Registration at Mason

Academic Advisor Approval Hold

Students placed on suspension have a registration hold placed on his or her record that prevents enrollment in future coursework. Upon return from the suspension period, the student must have an Academic Advisor Approval Form reviewed and signed by his or her advisor. After the form has been completed, it must then be submitted to the CVPA Academic Affairs office, at which point the student must meet with a dean in order to have the registration hold removed.

Credit Overload

Credit Overload Policies

Students in good standing (GPA at or above 2.0) are eligible to enroll in up to 18 hours of coursework per semester. In exceptional circumstances, students may request an overload of the maximum credit hours allowed to undergraduate students.

In order to be considered for an overload, students must fulfill all of the following criteria:

- Have a cumulative GPA of 3.0 or higher;
- Have completed the prior semester with a 3.0 GPA or higher, with no grade below a C;
- Have demonstrated in prior semesters at Mason the ability to handle an increased and demanding course load while maintaining high performance;
- Have no remaining incompletes (INs) from a previous semester;
- Must have an established academic history at Mason. Freshmen and transfer students in their first semesters are not allowed to take a course overload.

Students requesting a spring overload who are participating in a winter study abroad program should be aware that their request will not be seen as a “special case” and will be reviewed in the same manner as all other credit overloads.

Requesting a Credit Overload

1. Review all policies below pertaining to requesting credit overloads.
2. Fill out a Credit Overload Request form.
3. Contact your academic department to set up an appointment with an advisor. The Credit Overload form requires an advisor's signature.
4. Submit your completed request and supporting documentation to the CVPA Academic Affairs office.
5. Submit your request in a timely manner. Students should submit their requests to the CVPA Academic Affairs office well before the beginning of the semester in which the overload is being requested to allow adequate time to review the student’s record. No requests for overloads will be considered after the last day to add deadline of any semester.
6. If approved for an overload, the student is responsible for adding into the additional class(es) and paying for the additional class(es) by the official university deadlines.
Late Add

Students who wish to add a course, but were not able to add that course during the regular add period must petition the director of the department of that course in order to see if a late add will be allowed. If this late add is after the drop deadline, then the request must be approved an academic dean of the college that offers the course. The CVPA Academic Affairs office only reviews late adds for courses in the College of Visual and Performing Arts.

Additional information regarding late adds can be found in the Changing Registration section of the university catalog.

Retroactive Add

Students who were not correctly enrolled in classes due to a documented university error may petition to add a class after the end of the semester. This is called a retroactive add.

Retroactive Add Policies

Students are responsible for registering properly and paying for all credits by the registration and payment deadlines listed on the Registrar's website. Instructors do not have the authority to add students to courses, and students are always held personally responsible for verifying the accuracy of their own enrollment before the end of the add period. Being waitlisted for a course does not guarantee a student's subsequent enrollment in that course.

Students will only be considered for a retroactive add due to a documented university error. Reasons NOT considered for retroactive adds include, but are not limited to, the following:

- Failure to enroll officially from a waitlist.
- Failure to add into the course due to a hold of any kind on your account -these may include parking, library, health, and academic holds.
- Failure to process an approved late add form (signed by appropriate department chair) through the Registrar's office before the deadline for doing so.

Requesting a Retroactive Add

1. Review all policies pertaining to retroactive adds.
2. Complete a Retroactive Add Request Form with your academic advisor indicating which course you are petitioning to add and explaining fully why you were unable to do so during the semester, including all documentation regarding the university error. Be sure to include the course ID (including section number), the title of the course, the CRN of the course, the number of credit hours attributed to the course, the professor's name, and the semester during which you attempted the course.
3. Obtain written verification from the course instructor(s) by using the Academic Status Form stating the dates and grades for all graded work and the final grade for the course. The instructor must explain why you were allowed to remain in the course without being listed on the official university class roster.
4. Submit all materials to the CVPA Academic Affairs office for review.
Leave of Absence

All undergraduate students who are planning an absence from George Mason must submit a formal request for Leave of Absence to the Registrar’s Office.

Students do not need to complete the Leave of Absence form if they are participating in a George Mason University sponsored study abroad program or have received permission to study elsewhere.

Eligibility Requirements

A student must: - Be eligible to register for classes - Be a degree-seeking undergraduate student - Be registered during the semester immediately prior to the beginning of the Leave of Absence - Have no holds (e.g., disciplinary, financial, etc.) which would restrict registration

• The maximum time allowed for a Leave of Absence is two years.
• A new admission application will be required if a student is away for more than two academic years. Re-admission is not guaranteed.
• Prior approval is required. Advisors approve one-semester requests. Advisor and undergraduate dean approval is required if the leave of absence requested is for more than one semester.
• The Leave of Absence form must be submitted by the last day to drop for the semester in which a leave is requested.
• Students are not permitted to study elsewhere while on a Leave of Absence.
• A student who was admitted as a new first semester freshman or transfer student but did not attend will not be eligible for a Leave of Absence. Instead, he or she must contact Undergraduate Admissions.
• A student who was re-admitted but did not attend will not be eligible for a Leave of Absence. He or she must contact Undergraduate Admissions.
• Requests for extensions on a previously submitted Leave of Absence require submission of a new Leave of Absence form.

Requesting a Leave of Absence for More than One Semester

1. Review all policies above pertaining to leave of absence.
2. Fill out an Undergraduate Leave of Absence form.
3. Contact your academic department to set up an appointment with an advisor. The form requires an advisor's signature.
4. Obtain all other applicable signatures.
5. Submit your completed request to the CVPA Academic Affairs office.
6. Wait to receive an email from the CVPA Academic Affairs office.
7. If approved, reply to that email so that the form can either be delivered to the Registrar's Office, or picked up by the student.

If a student does not submit a leave of absence, or is ineligible for a leave of absence, the student must then re-enroll or re-apply when returning to the university depending on the length of the absence.

Students who are absent for less than two years must re-enroll.

Students who are absent for two years or more must re-apply to the university through the Admissions website.
Suspension Override

All requests for an override of suspension must be submitted by the student to our office at least 2 weeks prior to the first day of classes for the semester in which the student seeks a return.

Suspension Override Policies

In order to request a suspension override, students must first meet with their academic advisor to fill out a Suspension Override Request form. The CVPA Academic Affairs office will not accept this form without an advisor's signature.

No student on suspension is guaranteed an override, and decisions are made on a case-by-case basis. If an override is approved, it is on a part-time basis only (no more than 7 hours of coursework). Students are not allowed more than one override. A third suspension results in dismissal, which is considered permanent. Students with outstanding incompletes (INs) are not permitted early returns and should make their top priority the successful completion of those INs by the university deadline.

Factors Affecting Suspension Overrides

Factors considered by the CVPA Academic Affairs office when reviewing requests for an override may include (but are not limited to) the following:

- Documented reasons for student's unsatisfactory performance (illness, unforeseen personal circumstances, etc.) and evidence of positive changes.
- The student's cumulative GPA and number of credit hours successfully completed by the student in past semesters.
- The possibility of additional suspension or dismissal if the student is allowed an override (see Performance Expectations below).
- Willingness to consult with Learning Services and complete the Certificate of Academic Skills Program.
- Willingness to speak with other offices that could help student improve academically (possibly including the Office of Disability Services, the Counseling Center, or the Writing Center).
- Willingness to repeat appropriate courses to improve cumulative GPA.
- A well-defined plan of action in which the student states academic and career goals and lists courses necessary to help achieve these goals.
- Timing of the request - the sooner, the better to allow a full, fair evaluation.

Students who are within 12 hours of meeting all degree requirements and who could reasonably bring their cumulative GPA up to the required 2.00 may request a special exception to the above conditions, which will be evaluated on a case-by-case basis.

Requesting a Suspension Override

1. Review all policies pertaining to suspension overrides.
2. Bring the form to your academic advisor to determine best courses to take, and to have your advisor sign the form.
3. Fill out the remainder of the form with your explanation as to why you should be allowed to take courses while on suspension.
4. Submit the form to the CVPA Academic Affairs office for review.
5. Monitor your Mason email account to receive a decision.
Registration Elsewhere

Mason students are typically required to finish all coursework at Mason. However, in some circumstances students are able to take courses at another institution.

Course Elsewhere

Students who wish to take a course at a different institution must get pre-approval from the academic dean for the course requested. There are specific circumstances when this can be approved, so students should look over the policies before submitting a request.

Course Elsewhere Policies

Once enrolled in degree-seeking status at Mason, students with fewer than 60 hours of transfer coursework (not including registration through the Consortium of Universities of the Washington Metropolitan Area or coursework completed through the Mason Study Abroad Office) may take up to 12 hours of coursework in CVPA disciplines at another institution. Students with 60 or more hours of transfer coursework are not permitted to take additional coursework in CVPA disciplines at another institution. A student may seek permission for additional hours beyond these limits for summer registration if his/her permanent residence is more than 50 miles from the George Mason University Fairfax campus.

In order to have an exception considered, students must have completed the immediately preceding semester with a semester and cumulative GPA of 2.00 or higher and not be in danger of academic 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.

Courses elsewhere that have been pre-approved by our office must be taken for a grade and be passed with a GPA of 2.00 (on a 4.00 scale) or higher in order to be transferred to George Mason. Although credit for the course will be transferred, the grade for the course will not.

Students must make arrangements with the visited institution to have an official transcript mailed directly to the George Mason University Registrar's Office, Records Section, MSN 3D1, 4400 University Drive, Fairfax, VA 22030 immediately after the course work is completed. Credit will not be transferred until an official transcript is received. Nonreceipt of official transcripts within six weeks of conferral date will delay a student's pending graduation.

Students should keep in mind that courses requested outside of his or her college or school will need additional approval from the college or school that offers the equivalent course at Mason. Each school or college may have different policies regarding course elsewhere requests, so major dean permission does not guarantee approval for a student to take a particular course equivalent to one offered by a different college or school.

Requesting to Take a Course Elsewhere

1. Review all policies above pertaining to course elsewhere requests.
2. Fill out the Study Elsewhere Request Form, including the course equivalency. Courses that have already been approved for equivalency can be found by using the transfer credit search engine on the Admissions website. If the course does not appear on the transfer credit search engine, then the department that offers the equivalent course at Mason must review the course.
3. Obtain signature from your academic advisor.
4. Submit request to the CVPA Academic Affairs office, along with any required documentation.
5. Wait to obtain approval from all required deans before signing up for the course.
**Study Abroad**

Students who wish to study abroad must first receive permission from the Center for Global Education, and their dean in order to have the credit transfer back to Mason.

**Study Abroad Policies**

The CVPA Academic Affairs office encourages students to take advantage of the opportunities offered through the Mason Study Abroad Office. In order to be considered for this special privilege, students must plan well in advance and receive prior, written permission from their dean for a number of programs. They must also meet all of the following criteria:

- Have a cumulative GPA of 2.50 or higher at Mason.
- Have completed the immediately preceding semester with a 2.00 or higher.
- Have completed the form completely and have obtained all required signatures and course equivalencies.
- The Mason Study Abroad Office may have higher academic standards and students must meet all eligibility requirements.

Students who do not receive advance, written approval from their dean are likely to lose time, money, and credits. Students in danger of probation, suspension, or dismissal should plan very carefully before requesting to study abroad. It is their primary responsibility to ensure that they remain in good academic standing, therefore students who are not in good academic standing will not be allowed this special privilege for any reason.

Students requesting permission to take part in the Oxford Honors Program should submit their requests to our office at least one week prior to the deadline officially listed on the form supplied by the Mason Study Abroad Office.

**Requesting to Study Abroad**

1. Contact the Mason Study Abroad Office to get all of the information regarding the study abroad program, and obtain the appropriate study abroad paperwork.
2. Fill out the entire Petition for Transfer of Credit for Mason Study Abroad.
3. Obtain course equivalencies and signatures from the appropriate department for all courses requested.
4. Obtain the signatures of your advisor, and department chair.
5. Obtain the signature of your program officer.
6. Submit the request to the CVPA Academic Affairs office.
Consortium

Students who wish to request to take a course at an institution within the consortium must have permission from the CVPA Academic Affairs office and the Registrar’s Office.

Consortium Policies

Below are the policies regarding taking a course at a consortium institution:

- Participation in consortium cross registration is available to degree-seeking juniors and seniors in good standing currently enrolled at Mason.
- Participation is limited to courses that are approved by the student's department chair and dean, apply to the student's program of study, are not offered during that semester at Mason, and have space available at the visited institution. Additional restrictions apply.
- Students may take only one course per semester, with a career maximum of 6 credits for undergraduates (9-12 if foreign language is approved).
- Credits earned through the consortium are considered resident credit, so grades count in the Mason GPA.

Important: All Consortium requests must be submitted by the student to our office at least 3 weeks prior to the first day of classes (as listed on the Registrar's website).

Requesting Enrollment in a Consortium Course

1. Contact the consortium services office to inquire about eligibility and to obtain consortium registration form.
2. Obtain signatures from the director of your major department and your advisor.
3. Fill out a student request information form.
4. Submit both the Consortium Request Form, and the Consortium Registration Form to the CVPA Academic Affairs office at least three weeks prior to the first day of classes.
5. Wait to receive confirmation that the request has been approved.
Registration for Inactive Students

Re-enrollment

Students who have been away from the university who either did not submit a leave of absence form, or were ineligible for leave of absence, and who have been away for less than two years must re-enroll in order to register for courses. This can be done by submitting an Undergraduate Application for Re-enrollment to the Registrar's office after having the form signed by an advisor.

However, if a student has below a 2.00 cumulative GPA or was on academic suspension when he or she left, then the re-enrollment request must be reviewed by the CVPA Academic Affairs office after obtaining the advisor's signature.

Students who were on suspension when last at Mason must submit an Academic Advisor Approval Form along with this form.

Course selection for the requested semester must also be submitted with this form.

Please note that any re-enrollment request received by the CVPA Academic Affairs office less than two weeks before the first day of courses may be denied.

Re-enrolling will update a student's degree requirements to the latest catalog term. If a student's advisor believes that this change will create an obstacle towards graduation, then the advisor can submit a Declaration/Change of Program form indicating a change back to the original term to the Registrar's office.
Return from Dismissal

Deadlines for Submitting Requests for Override of Dismissal:

- October 1st for spring semester enrollment
- March 1st for fall semester enrollment

These are priority deadlines. Submission by this deadline will ensure that your request will be reviewed for that term of enrollment. Students who do not meet these priority deadlines should contact the CVPA Academic Affairs office to determine the best course of action.

Return from Dismissal Policies

Students can request to return from dismissal through the CVPA Academic Affairs office, but only after a minimum absence from the university of three calendar years. In addition, they must meet one or more of the following conditions during that time:

- Demonstrate academic success (2.50 GPA or better) in at least 18 credit hours 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 George Mason University, but there is no guarantee of acceptance of the credits.
- 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 credit hours 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, their new dean will make the decision in consultation with the former dean and the Office of Admissions.

In order to request a return, students must submit a Return from Dismissal form to the CVPA Academic Affairs office, along with any relevant documentation. Students must also re-apply through the Admissions office.

Additionally, students who have been approved for a return from dismissal, and who have been absent from the university for at least 3 years are eligible to request academic clemency. Please follow the link below for additional information regarding clemency.

Requesting a Return From Dismissal

1. Review all policies pertaining to return from dismissal requests.
2. Wait at least 3 years of absence from Mason before submitting request.
3. Fill out request form and submit it along with all documentation pertaining to the request by the Admissions deadline for the semester in which you wish to return.
4. Re-apply to the university through Admissions once request has been submitted to the CVPA Academic Affairs office.
Clemency Request

Students who have been away from Mason for three or more consecutive years are eligible to request clemency.

Clemency Request Policies

In extraordinary cases, students who (a) have been absent from George Mason for a minimum of three consecutive calendar years and (b) are currently in their first year back at the university may request that their academic dean consider allowing clemency from up to 16 hours of coursework from previous semesters. To be considered for this exception, students must meet all of the following criteria:

• Be absent from George Mason for a minimum of three consecutive calendar years.
• Provide a detailed explanation for why they were unsuccessful in those courses and how they have made changes to ensure their academic progress upon their return.
• Submit their request within 12 months of the first day of re-enrollment term.
• In order to make this request, students should (a) complete at least 6 hours during their first 12 months back at George Mason and (b) earn at least a 2.50 GPA each semester back prior to making the clemency request, with no grade below "C." If these minimum academic requirements are not met during the first year of return, then clemency will not be allowed under any circumstances.

Approval of clemency is rare and neither automatic nor guaranteed. Students will not be eligible to receive clemency for courses in which they received grades of "C" or higher, nor will they be eligible to receive clemency for courses in which they received notations of incomplete ("IN") that rolled over to grades of "F." In addition, clemency will not be allowed retroactively for courses applied towards a completed degree at the university. Once a student has graduated, the transcript is sealed and not subject to alteration.

Requesting Academic Clemency

1. Review all policies below pertaining to clemency requests.
2. Fill out and submit request form within the first year of returning to Mason.
3. Fulfill all requirements for clemency.
4. Contact the CVPA Academic Affairs office once 6 credits have been completed.
Suspended Students

Students Returning From Suspension

Students placed on suspension have a registration hold placed on his or her record that prevents enrollment in future coursework. Upon return from the suspension period, the student must have an Academic Advisor Approval Form reviewed and signed by his or her advisor. After the form has been completed, it must then be submitted to the CVPA Academic Affairs office in order to have the registration hold removed. Submission of the form will also most likely involve scheduling a meeting with a dean in the office, so students should submit these forms as early as possible once enrollment opens for the semester in which they wish to return.

If a student is eligible to return to Mason after a period of suspension, but does not return in the first eligible semester, that student's status will be changed to inactive. In order to placed on active status, the student must then either re-enroll or re-apply to the university depending on how long the student has been absent from the university.

Students who are absent for less than two years can re-enroll through our office. Information on this can be found under "Inactive" in the left hand navigation.

Students who are absent for two years or more must re-apply to the university through the Admissions website.

Suspension Overrides

Students who have been suspended may appeal to the CVPA Academic Affairs Office to request an override of suspension. For additional information see your academic advisor.

Performance Expectations for All Undergraduate Students

Please consult the George Mason University Catalog under "Requirements for Retention" and "Periods of Academic Suspension" for exact criteria regarding suspension. Please refer to the chart below concerning your minimum GPA and credit level to avoid undesirable academic actions. Questions about these standards should be directed to your academic advisor.

<table>
<thead>
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<th>Warning</th>
<th>Probation</th>
<th>Suspension</th>
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<td>Cumulative GPA Range</td>
<td>Cumulative GPA Range</td>
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<td>-</td>
<td>1.85-1.99</td>
<td>0.00-1.84</td>
</tr>
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Withdrawals

Non-Academic Withdrawals

Withdrawal Policies

Withdrawal Is Allowed

Students may request a withdrawal after the drop deadline for non-academic reasons. Requests are considered only under exceptional circumstances. Students will need to provide verifiable, third-party documentation with the request. Such documentation is required of all students submitting requests to ensure equity and fairness.

Withdrawals are typically allowed only for full semesters at a time (i.e., students must withdraw from all courses).

Exceptional circumstances include - but are not limited to:

1. **Medical Circumstances** - Requests for withdrawals due to medical circumstances must be supported by relevant, dated medical documentation. The documentation must show a substantial medical change that arose unexpectedly after the drop period has ended. If a student is seeking a partial withdrawal, the student must show why the condition has affected that course (or courses) specifically. Otherwise, only a full withdrawal from all courses in a semester can be considered.

2. **Employment** - Requests for withdrawals due to work-related reasons must be documented by the employer on company letterhead. Only unanticipated and unavoidable changes in employment that occur after the drop date and which result in a direct scheduling conflict with a course (or courses) will be considered. An increased or more stressful workload is not considered a valid reason to request a withdrawal (see the *University Catalog* under "Academic Load"). NOTE: No course may be dropped for work reasons after 12 weeks or 4/5 of the term have passed.

Withdrawal is Not Allowed

- To avoid an unsatisfactory grade due to academic reasons.
- To correct enrollment errors on the part of the student (For more information, review "Changing Registration" in the *University Catalog*). Students are responsible for all courses in which they remain officially enrolled after the drop period has ended.
- When the withdrawal is retroactive: Once an academic term is completed, the course grade becomes part of the student's permanent academic record. Requests for withdrawals after this time, considered retroactive withdrawals are typically not approved.
- When the student has graduated: Withdrawals are not allowed for courses that have been applied to a completed degree. Once the degree has been conferred and the student has graduated, the transcript is sealed and not subject to alteration.

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

Requesting a Non-Academic Withdrawal

1. Review all policies pertaining to non-academic withdrawals.
2. Fill out a Withdrawal Request Form explaining the specific request and reasons. Only written materials and verifiable, third-party documentation can be used by the CVPA Academic Affairs office to reach a decision.
3. Submit your completed request and supporting documentation to the CVPA Academic Affairs office.
4. Submit your request in a timely manner. Timing is very important when submitting a request to withdraw. Delays in submitting requests increase the academic component of the request and can have an adverse effect on the final decision.
5. Provide requested documentation in a timely manner. After 30 days, all undocumented requests are automatically denied.
6. Continue attending all classes in which you are officially enrolled and complete the required coursework unless you receive written approval from our office for a withdrawal. If permission is granted, you will need to confirm that there are no holds on your record for the withdrawal to be processed.

If you are granted a withdrawal, it will result in a "W" on your permanent record. These non-academic withdrawals do not count towards your allowed selective withdrawals.

**Withdrawal: Effect on Academic Standing**

If a withdrawal is granted, on the official transcript the course show a grade of "W." Credits with the grade "W" do not affect a student's GPA, but they are considered attempted credit hours.

Effective fall 2007, the total attempted hours and cumulative GPA are used to determine academic standing. If the cumulative GPA is below 2.00, a withdrawal may affect whether a student will be on warning, probation, suspension, or dismissal. See the Student Retention Categories section of the University Catalog for further information.

**Selective Withdrawals**

**Selective Withdrawal Period**

Undergraduates enrolled in degree programs are eligible to withdraw from a limited number of classes without the dean's approval and at the student's discretion. Students may process a maximum of three such selective withdrawals during their entire undergraduate career at Mason. The three classes may have any number of credits. The academic calendar for each semester will include an open withdrawal period beginning the day following the last day to drop the class and extending through the ninth week. For classes shorter than a semester (14 weeks), the period will be set in proportion to the length of the class. Procedures are published in the Schedule of Classes. Students should think very carefully about all available options (such as incompletes or non-academic withdrawals with appropriate documentation - please see below) before choosing a selective withdrawal.

Selective withdrawals are processed by the Registrar's Office.

Some strict policies and procedures apply to selective withdrawals:

1. Selective withdrawals can only be processed within the official selective withdrawal period for courses being taken during the current semester. Retroactive permission for selective withdrawals from courses completed in previous semesters or from courses in progress after the selective withdrawal period has ended for those courses cannot be considered under any circumstances.
2. Selective withdrawals, once requested by the student and processed by the Registrar's Office, are final and will not be removed at a later time.

3. Once a student has taken a selective withdrawal, that adjustment cannot be converted later to a non-academic withdrawal. Students may wish to consult with their academic dean's office prior to choosing a selective withdrawal to see if a non-academic withdrawal is appropriate or allowable.

4. Students should keep in mind that some graduate and professional schools and future employers may have a negative opinion of withdrawals, so this option should be exercised judiciously.
College and University Waivers and Exemptions

Students are able to request waivers and exemptions for only specific university and college requirements.

Quantitative Reasoning Exemption

The quantitative reasoning exemption is only allowed for students who have a verifiable learning disability that specifically affect quantitative reasoning.

Quantitative Reasoning Exemption Policies

The university complies fully with the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973. Due to the complexity of fully evaluating complete psychoeducational testing documentation, students should submit their requests and documentation several semesters before they plan to graduate. Students who wait until their final semester(s) to begin this process should keep in mind that review of their degree audits may be delayed while awaiting an evaluation. Additionally, academic advisors may not be able to make firm course recommendations for a student's final semester(s) during this process.

Students who wish to request an exemption from the university quantitative reasoning requirement due to a specific learning disability must first contact the Office of Disability Services (703-993-2474) for guidance. The Office of Disability Services can review the types of testing required in order to submit an exemption request. Legally and financially, the responsibility of documenting a disability in a timely manner falls upon the student, and the University reserves the right to require certain types of information and testing documentation.

The quantitative reasoning requirement is a university degree requirement. The CVPA Academic Affairs Office will provide a recommendation to the Provost's Office if the testing documentation supports an exemption from this requirement; the Provost's Office however makes the final decision concerning this university requirement.

Requesting a Quantitative Reasoning Exemption

1. Review all policies pertaining to quantitative reasoning exemption requests.
2. Contact the Office of Disability Services to find out which specific documentation is required in order to review the request.
3. Submit appropriate documentation to the Office of Disability Services.
4. Fill out the quantitative reasoning exemption request paperwork with the Office of Disability Services. The Office of Disability Services will submit the request to our office for review.
Waiver of the Foreign Language Requirement

Students pursuing a BA in the College of Visual and Performing Arts have the option of demonstrate intermediate-level proficiency in one foreign language to complete our College BA requirement.

Foreign Language Waiver Policies

Students may be eligible for a waiver of the foreign language requirement if they can demonstrate language proficiency through documentation of previous language experience. Students who are granted a waiver do not receive credit.

- Students will automatically receive a waiver of the foreign language requirement if they provide:
  - Qualifying scores on the Advanced Placement Exam, the International Baccalaureate, the SAT Subject Test, or others, submitted with the application to Mason. See the web page Academic Credit by Exam for details. Students cannot take these exams for credit once they have matriculated at George Mason University.
  - Placement into a 250 or 300-level class on the placement exam administered by the Department of Modern and Classical Languages

- Students who can document proficiency in the following ways may request a waiver of the requirement by submitting the Foreign Language Waiver Request Form to the CVPA Academic Affairs along with the required official supporting documentation.
  - A qualifying TOEFL score submitted with their application to Mason. No other documentation is required.
  - Attendance at a high school (or equivalent institution) in which the language of instruction is not English. Students must have attended the institution for at least four years or have graduated. An official transcript showing dates of attendance and/or degrees received is required.
  - Certification of language proficiency from another accredited institution. An official transcript showing the certification and any additional information available about the testing or credit awarded by the other institution is required.
  - Certification of language proficiency through a test certified by the American Council of Teachers of Foreign Languages (ACTFL). Official test results in a sealed envelope are required.

- Students who have studied or are proficient in languages not taught at Mason and cannot obtain the documentation required above may request a waiver of the foreign language requirement based on assessment by a qualified professional.
  - The student is responsible for locating an acceptable authority in the relevant language who is willing to admininster an exam. An authority is someone who is affiliated with an accredited institution or embassy and who is familiar with language-level designations at U.S. universities. Often these are instructors at another institution who teach the language.
  - The student must provide the examiner with a Modern and Classical Languages Foreign Language Waiver Form.
  - Following the proficiency assessment, the examiner should return to the Department of Modern and Classical Languages these two completed forms along with a detailed description of the examination (on institution or embassy letterhead) and any written work completed by the student as part of the examination.
    - It is recommended that students provide a stamped envelope for the examiner addressed to: Department of Modern and Classical Languages 4400 University Drive, MS 3E5 Fairfax, VA 22030.
    - Alternatively, the examiner may give the forms directly to the student in a sealed envelope that has been signed by the examiner across the seal. The student must deliver the evaluation forms to the Department of Modern and Classical Languages in the sealed envelope.
Requesting a Foreign Language Waiver Through Documentation

1. Review all policies pertaining to the Waiver of Foreign Language Requirement.
2. Fill out the Foreign Language Waiver Request Form.
3. Submit the request form to the CVPA Academic Affairs Office along with supporting documentation.

If you are granted the waiver, you will be contacted and your degree audit in Patriot Web will show that the requirement has been waived.
Other Requests and Procedures

Change of Grade

The CVPA Academic Affairs Office fully abides by this policy as stated in the University Catalog.

All requests for change of grades must originate from the professor of the course. A detailed explanation for the change of grade must be provided on the form. Professors should never accept work after the official date listed for the final exam. If a student misses the final exam with prior permission from the professor, a temporary grade of AB (Absent) may be given. 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 which can have serious consequences for students, such as delay in financial aid disbursement, determination of academic standing, etc. If a student is passing the course and has more work to do than can be accomplished in 10 days, the instructor has the right to offer an IN (Incomplete). The deadline for completing work is by the ninth week of the following regular semester. Please note that incompletes count as failing grades in the GPA until they have been completed. Incompletes that are not finished by the official deadline are converted to permanent failing grades that will not be changed at a later date without a justifiable reason and dean's approval.

Substitutions and Waivers

Substitution/Waiver request forms are used to either substitute or waive a degree requirement. For CVPA students, these requests require a signature from the Assistant Dean of Undergraduate Academic Affairs. The waiver or substitution is reviewed by the college that houses the major or minor.

These requests must be filled out and signed by a student's major or minor academic advisor along with a justification memo from the unit Director. Once the form has been completely filled out, it can be submitted to our office for review along with the justification. If the request is approved, our office will deliver the completed paperwork to the Registrar's office.

Students are typically only notified about a decision of a substitution if the request has been denied.

*Note: Mason Core Substitutions and Waivers require approval from the Associate Provost for Undergraduate Education. Requests for Mason Core areas outside of the Fine Arts requirement must include a letter of support from the appropriate department outlining how the required Mason Core learning objectives are met for the requested course.