Welcome to George Mason University’s College of Visual and Performing Arts (CVPA). Please let us know if we can help in any way.

Students are ultimately responsible for their academic progress towards their degrees. All students are subject to the university’s general academic policies in addition to those specific to each academic unit and are responsible for knowing these policies. They can be found in the University Catalog. There are some policies we think are important for new students and they are listed below.

**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.

**Accommodations for Disabled Students**

Students with documented disabilities should contact the Office of Disability Services (Student Union I, Room 222; 703-993-2474) to open a file and learn more about accommodations that may be available to them.

**Minimum Cumulative GPA in Major**

Undergraduate students earning CVPA degrees must earn a minimum 2.00 cumulative GPA in their major, or higher, if required by their program.

**E-mail**

- All students at George Mason University have a George Mason University email account generated when they register for classes.
• It is imperative that students activate and use their GMU email accounts for all university communications

Physical Education Courses

Activity courses offered by the Health, Fitness, and Recreation Resources Department cannot be counted toward credits required for a degree in CVPA. Students may take nonactivity PHED courses for elective credit for CVPA degrees.

Registration

• Students are responsible for ensuring they are properly registered for the courses they are taking by the deadlines listed.
• Always check your course schedule before the “last day to add” and the “last day to drop”. A documented university error is the only basis for an appeal of improper registration.
• Students who are waitlisted should always confirm their registration status on Patriot Web.
• All computer overrides must be completed by the student by the last day to add classes
• Late add permission is given by the director or chair of the program offering the course in extenuating circumstances through the last day of classes
• Late drop after the deadline is only considered for non-academic reasons with documentation and the recommendation of the student’s academic advisor through the last day of classes
• Selective withdrawal—see Withdrawal section
• The university does not allow non-registered students to attend classes
• Courses are not dropped for nonpayment

Selective Withdrawal

Undergraduates enrolled in degree programs are eligible to withdraw from three classes through the ninth week (of a fifteen week semester) without dean’s approval and at the student’s own discretion during their entire undergraduate career at Mason.

Study Abroad

The Center for Global Education offers many programs to enable students to study abroad

Study Elsewhere

Students enrolled at George Mason University are expected to complete their coursework in residence. Exceptions to this policy are rare and are considered only under extraordinary circumstances and on a case-by-case basis. Students must obtain advance, written approval from their department/program and dean's office before enrolling in classes elsewhere.

To be considered for an exception to this policy:

• Students must have completed the immediately preceding semester with a GPA of 2.00 or higher and not be in danger of academic probation, suspension or dismissal.
• Freshmen and new transfer students are not allowed to take courses elsewhere as they have yet to establish an academic record at George Mason.
• Since transfer students have already transferred a number of hours, they are expected to plan all remaining courses in residence.

• Local community colleges are not part of the University Consortium, and requests to take community college courses are seldom approved.

• Courses offered at Consortium Universities must be reviewed by the Consortium Coordinator in advance and will not be considered for general study elsewhere review.

• Students who wish to take courses elsewhere, either because of unavailability at Mason or because they will be out of the area, are required to obtain prior permission

• Students who do not obtain prior permission and wish to transfer course work to Mason are required to reapply to the university and follow the catalog in effect at the time of readmission

• Students who have been suspended from the university may not transfer course work taken during the period of suspension back to Mason.

Courses elsewhere that have been pre-approved by the dean’s office must be taken for a grade and be passed with a GPA of 2.00 or higher in order to be transferred to George Mason. Although credit for the course can be transferred, the grade for the course cannot.

Students must make arrangements with the visited institution to have an official transcript mailed directly to the George Mason University Registrar’s Office immediately after the course work is completed. Credit cannot be transferred until an official transcript is received.

University Services

George Mason University offers services for students, many of which are free. Some examples include:

• Career Services, SUB I, room 348, 703-993-2370
• Counseling Center, SUB I, room 364, 703-993-2380
• Disability Resource Center, SUB I, room 222, 703-993-2474
• International Programs and Services, SUB I, room 310, 703-993-2970
• Learning Services, SUB I, room 354, 703-993-2999
• Ombudsman for Student Academic Affairs, JC, room 245, 703-993-3306
• Math Tutoring, JC, room 311, 703-993-1483
• Writing Center, Robinson A, room 114, 703-993-1200

Withdrawals

Students are responsible for all courses in which they remain officially enrolled once the drop period has ended.

• Instructors do not have the authority to withdraw students from classes.

• Withdrawals require the approval of the academic dean and are typically allowed only for full semesters at a time (all enrolled courses) and are only permitted for non-academic reasons.

• No withdrawals can be approved to avoid an unsatisfactory grade.

• When submitting a withdrawal request, students must provide verifiable, third-party documentation for the reason for the withdrawal.

• Requests for withdrawals should be submitted as early in the semester as possible, and never after the last day of classes.
Questions about Academic Policies

Students with questions regarding exceptions to academic policies should contact the CVPA Academic Affairs Office (Performing Arts Building, A407; 703-993-4551).

Program Contacts

**School of Art** 703-993-8898  
Art and Design Building, 2050  
[soa.gmu.edu](http://soa.gmu.edu)

**Computer Game Design** 703-993-5158  
Performing Arts Building, A407  
[http://cvpa.gmu.edu/gamedesign](http://cvpa.gmu.edu/gamedesign)

**School of Dance** 703-993-1114  
Performing Arts Building, A300  
[http://Dance.gmu.edu](http://Dance.gmu.edu)

**Film and Video Studies** 703-993-5158  
Performing Arts Building, A407  
[http://www.gmu.edu/cvpa/favs](http://www.gmu.edu/cvpa/favs)

**School of Music** 703-993-1380  
Performing Arts Building, A417  
[www.gmu.edu/departments/music](http://www.gmu.edu/departments/music)

**Theater** 703-993-1120  
Performing Arts Building, A407  
[www.gmu.edu/departments/theatre](http://www.gmu.edu/departments/theatre)

**Arts Management** 703-993-8926  
Truland Building, Suite 400CC, Arlington  
[http://artsmanagement.gmu.edu](http://artsmanagement.gmu.edu)

Academic Affairs

Linda Miller, Senior Associate Dean  
703/993-4551  
Performing Arts Building, A407  
[www.gmu.edu/cvpa](http://www.gmu.edu/cvpa)

Dr. Victoria Salmon, Associate Dean of Graduate Studies  
703/993-9773  
Performing Arts Building, A407

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