfactory/Passing
B	3.00	Satisfactory/Passing
B-	2.67	Satisfactory*/Passing
C	2.00	Unsatisfactory/Passing
F	0.00	Unsatisfactory/Failing

* Although a B- is a satisfactory grade for a course, students must maintain a 3.00 average in their degree program and present a 3.00 GPA on the courses listed on the graduation application.

Academic Warning

A notation of academic warning is entered on the transcript of a graduate student who receives a grade of C or F in a graduate course or while a grade of IN is in effect.

Academic Termination

Student Status	Students may be terminated for any one of the following reasons:
Provisionally admitted degree seeking graduate students	<ol style="list-style-type: none">1. Fail to meet conditions of admission within time limits2. Fail to make satisfactory progress toward the degree, as determined by the academic unit3. Accumulate 12 credits of unsatisfactory grades in undergraduate courses4. Accumulate grades of F in two graduate courses or 9 credits of unsatisfactory grades in graduate courses <p>[NOTE: undergraduate and graduate course grades are not combined to reach the termination threshold; they are considered separately.]</p>
Non-degree graduate students	<ol style="list-style-type: none">1. Accumulate 12 credits of unsatisfactory grades in undergraduate courses2. Accumulate grades of F in two graduate courses or 9 credit of unsatisfactory grades in graduate courses
Fully admitted graduate students enrolled in degree and/or certificate program	<ol style="list-style-type: none">1. Fail to make satisfactory progress toward degree or certificate requirements <p>[NOTE: Fully admitted graduate students who accumulate grades of F in two graduate courses or 9 credits of unsatisfactory grades in graduate courses qualify for dismissal, not termination.]</p>

Although the university will make every effort to notify students when their performance reaches the threshold for termination, each student is responsible for knowing the termination criteria, for knowing when their grades have met the standard and for initiating any appeal to their dean. Once the appeal period has expired, or the student's appeal has been denied, a letter of termination is sent by the dean or director of the school, college, or institute, and notification of academic termination is affixed to the graduate student's official record. Students who are terminated are no longer eligible to take courses in the program, but may apply to another degree program or may apply to take courses in other programs through non-degree studies.

Academic Dismissal

A degree-seeking graduate student is dismissed after accumulating grades of F in two courses or 9 credits of unsatisfactory grades in graduate courses. These are minimum standards of academic performance; some programs have higher standards. Although the university will make every effort to notify students when their performance reaches the threshold for dismissal, each student is responsible for knowing the dismissal criteria for degree-seeking graduate students at Mason, for knowing when their grades have met the standard, and for initiating any appeal to their dean. A student may also be dismissed for failure to meet other program requirements such as doctoral competence exams. The notation of academic dismissal is affixed to the graduate student's official record. A student who is dismissed may not take additional course work at Mason.

MISCELLANEOUS FORMS

Change of Major requires new and then former advisor signatures. Student then submits to the Registrar's Office. This form is also used to declare a second major or declare/change a minor. This requires advisor signature.

Transfer Credit Inquiry Form is filled out by the student and submitted to the Admissions Office for course work which was not transferred into Mason from another institution. This form does not require any program signature.

Transfer Credit Re-Evaluation Appeal should be used for all transfer courses. The information is entered into the system and will not have to be re-evaluated for subsequent students. This requires chair's signature. If a request is made for an individual student only a memo needs to be written by the Chair including justification for the exception. The form and memo are then submitted to the Academic Affairs office for signature.

Substitution/Waiver Form is used for Mason courses and requirements. This form is forwarded to Academic Affairs for dean's signature. General Education substitutions and waivers also require signature by the Vice Provost.

CVPA Waiver of Foreign Language Requirement is forwarded to Academic Affairs for dean's signature.