



School of Policy, Government,
and International Affairs

Master's Programs Student Guide 2015-2016

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This Guide incorporates most of the requirements and rules pertaining to the master’s programs in the School of Policy, Government, and International Affairs. In addition, the University catalog (current edition) and associated requirements and rules, along with other pertinent University policies apply to, and in the case of inconsistency, take precedence over this Guide.

INTRODUCTION

Guide Overview

This Guide is intended to serve as an accessible reference as you proceed through your master's program. Where appropriate, website addresses are included; you should go to those websites for further information on a particular topic. Be advised that each incoming class is guided by a somewhat different version of this Guide. The faculty reserves the right to make reasonable and prudent changes. The provisions of this Guide are subordinate to the University's general catalog and rules, and do not constitute a contract with the students to whom they apply.

School of Policy, Government, and International Affairs Overview

The School of Policy, Government, and International Affairs (SPGIA) was created in 2014 when the School of Public Policy and the Department of Public and International Affairs merged to create one of the largest schools of its kind in the Washington, D.C. area, and the nation. While most of SPGIA's core faculty hold full-time, tenured, or tenure-track positions within the school, other members of the faculty hail from other university departments and schools or are adjunct faculty working in their fields outside the university. Faculty members are active as advisors to public, private, and non-profit sector organizations, where they take a hands-on approach to public policy formation and implementation.

George Mason University is located on three campuses in northern Virginia: Arlington, 5 miles from downtown Washington, DC; Fairfax, 15 miles west of downtown Washington, DC; and Prince William County, in Manassas, VA. SPGIA is based on both the GMU Arlington and Fairfax campuses. SPGIA takes advantage of its location adjacent to the nation's seat of government, offering students and faculty unique opportunities to study federal executive and legislative policy-making as well as agency policy activities.

In addition to its academic programs, SPGIA is a major center for applied policy research in a number of fields, including international security, economic development, energy policy, emerging markets, regional economic development, transportation policy, science and technology policy, electronic commerce and organizational informatics, governance and public management, international commerce, and economic policy. SPGIA emphasizes alternative approaches to policy decisions. Our interests result from a view that social and economic changes caused by continuing innovations in modern technology require modifications in the substance of public policy, as well as in the way in which public decisions are made. SPGIA contributes to new concepts in policy formation while building on the fundamental, pluralistic, and democratic characteristics of policy-making in the United States.

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The Administration, Faculty, and Staff

The School of Policy, Government, and International Affairs' administrative offices are located on the fifth floor of Founders Hall on the Arlington campus and Suite 201 in Robinson A on the Fairfax campus.

SPGIA Graduate Program Administration

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Master's Program Directors

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SPGIA STUDENT SERVICES

The mission of the School of Policy, Government, and International Affairs' Student Services Office is to provide professionally-delivered academic and career advising, and other resources, to engage and support students in the development of a well-informed plan to succeed in their educational and professional goals.

Academic Advising

SPGIA Student Services counsels students on academic issues through the exploration of students' academic, career, and personal goals. The staff is available to assist students with course selection and the registration process as well as the interpretation of academic regulations and policies. The office also helps students track their progress towards degree completion and provides resource referral when students are in need of specialized assistance. Each student is assigned a Student Services academic advisor upon admission according to their program. Contact information is provided in the admissions packet.

Students should come prepared with a copy of the relevant program's degree worksheet when meeting with the Student Services staff for academic advising. Degree worksheets can be found in the Student Services Office or on the School's web page under Current Student, Master's Advising, Graduate Degree Requirements.

Master's 101

This interactive website is designed to help students launch successfully into their SPGIA master's programs and supplement the important information received during the SPGIA on-campus New Student Orientation Program. Continuing students can use the Master's 101 site to connect with key services and resources throughout their program. Students will also find writing and math tutorials to assist them during their graduate studies. Students can access Master's 101 at <http://spgia.gmu.edu/MA101>

SPGIA Career Services

SPGIA Student Services offers comprehensive career services at the Arlington campus. Career Services staff can assist you in revising your resume and cover letter, practicing interviewing skills, exploring career goals, identifying employment opportunities, and with the other skills necessary for a successful job or internship search. The Career Services Office also maintains SPGIA CareersNow, an online job and internship database, to aid students in their employment search. Students can access SPGIA CareersNow at <https://spgia-gmu-csm.symplicity.com/students/>. For detailed information regarding resources and to schedule an appointment, students can contact Duane Bradshaw, Director of Career Development at (703) 993-3188 / dbradsha@gmu.edu. For additional information visit: <http://spgia.gmu.edu/careerservices>.

University Career Services

In addition to SPGIA Career Services, University Career Services on the Fairfax campus offers a wide array of programs to support students, including career workshops, HireMason, on-campus interviews, and graduate career and internship recruitment fairs. For additional information, visit <http://careers.gmu.edu>.

SPGIA Alumni Relations

The School of Policy, Government, and International Affairs has an active alumni chapter. For more information on the Alumni Chapter, go to: spgia.gmu.edu/alumni or contact the Director of Development and Alumni Relations, Craig Rocklin, at (703) 993-7527 or crocklin@gmu.edu.

UNIVERSITY SERVICES

Identification Cards

Each student must obtain a University photo identification card. It must be presented to use the library and parking services, and is required for admission to university events and when using university facilities after normal operating hours. In order to obtain a student ID card, each student must be registered for at least one credit hour and present another form of photo identification. The first University identification card is free of charge and is valid as long as registration is in place. For more information, visit <http://masonid.gmu.edu> or call (703) 993-8141. Distance learning students should coordinate the acquisition of their IDs with their academic advisor. The ID office is located in the Hazel Hall Library, Room 134 (Print Services) on the Arlington campus or in the Student Union Building I, Room 1203 on the Fairfax campus.

Parking Decals and Locations

Students who wish to park their vehicles on campus must register with Parking Services and pay for a parking decal. **Be advised that Arlington campus decals are valid for parking on the Fairfax campus, but Fairfax decals are *not* valid on the Arlington campus.** Parking Services is located in Founders Hall, Room 219 (Arlington) or in the Sandy Creek Shuttle Building (Fairfax). Decals can be purchased online by credit card payment using your GMU ID# and PIN at <http://parking.gmu.edu>. For decal sales and fine payments on the Fairfax campus, go to Sandy Creek Building. For information, call (703) 993-2710.

In Arlington, parking is located in the Metropolitan Building parking garage (adjacent to campus on Washington Boulevard), and the Founders Hall underground parking garage. For information about parking on the Fairfax campus, please visit parking.gmu.edu.

****As parking is limited in Arlington, students are encouraged to travel to campus via the Metro.****

Electronic Communication and GMU Email Accounts

Each student is required to access and activate the email account provided by the University. **The University will only communicate via GMU email accounts for official university business.** The School of Policy, Government, and International Affairs also communicates information directly to SPGIA students through program listservs that have been established using GMU MasonLive email addresses. You are responsible for the content of any communication sent to you by email. **If you prefer to use another email system as your primary mailbox, you must place an email “forward” on your university account.** Note that if you forward your GMU MasonLive email to another account, the GMU mail server retains copies of that mail. Please check your GMU MasonLive account on a regular basis to delete these messages. For more information, visit the following link: <http://masonlive.gmu.edu>.

Fairfax and Arlington Libraries

The libraries are full-service research facilities supporting the teaching and research needs of George Mason faculty, students, and staff. Fenwick Library, the main research library in the GMU Library System, houses most of the libraries' print collections in all disciplines, including journals and newspapers. The circulation desk telephone number is (703) 993-2240. Meanwhile, the Arlington Campus Library holds a core of reference materials and is a depository of European Union documents. Consistent with the Arlington campus's distinct areas of academic specialization at the graduate level, the library's collection emphasizes public policy, international commerce, economics, education, and nonprofit management. The circulation desk telephone number is (703) 993-8188. Both libraries have a strong virtual presence, with many resources and services available online. Library staff, on both campuses, provides reference assistance and instructions for students, faculty, and staff in identifying and using resources. Further information can be obtained from GMU Libraries' website: <http://library.gmu.edu>.

GMU Campus Police

In an emergency, dial 911. For non-emergencies in Fairfax, call (703) 993-2810 to reach Fairfax Campus Police. For non-emergencies in Arlington, call (703) 993-8070 to reach Arlington Campus Police. To reach the GMU Arlington Police escort service, call (703) 993-8070. GMU Crime Solvers also operates a 24-hour confidential hotline: (703) 993-4111.

Student Health Services

GMU's Student Health Services provides high-quality health care services to all currently enrolled students. There is no evaluation charge to students, but minimal fees may apply

for select procedures and laboratory services. Services available to students include diagnosis and treatment of illness and injury, communicable disease screening, health and wellness counseling, immunizations, referral services, laboratory services, and a travel clinic. In Fairfax, the Student Health Services is located in 2300 Student Union Building I. On the Arlington campus, Student Health Services is located in Founders Hall, Suite B102. To schedule an appointment, please call: Arlington (703) 993-4863, Fairfax (703) 993-2831.

Health Insurance

Students may purchase health insurance through Chickering Benefit Planning Insurance Agency (www.chickering.com). Health insurance is mandatory for all students holding F-1 and J-1 visas, and students with this status are automatically enrolled in the University's plan. George Mason University's policy number is 724536. For additional information and enrollment deadlines, please contact Student Health Services at (703) 993-2827 or visit the website at: <http://shs.gmu.edu/insurance/>.

Counseling and Psychological Services (CAPS)

Counseling and Psychological Services (CAPS) provides a wide range of services to students, faculty, and staff. Services are provided by a staff of professional counselors, clinical psychologists and social workers. CAPS provides individual and group counseling, workshops, and outreach programs to enhance a student's personal experience and academic performance. The Fairfax office is located in Student Union Building I, Room 3129. The Arlington location is in Founders Hall, Room 222 E & F. To learn more about the services that CAPS provides, please visit the following website: <http://caps.gmu.edu>. If you are in a crisis and need assistance, please call (703) 993-2380 from 8:30am-5pm. After hours, please call University Police at (703) 993-2810.

The **Learning Services** office provides a variety of experience-based learning opportunities through which students explore a wide range of academic concerns. The office also offers programs such as study skills workshops, individual study counseling, and tutor referrals. The programs are open to all George Mason University students free of charge. Services are confidential and their use does not become part of the student's academic record. For more information visit: <http://caps.gmu.edu/learning-services/>.

Office of Disability Services (ODS)

As part of George Mason University's continuing commitment to upholding the letter and spirit of the laws that ensure equal treatment of people with disabilities, the university established and maintains the Office of Disability Services. Under the administration of University Life, the center implements and coordinates reasonable accommodations and disability-related services that afford equal access to university programs and activities. ODS is available to serve all students with disabilities, including those with cognitive, sensory, mobility, and other physical impairments. For more information, please visit the ODS website (<http://ods.gmu.edu>) or call (703) 993-2474 from 9am-5pm.

GMU Housing

For housing information, GMU offers a web site where students can view listings of private and commercial apartments, houses, and townhouses. A message board for roommate classifieds is also available. Visit: <http://och.gmu.edu>.

The Writing Center

The Writing Center offers free writing support (including one-on-one tutor sessions) and writing workshops. All members of the George Mason community (students, staff, faculty, alumni) may use the Writing Center's services. The Arlington office is located in Founders Hall, Room 212 and the Fairfax office is located in Robinson A 114. For more information about these services please visit the center's website (<http://writingcenter.gmu.edu>) or call (703) 993-4491.

International Student Services

The **Office of International Programs and Services (OIPS)** assists international students with all matters pertaining to immigration status, including how to apply for employment benefits, program extensions, transfers, changes of status, and entry of dependents. The office conducts a comprehensive orientation program for new international students each semester, covering important immigration regulations, academic policies at George Mason, the U.S. educational system, registration procedures, health and wellness, and taxation. During the year, OIPS organizes many intercultural programs, such as a series of workshops, the Friends in Deed host family program, receptions, outings, and, most notably, Mason's annual International Week each April. OIPS staff members also act as advisors to the International Student Umbrella. OIPS maintains office hours on the Arlington Campus every Wednesday during the fall and spring semesters. The main OIPS office is located in Student Union I, Fairfax campus, Room 310, (703) 993-2970. For more information about their services please visit: <http://oips.gmu.edu>.

International Student Health Insurance

Health insurance is required for all students holding F-1 and J-1 visas. Health insurance fees are deducted from all payments received by the University before funds are applied to tuition or other charges. Failure to make this payment can result in cancellation of classes. See the Health Insurance section for further information.

ACADEMIC POLICIES & PROCEDURES

The Honor System and Professional Conduct

George Mason University operates under an honor system that has existed in the Commonwealth of Virginia for over 150 years. Students are responsible for understanding the provisions of the code that is described in detail in the *George Mason University Catalog*: <http://catalog.gmu.edu>.

The faculty seeks to help students understand and uphold the norms and values of an academic community. Two of the most important sets of academic values are articulated in the “Statement of Professional Ethics” and “Statement on Plagiarism” adopted by the American Association of University Professors. These statements are incorporated in the *GMU Faculty Handbook*, which is available on the GMU website: <http://www.gmu.edu/facstaff/handbook>.

As members of the academic community, students are held to these standards of professional conduct.

Should disagreements between two students or between a student and faculty member arise, every effort should be made to resolve these differences in a collegial manner. If this is not possible, students are responsible for taking the initiative to consult with Student Services, and then the Associate Dean of the School to discuss their concerns.

SPGIA Policy on Plagiarism

The profession of scholarship and the intellectual life of a university, as well as the field of public policy inquiry, depend fundamentally on a foundation of trust. Thus, any act of plagiarism strikes at the heart of the meaning of the University and the purpose of the School of Policy, Government, and International Affairs. It constitutes a serious breach of professional ethics and it is unacceptable. Plagiarism is the use of another’s words or ideas presented as one’s own. It includes, among other things, the use of specific words, ideas, or frameworks that are the product of another’s work. Honesty and thoroughness in citing sources is essential to professional accountability and personal responsibility. Appropriate citation is necessary so that arguments, evidence, and claims can be critically examined.

Plagiarism is wrong because of the injustice it does to the person whose ideas are stolen. But it is also wrong because it constitutes lying to one’s professional colleagues. From a prudential perspective, it is shortsighted and self-defeating, and it can ruin a professional career.

The faculty of the School of Policy, Government, and International Affairs takes plagiarism seriously and has adopted a zero-tolerance policy. Cases of suspected plagiarism are referred to the Office of Academic Integrity and may lead to termination from the program. This termination will be noted on the student’s transcript. For foreign students who are on a university-sponsored visa (eg. F-1, J-1 or J-2), termination also results in the revocation of

their visa.

To help enforce the SPGIA policy on plagiarism, all written work submitted in partial fulfillment of course or degree requirements must be available in electronic form so that it can be compared with electronic databases, as well as submitted to commercial services to which the School subscribes. Faculty may at any time submit a student's work without prior permission from the student. Individual instructors may require that written work be submitted in electronic as well as printed form. The SPGIA policy on plagiarism is supplementary to the George Mason University Honor Code; it is not intended to replace it or substitute for it. (<http://oai.gmu.edu/the-mason-honor-code-2/>)

Provisional Admission

An applicant who has not met all degree admission requirements may be offered provisional admission if sufficient evidence is presented to suggest the applicant has the ability to pursue graduate work. Once the student achieves a cumulative GPA of 3.00 in the first three courses of their graduate program as an admitted student, has satisfied any undergraduate deficiencies, and has submitted all admissions credentials, the provisional qualifier will be removed from the student's record. Written confirmation indicating the removal will be sent to the student from the School of Policy, Government, and International Affairs Student Services Office. Please contact your advisor with any questions.

Grading Policies

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

<u>Grade</u>	<u>Points</u>	<u>Graduate Courses</u>
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

*Note: A cumulative 3.00 GPA must be earned for the courses counted towards graduation. A student who receives a "C" and/or an "incomplete" in a course will automatically receive an academic warning from the University. Students may apply up to six credits of "C" work earned while in degree status toward graduation. Keep in mind that because some SPGIA courses are worth four credits, this *may* mean that only one four-credit course with a grade of "C" can be applied.

The School of Policy, Government, and International Affairs reserves the right to terminate any student who is not making satisfactory progress. Satisfactory progress is defined as

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maintaining the minimum cumulative GPA of 3.00 in all courses throughout their program. Grades for courses that are repeated (due to an unsatisfactory grade, i.e. a “C”) will be included in the calculation of the cumulative grade point average for SPGIA degree purposes.

- A student is terminated from SPGIA for receiving a grade of “F” in a single graduate level course.
- A student is automatically terminated from the University for the following reasons:
 1. Receiving a grade of “F” in two or more graduate level courses; and/or
 2. Receiving unsatisfactory grades (i.e. “C” and/or “F” grades) in nine or more credit hours.

A student who is terminated will receive written notification from the Dean of the School of Policy, Government, and International Affairs. If a notation of academic **“termination”** is affixed to the graduate student's official record, the student will no longer be eligible for study in the School of Policy, Government, and International Affairs. Terminated students are not eligible to take any additional coursework at Mason unless a new graduate program application has been submitted and the applicant has been admitted to another graduate program.

Appeals of Termination

A student who is facing termination from the program may appeal to the Assistant Dean of Admissions and Student Services. This appeal must be in writing and must be received by the Assistant Dean of Admissions and Student Services within 10 calendar days of the date on the notice of pending termination. The merit of these appeals will be reviewed in consultation with the Dean and the Associate Dean of Academic Affairs. This determination may not be appealed.

Grade Appeals

Although in most cases, the individual faculty member is the best judge of student performance, there may be instances in which a student believes a grade or other evaluation has been assigned unfairly. In such cases, the student may ask the professor or faculty member(s) concerned to reconsider the grade; this should be done in a formal meeting with the faculty member and student. If the student is not satisfied after this meeting, a request for review may be made to the Dean. This request must be in writing and must be submitted prior to the last day of classes of the next regular session, excluding summer.

The dean will review the appeal and make one of three decisions:

1. The appeal has no merit and the instructor-assigned grade will stand; or
2. The dean agrees with the appeal and instructs that the grade be changed; or

3. The dean constitutes a committee to advise him in rendering his decision. This committee will review the appeal and may collect such evidence as it deems necessary. This may or may not include interviews with the student and/or instructor. The committee may recommend that the grade not be changed, be raised or be lowered.

If the dean asks a committee to review the appeal, the committee makes a recommendation to the dean. The dean may choose to accept or reject the committee's recommendation. The decision of the dean is not subject to further appeal.

Core Course Waivers

Students who have previously taken *graduate* level courses in a subject matter that is closely related to a core class may request that their coursework be evaluated for a waiver. The student must provide a copy of an official transcript of work done along with a course description or syllabus to his or her advisor. Upon review of the coursework by SPGIA Student Services in consultation with the Program Director or other designated faculty members, the student will be informed about any possible waiver given. **However, students who are granted a course waiver are required to make up the credits in the form of additional elective(s).**

Non-Degree Status Credits

Students who have earned credits while in non-degree status must transfer their credits into degree status by submitting the *Graduate Transfer of Credit Request* form, which is available in the Student Services Office or online at spgia.gmu.edu under the Current Students, Master's Academic Advising section. Requests should be filed during the first semester of enrollment prior to the add/drop deadline for that semester.* SPGIA allows students to transfer up to **four** courses earned while in extended studies/non-degree status in SPGIA. **Courses in which a B- or lower was earned are not eligible for transfer** and all students must earn a *minimum* of 18 credits while in degree status (See "Transfer Credits" for additional details.)

*If a student is admitted to SPGIA under the "provisional" status, transfer of non-degree coursework can take place only after the provisional requirements are met and the "PR" has been removed from the student's record.

Transfer Credits

The School of Policy, Government, and International Affairs is committed to the curriculum that has been developed in each of our Master's programs and believes in the value of the courses selected. Our students gain an understanding of both domestic and international policy, of public and private organizations, and of the ever-changing global economy and political structure; this combination will provide students with an

unparalleled set of skills and knowledge upon graduation. Therefore, it is our intention that you will take advantage of the entire curriculum we have to offer.

Should you wish to transfer credits (*which were not previously applied to a degree*) from another relevant graduate program into your SPGIA program, we will consider a request to transfer up to, but no more than, 12 credit hours of appropriate work earned prior to enrollment. We will review each request on an individual basis, weighing its significance to our coursework, its application to our program goals, and your performance in the course. Requests must be submitted in writing to the Student Services Office and filed during the first semester of enrollment no later than the final date for adding or dropping a course in that semester. The transfer request form can be found at: spgia.gmu.edu under the Master's Academic Advising section. All decisions are final and may not be appealed.

Other policies with regard to transfer credits include:

1. Non Degree credits taken at GMU are considered transfer courses.
2. Credits you wish to transfer must have been earned within six years prior to enrollment in the degree program. To request a transfer of credit for courses taken *outside of GMU*, the student must submit the *Graduate Transfer of Credit Request* form with an original transcript to the Student Services Office.
3. Transfer credits earned outside of SPGIA must have been graduate level, worth three or more credits, and the student must have earned at least a B in the course in order for it to transfer.
4. Credits applied toward a previous earned degree or certificate will not be accepted.

In cases where a student has taken a course as part of a previous degree program that is similar to a required SPGIA course, a request to waive the requirement can be submitted. Request must be made in writing to the Student Services Office. When such approval is granted, this is not treated as a transfer of credits and there is no reduction in the number of credit hours required. Instead, students will be permitted to substitute either a related advanced course or an elective. For additional information about transfer credits or to initiate a review of courses previously taken, contact your academic advisor.

Non-SPGIA Courses

Students are not permitted to take courses outside of SPGIA in place of required courses. Students may request permission to pursue an elective course outside of SPGIA. Any non-SPGIA elective course must be approved in advance of course registration by the student's Academic Advisor and Program Director.

Certificate Programs

Offered in conjunction with our master's programs, SPGIA's certificate programs allow students to remain competitive in an increasingly complex global economy by gaining specialized knowledge.

Certificate applicants are required to follow the same admission procedures as those applying for master's degrees, and are subject to the same termination policies.

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SPGIA certificates require the completion of 15 credit hours. All certificates require the completion of at least one core course and additional elective courses chosen from an approved list. We are currently offering certificates in the following areas of study:

- Biodefense
- Emergency Management and Homeland Security
- Global Health and Security
- National Security and Public Policy
- Nonprofit Management
- Public Management
- Science, Technology, and Security
- Terrorism and Homeland Security

Students already pursuing a master's degree in SPGIA may earn a certificate by completing an additional two (2) courses beyond what is required for the master's degree. To receive the reduction in credits, a student must apply and be admitted to the certificate program *prior to* graduating from their master's degree program (and *at least* one semester prior to the completion of the certificate requirements) and must begin certificate coursework either concurrent with their degree coursework or in the semester immediately following. The certificate will not be conferred until the master's degree is conferred and all certificate requirements have been met. Students must matriculate into a certificate program at least one semester *prior* to graduating from that program.

Consortium Courses

George Mason University is a member of the Consortium of Universities of the Washington Metropolitan Area, which includes American University, The Catholic University of America, Gallaudet University, The George Washington University, Georgetown University, Howard University, Marymount University, Southeastern University, Trinity College, the University of the District of Columbia, and the University of Maryland – College Park. Students admitted to a degree program may enroll in up to 6 credit hours (no more than 3 credit hours per semester) of elective coursework at one of these universities and apply the credit toward their degree. Credits earned through the consortium are considered resident credit; therefore, consortium grades are included in the GPA calculation. Auditing courses through the consortium is not permitted. Students *must* receive prior approval from the Student Services Office before enrolling in consortium courses, and certificate and non-degree students are not eligible for consortium study. See <http://registrar.gmu.edu/topics/washington-consortium/> or <http://www.consortium.org/consortium/index.cfm> for more information about the Consortium.

Internships

Internships provide an opportunity for students to gain real world experience and professional skills that will complement their academic program and enhance their career

opportunities. Internship credit is available to all degree seeking master's students who have generally completed a minimum of 12 credits of core coursework and maintain a 3.0 GPA. Students who are required to complete an internship for their academic program will need to register for the internship course.

We encourage you to begin your research and prepare for your internship as early as possible. Career Services will assist you with your internship search but does not match students with employers; obtaining an internship is the students' responsibility. To schedule an appointment, students can contact Duane Bradshaw, Director of Career Development at (703) 993-3188 / dbradsha@gmu.edu. Career Services and the student's advisor must approve all internships. Additional information about internships is available at: <http://spgia.gmu.edu/careerservices>. Once all of the required forms are signed, the Student Services Office will provide the student with approval to register for the internship course.

The Master of Public Policy (MPP) and Master of Science in Organization Development and Knowledge Management (ODKM) require that all students complete a three-credit internship if they do not have a total of two years of relevant work experience. Relevant work experience may include, but is not limited to, policy analysis, policy research, and program development. If a student has two or more years of experience in these (or similar) areas, the student may request an internship waiver.

For further information about the internship course, requirements to register for an internship for academic credit, or to request a waiver, please review the Graduate Internship Program Packet at: <http://spgia.gmu.edu/current-students/career-services/the-internship-program/>.

Independent Study

Students who wish to enroll in an Independent Study must discuss their topics with a faculty member and obtain a copy of the Independent Study Packet from the Student Services Office or online at <http://spgia.gmu.edu/independentstudy>. Once the faculty member has agreed to supervise the study and the topic has been agreed upon, both the advisor and student must complete the contract. Written documentation of the specific academic requirements (i.e. deliverables, deadlines), including the specifics of the final exam or grade) should be included. Students may apply a maximum of three credits of independent study (one course) toward their degree requirements. In exceptional cases, students may be granted approval to complete two independent study courses and apply six credits toward degree requirements by petition to the Associate Dean of Academic Affairs. Petitions should be submitted in writing and include a compelling justification for a second independent study. It is expected that those students petitioning will have an outstanding academic record.

Upon receiving the completed Master's Independent Study Form, the Student Services Office will complete the Individualized Section form and submit all information to the Registrar's Office to enroll the student in the course.

Study Abroad

The School of Policy, Government, and International Affairs (SPGIA) includes opportunities for students to take intensive, short, three-credit elective courses abroad, led by some of the school's distinguished faculty. For instance, students may participate in a course at Mansfield College, Oxford University, on current global challenges, or a course on the North American Free Trade Agreement and doing business in Mexico. SPGIA also offers courses in Brussels, China, Southeast Asia, Europe, India, South Africa (depending on the year), and Cuba. These courses allow students to gain valuable insight and experience the changing global landscape. For more information please visit the Study Abroad website at: <http://abroad.gmu.edu>.

All SPGIA Master's degree students are encouraged to take one of our study abroad courses for a total of three elective credits in their particular program. In general, students may take only one study abroad course for credit toward graduation. In exceptional circumstances, students may be permitted to take a second study abroad if approval is granted by the Associate Dean for Academic Affairs prior to traveling. To be granted an exception, students generally must possess an outstanding academic record (usually at least a 3.8 GPA or higher) and present a well-motivated, compelling written justification. The decision of the Associate Dean is final and may not be appealed.

REGISTRATION INFORMATION

The Registration Procedure

Students are responsible for registering **and** confirming the accuracy of their enrollment status through PatriotWeb. Normal modifications to your schedule should be made using the PatriotWeb system.

Registration instructions may be found in Appendix III of this Guide.

“Typical” Course Loads

The university considers nine credits to be a full-time load at the graduate level. (International students on F-1 and J-1 visas are required to carry nine or more credits each semester.) Part-time students should generally take two courses per semester. We recommend taking into consideration a number of factors when choosing a course load for upcoming semesters:

- The amount of work required for each course (a review of current or past syllabi can provide a general sense of what will be required: spgia.gmu.edu/syllabi).
- Some of SPGIA's courses are worth four credits and, therefore, require some additional work than may be found in other graduate courses.

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- If you are working or have other responsibilities, please be sure to consider class times and length, travel time to school, and future obligations that may conflict.
- Registration for 800-level courses is open only to Ph.D. students.

SPGIA requires that students request permission to take beyond 12 credits of coursework per semester. A student *may* be granted permission to enroll for more than the limit allows but, must first meet with their advisor to discuss it.

Class Locations and Times

SPGIA courses are offered on both the Arlington and Fairfax campuses. Most classes are held Monday through Thursday, from either 4:30pm – 7:10pm or 7:20pm – 10:00pm. On occasion, daytime (1:30pm) and online sections are offered.

Students generally find it necessary to register for courses during both the 4:30pm and 7:20pm timeslots. We understand that many students work and have outside obligations, but the school must utilize both timeslots to provide the maximum number of course offerings.

Organization Development and Knowledge Management classes are held on the Arlington campus, in an executive style format with weekend classes (Friday evening/Saturday).

Transportation Policy, Operations, and Logistics classes take place in Arlington and are broadcast to multiple locations via interactive videoconference. TPOL's current distance learning locations include a variety of VDOT facilities around the state of Virginia, and the Montana Department of Transportation.

Biodefense classes are offered both on-campus and online.

SPGIA reserves the right to select the time and place of each class, within the limits set by general University policies and procedures.

Degree Time Limit

Students must complete all requirements for the desired master's degree or certificate within **six years** from the date of initial registration as an admitted (degree or provisional) graduate student. A graduate student who terminates enrollment and is later granted permission to re-enroll must continue to work from the six-year time limit starting at his or her initial enrollment date. A student who does not register for two consecutive terms (not including summer) is considered inactive and must apply for reinstatement to continue his/her studies.

Wait Lists

For some SPGIA courses, wait lists are put in place so that the school can maintain a sense of equity for all students when courses reach their full enrollment. If a student attempts to

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register for a course that is full, *and a wait list exists for that particular course*, the PatriotWeb system will permit the student to add his/her name to the wait list. Each time a student drops the course, the first person on the wait list will receive an override in PatriotWeb permitting that student to register for the course. The override is in effect for 72 hours. If the student fails to register during the 72-hour period, the next student on the list is issued the override. Students who are wait listed should check their Mason email account daily as they will be notified via e-mail when an override has been issued. For additional information on wait list procedures, visit: <http://registrar.gmu.edu/topics/waitlists>
Payment for a course that has been added is due according to normal payment deadlines.

Canceling Registration/Withdrawal

Students who cannot attend classes during the semester for which they have preregistered should drop their courses using PatriotWeb before the early registration deadline in order to receive a 100% refund.

Refunds of tuition on and after the first day of classes are made according to the Tuition Liability Scale available at the Student Accounts website. Withdrawal after the last day for dropping a course (specified in the Academic Calendar or at <http://registrar.gmu.edu/calendars>) requires approval by the student's academic dean and is permitted only for non-academic reasons that prevent course completion.

Re-enrollment Procedures

Students who do not enroll in at least one credit of coursework for two or more consecutive semesters (not including summer) at George Mason University must obtain permission to reenroll in their masters or certificate program. Students required to do so should submit a Graduate Reenrollment form (available at <http://registrar.gmu.edu/forms>) to the SPGIA Student Services Office. The Program Director and the student's academic advisor will conduct a review of the student's file for any academic deficiencies. If permission to reenroll is granted, notification will be sent to the student and the Registrar's office, and the enrollment hold will be lifted. In certain circumstances, the student may also be required to provide updated application materials.

George Mason University requires that master's students complete their degree within six years of being originally admitted to a degree program. Extensions are granted only under extraordinary circumstances and with the permission of the Program Director *and* the University Provost.

Academic Records

Students may check their academic records via Patriot Web at <https://patriotweb.gmu.edu/>. The following information and options are available: student schedule, unofficial transcripts, hold information, PIN changes, address inquiry/update, and account balance. All requests for *official* transcripts must be submitted online via PatriotWeb. There is a \$10 per transcript fee for official transcripts. Unofficial transcripts are free of charge.

Change of Address or Name

Students are required to notify the Registrar's Office of any change in local home address and telephone number, permanent address, or legal name. Students must update their contact information using PatriotWeb. When a student's legal name is changed, the Registrar's Office requires a certified copy of documents authorizing the change. Such documents will be kept in the student's permanent file. Contact the Registrar's Office at (703) 993-2441 for further information.

Privacy of Student Records

The Family Educational Rights and Privacy Act (FERPA) of 1974 protects the privacy of education records, establishes the right of students to inspect and review their education records, and provides guidelines for the amendment of inaccurate or misleading data through informal and formal hearings. Students have the right to file complaints with the Family Privacy Compliance Office concerning alleged failures by the institution to comply with the act.

The Notification of Rights under FERPA and the Public Notice Designating Directory Information detail students' rights and the procedures implemented by the University to comply with the act. Both are published in the Schedule of Classes and are available on the Internet at <http://registrar.gmu.edu/ferpa/>

TUITION, FINANCIAL AID, and PAYMENT INFORMATION

Tuition and Fees

Tuition and fees for graduate students at George Mason University for the 2015-2016 academic year are posted on the Student Accounts website: <http://studentaccounts.gmu.edu/tuition-fees>. Students can find the requirements for establishing Virginia residency at: <http://registrar.gmu.edu/students/domicile>. Students enrolling in less than seven (7) credits will pay a \$60.00 educational resource fee per semester. Students enrolling in seven (7) or more credits will pay a \$100 educational resource fee per semester.

Domicile Reclassification

Students are responsible for applying for a change in their domiciliary status. Request for Domicile Reclassification forms are available on the Registrar's website at <http://registrar.gmu.edu/students/domicile>.

Financial Aid

The Office of Student Financial Aid on the Fairfax campus provides a variety of services to help students finance their education, including financial counseling, referral and information resources, and financial assistance. Financial aid counselors are assigned to students alphabetically based on students' last names and are available daily on an appointment basis. For information, visit <http://financialaid.gmu.edu> or call (703) 993-2353.

To apply for financial aid, new and currently enrolled students must complete a Free Application for Federal Student Aid (FAFSA) each year. **George Mason's federal school code is 003749.** Priority consideration for all sources of financial aid is given to those students whose financial aid applications are on file with the Office of Student Financial Aid by March 1. To meet this priority filing date, students should file the FAFSA as soon as possible after January 1.

Payment Methods

Payment for classes must take place according to university deadlines (<http://registrar.gmu.edu/calendars/>) and must be made in full so that a student's seat in a class is secure. Payments received by 4:30 p.m. on any business day will be considered as that day's business. Allow ample time for processing payments.

Payments can be made via:

- Web: <http://patriotweb.gmu.edu> (MasterCard, Discover, or American Express)
- Window: Cash Office, 1501 Student Union I, Fairfax Campus, 9am – 4:30pm
- Mail: George Mason University, Cash Office, 4400 University Drive, MS 2E1, Fairfax, VA 22030-4444

Payment can be made using:

- Cash: Cash Office window only
- Check: payable to GMU, student ID# written on front, third-party checks not accepted, must be payable in U.S. dollars;
- Credit Card: (subject to credit approval) MasterCard, Discover, or American Express; accepted on-line only

Financial Holds

All academic services are withheld from students who are not in good financial standing with the University. No official transcripts are issued, no diplomas are released, and no registrations are permitted until outstanding obligations have been paid in full. Outstanding obligations include, without limitation, fines owed for traffic and parking violations and fines owed to libraries. Students must contact the Student Accounts office directly, not SPGIA, to inquire about removing a hold placed by the Student Accounts office.

Financial Penalties

The late fee for failure to make any tuition payment on or before the due date is \$125. Note that this fee is not removed upon reregistration. There is a \$50 fee for each check returned by the bank for insufficient funds. If a returned check results in an unpaid account, a late fee and financial suspension will result.

Third-Party Billing

Students *must* provide the third-party authorization or a government training voucher to the Student Accounts Office, 1600 Student Union Building I or fax to (703) 993-2490, before the student's individual billing due date, which is based on their registration date. Students are ultimately responsible for any defaults in payments by the sponsoring agency. Call (703) 993-2484 for a copy of third-party billing requirements or check the web at studentaccounts.gmu.edu.

GRADUATION INFORMATION

The Graduation Application Process

The University's process for graduating from a degree program begins early in the semester *prior* to your planned graduation. It is important to follow the appropriate graduation application process, as failure to do so may delay or prevent a student from graduating. The first and best source of information is the registrar's graduation website: <http://registrar.gmu.edu/students/graduation/>. The SPGIA Student Services Office also sends an email to students each semester containing instructions for the graduation application process. In order to be eligible for graduation, students must be in active student status during that semester. In addition, all incompletes, including coursework not being applied toward the degree, must be resolved within **six** weeks of the degree conferral date.

Participation in Convocation/Commencement

Master's students who have qualified for graduation for the fall, spring, and summer sessions are invited to participate in the School of Policy, Government, and International Affairs' Convocation and the University's Commencement ceremonies, both held in May each year. The student must submit Apply to Graduate online at <http://patriotweb.gmu.edu>. This must be done at least one semester before the student wishes to graduate. Fall graduates are also invited to attend the University Winter Graduation ceremony held in December of each year.

APPENDIX I: SPGIA MASTER'S PROGRAMS

The **Biodefense, MS** program operates at the nexus of science and policy to provide students with the knowledge, skills, and training to assess the risks posed by natural and man-made biological threats, while teaching them to develop strategies for reducing these risks to national and international security. The program seeks to train students for employment in all sectors, including work with the U.S. government, private corporations, and non-governmental organizations. The program provides students with a broad background in the science and technology of biodefense, while giving them the opportunity to specialize in the narrower fields of International Security, Terrorism, and Homeland Security, or Technology and Weapons of Mass Destruction. Classes are primarily held at the *Fairfax campus* and online on a full or part-time basis, with fall and spring admission.

Program Director: Gregory Koblentz, Ph.D.
E-mail: gkoblent@gmu.edu

The **Health and Medical Policy, MS** program prepares students for leadership roles in consulting, analysis, and public health policy-making. They contribute to informed policy formulation that affects health and medical professionals, international health systems development, and economic growth. The HMP degree is offered jointly by the School of Policy, Government, and International Affairs and the College of Health and Human Services. Students seeking the Global Medical Policy concentration will pursue the program through SPGIA. Upon graduating, they will receive a Master of Science in Health and Medical Policy with a concentration in Global Medical Policy. To accommodate working students, evening classes are offered primarily at the Arlington campus on a full or part-time basis, with fall and spring admission.

Program Director: Salim J. Habayeb, M.D.
E-mail: shabayeb@gmu.edu

The **International Commerce and Policy, MA** is an interdisciplinary degree program that offers students from around the world preparation for career opportunities in today's global economy. Unlike traditional international affairs programs, the degree is focused on international economic issues such as global trade and investment. The ICP program differs from an MBA program by providing training in the political, social, and technological aspects of the global economy. In today's world, it is critical for all participants in global markets to understand the multifaceted environment in which they work. ICP classes are taught at the *Arlington campus* by our prestigious core faculty and adjunct experts from the private sector and government agencies such as the Department of Commerce, the U.S. Trade Representative, the International Trade Commission, the Department of State, and international organizations. This master's program can be pursued on a full or part-time basis, with fall and spring admission.

Program Director: Kenneth Reinert, Ph.D.
Email: kreinert@gmu.edu

The **International Security, MA** provides a firm grounding in public-private and international collaborative responses to unconventional security challenges, ranging from threats like EBOLA, tsunamis, the use of drones, transnational crime, terrorism, illicit trade, proliferation of emerging technologies and WMD, and corruption, to state fragility, civil war and ethnic and sectarian conflict. With its global and multidisciplinary approach to questions of human security, the program provides students the opportunity to grapple with a new generation of economic, political, environmental, and science and technology-driven issues. Students take courses on both the Arlington and Fairfax campuses.

Program Director: Audrey Kurth Cronin, D.Phil.
Email: acronin2@gmu.edu

The **Organization Development and Knowledge Management, MS** is an integrated 16-month program designed for professionals with several years of work experience. Providing conceptual tools and practical guidance to foster organizational change, the program focuses on three related areas: creating and leveraging knowledge through networks of people who communicate and collaborate; understanding and managing change by integrating the diverse roles of people, processes, and technology; and enhancing and facilitating collaboration by building effective relationships in technology-rich environments. A feature of this program is the group-oriented approach to learning. This is supported by the use of web-based collaborative computer technologies. ODKM classes are held at the *Arlington campus on a full-time executive format schedule* (Friday evenings/Saturday). This program only admits students for the fall semester.

Program Director: Tojo Thatchenkery, Ph.D.
Email: thatchen@gmu.edu

The **Peace Operations, MS** program is designed for new and practicing professionals engaged in the planning, regulation, management, and conduct of peace operations. Through this program, students obtain a working knowledge of the theory, policy, law, research, and practices required for effectively and efficiently participating in, and/or conducting, a peace operation. Students also learn to think critically and analytically about the programs and challenges in this field, and to communicate their analyses clearly and effectively, through both written and oral presentations. Classes are primarily held at the *Arlington campus* on a full or part-time basis, with fall and spring admission.

Program Director: E. Desmond Arias, Ph.D.
E-mail: earias2@gmu.edu

The **Political Science, MA** program offers students specializations in American government and politics, international relations, or comparative politics as well as a concentration in international security. Students choosing a specialization have interdisciplinary opportunities to complete up to nine (9) credits in related fields such as history or public policy. Political Science students develop advanced understandings of political ideas and institutions, sophisticated research skills, and fluency in the complexities of international politics. The MA degree leads to careers in teaching, employment in government and international organizations, and analyst positions in the private and non-profit sectors. Classes are primarily held at the *Fairfax campus* on a full or part-time basis, with fall and spring admission.

Program Director: Ming Wan, Ph.D.
E-mail: mwan@gmu.edu

The **Public Administration, MPA** program is designed for people who hold or aspire to hold leadership positions in organizations that participate in the development and implementation of public policy. The mission of the MPA program is to give graduate students the opportunity to build their knowledge of politics, public policy, and management and to enhance their analytic, problem solving, and communication skills. The 36-credit curriculum consists of eight required courses and four electives. In the required courses, emphasis is placed on the development of knowledge about public policy and management, as well as analytical problem solving and communications skills. Elective courses can be used to focus knowledge and skill development within a concentration or to extend the breadth of students' studies. Students may use elective credit hours to specialize within a single concentration or take any four (4) electives that meet their interests. The program is accredited by The National Association of Schools of Public Affairs and Administration (NASPAA). Classes are held at both the *Fairfax and Arlington campuses* during days, evenings, weekends, and online. Students are able to enroll on a full or part-time basis, with fall and spring admission.

Program Director: Paul Posner, Ph.D.
E-mail: pposner@gmu.edu

Our **Master of Public Policy, MPP** is a degree for new and experienced professionals who seek career advancement through cutting-edge education and training in policy analysis and development in increasingly technical and global environments. The program prepares the students as reflective practitioners to develop, implement, manage, analyze, evaluate, and affect innovative change in both the public and private sectors through coursework emphasizing the (1) fundamentals of policy development; (2) role of technology, analytic assessment, and modeling for policy evaluation; and (3) implications of international and global perspectives on policy formation.

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All classes are taught at the Metro-accessible *Arlington campus* and scheduled in the late-afternoon and evening to accommodate the working professional. This master's program can be pursued on a full or part-time basis, with fall and spring admission.

Program Director: Siona Robin Listokin Smith, Ph.D.

Email: slistoki@gmu.edu

The **Transportation Policy, Operations and Logistics, MA** program is designed for new and practicing professionals engaged in planning, regulating, managing, and operating transportation facilities and services. Students obtain a working knowledge of the theory, policy, law, research, and practices required for effectively and efficiently supplying and operating transportation facilities and services. They also learn to think critically and analytically about the problems and challenges in this field, and to communicate their analyses clearly and effectively, through both written and oral presentations. TPOL classes are held primarily on the *Arlington campus* on a full or part-time basis, with fall and spring admission. This program offers a video link with off-site locations in VDOT facilities around the state and the MDOT headquarters in Bozeman, Montana.

Program Director: Laurie Schintler, Ph.D.

Email: lschintl@gmu.edu

APPENDIX II: PATRIOT PASS

PATRIOT PASS ACTIVATION AND REGISTRATION INSTRUCTIONS

Prior to registering through the Patriot Web system, you will need to complete the following steps:

1. Return your Enrollment Confirmation Form and required deposit to George Mason's Cash Office. This form can be mailed in with the envelope provided in your admission packet or faxed to the Cash Office at: (703) 993-2492. Once the Cash Office has received your deposit and Enrollment Confirmation Form, a registration profile will be created by the Admissions Office. Please note that it will take at least 24 hours for this registration profile to become active. Therefore, you will need to wait at least 24 hours after the Cash Office processes your confirmation/deposit to proceed to step 2.
2. Activate your Mason NetID and password at the following site: <http://strongpassword.gmu.edu/>. Click on the link towards the bottom of the page next to "New to Patriot Pass".
3. Enter in your G Number and PIN. Your G Number is provided on the Student Status Sheet and your 6-digit PIN is initialized to your date of birth in the format of **mmddy**.
4. After you have logged in, you will be given your email username/NetID which you will use to log into your email account. Please record or memorize this username/NetID. You will use this NetID later on when registering for classes.
5. Press 'Continue'. You will then be prompted to create a Patriot Pass password. Please record this password here: _____. **It is critical that you remember this password, as you will not be sent a reminder of what you have created.**
6. After completing steps 1-5, you will now be able to register for classes. To do this, use Internet Explorer (version 5 or higher) as your web browser and open the Patriot Web Self Service site: <https://patriotweb.gmu.edu>.
7. Select the link for *Login* to Patriot Web Self-Service.
8. Login using your Mason NetID and Patriot Pass password.
9. From the Main Menu, select the Student Services.
10. From the Student Services, select the Registration menu.
11. From the Registration menu, click Search for Classes to find course offerings by subject, title, and other criteria.

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12. Return to the Registration menu and select Register, Add or Drop Classes to process your initial registration or to make changes (add/drop) to an existing schedule.
13. Select the term you wish to register for, and then select the Submit button.
14. In the Add Classes Worksheet, enter the five digit Course Reference Number (CRN) of the course section into the first available field.
15. Repeat step 9 for each course section until all your courses are listed in the Add Classes Worksheet.
16. Once you have listed all your courses in the Add Classes Worksheet, select the Submit Changes button below the table to process your registration.
17. The screen will display your confirmed registration, as well as any errors that prevented you from getting into a section. Note any resulting registration errors that may display below your schedule, and adjust your schedule as necessary.
18. If a closed course offers a waitlist option, you may add yourself to the waitlist by selecting “Wait Listed” from the Action field in the error message and then selecting Submit Changes. See the Waitlist FAQ at <http://registrar.gmu.edu/topics/waitlists> for information on Wait List procedures.
19. Drop classes by selecting “Web Drop” from the Action field and selecting Submit Changes. Add more classes by entering more numbers in the Add Classes Worksheet and selecting Submit Changes.
20. Click the View Your Schedule link at the bottom of the Register, Add or Drop Classes page to see your confirmed schedule.

APPENDIX III: USEFUL WEBSITES

<u>Office/Info</u>	<u>Web Address</u>
SPGIA Faculty Bios/Contact Information	http://spgia.gmu.edu/faculty-staff
Office of the Registrar	http://registrar.gmu.edu
Schedule of Classes (by semester)	https://patriotweb.gmu.edu
Official University Calendar(s)	http://registrar.gmu.edu/calendars/
Campus Maps	http://eagle.gmu.edu/map
Arlington Campus	http://arlington.gmu.edu
Student Accounts	http://studentaccounts.gmu.edu
Financial Aid	http://financialaid.gmu.edu
Current Catalog	http://catalog.gmu.edu
University Libraries	http://library.gmu.edu
MASONLIVE Email Access	http://masonlive.gmu.edu
Patriot Web - Academic Records (transcripts, address updates)	https://patriotweb.gmu.edu
Graduate Student Life	http://gradlife.gmu.edu
University Career Services	http://careers.gmu.edu https://gmucsm.symplicity.com/students/
Office of International Programs & Services	http://oips.gmu.edu
Office of Disability Services	http://ods.gmu.edu
Graduation Information	http://registrar.gmu.edu/students/graduation/
GMU Off-Campus Housing Website	http://och.gmu.edu