



Handbook of Graduate Academic Policies

This Handbook is a summary of information and guidelines for successfully completing a graduate program at the Carter School. This handbook is intended to be a guide for both students, faculty, and advisors to answer the common questions that arise, and to ensure that the internal procedures of the Carter School are consistent, clear, and fair. **This is not a legally binding document. This guide is not exhaustive, and students are responsible for ensuring that they have reviewed the most up to date university policies. All Carter School students are bound by the policies of George Mason University and the University Catalog.**

The Carter School offers several graduate level programs including graduate certificates, masters, dual degrees, and a doctoral degree. We also offer several combined bachelor's and accelerated master's degree programs.

OFFICES:

THE CARTER SCHOOL at Arlington | Graduate Programs

Telephone: 703-993-1300

Fax: 703-993-1302

Email: carter@gmu.edu

Physical Address:

3434 N. Washington Blvd.
Vernon Smith Hall, 5th Floor
Arlington, VA 22201

Mailing Address:

3351 Fairfax Dr. MS 4D3
Arlington, VA 22201

THE CARTER SCHOOL at Fairfax | Undergraduate Programs

Telephone: 703-993-4165

Fax: 703-993-8285

Email: ugradcar@gmu.edu

Physical Address:

NE Module II
Fairfax, VA 22030

Mailing Address:

4400 University Drive, MSN
2E5
Northeast Module II
Fairfax, VA 22030

CARTER SCHOOL Point of View International Retreat Center

Phone: 703-993-8615

Address: 7301 Old Spring Drive, Lorton, VA, 22079

Email: pov@gmu.edu

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CONF.1.1 Full-Time and Half-Time Status Classification

ALL GRADUATE STUDENTS

Graduate students are considered full-time if they are enrolled in at least 9 graduate credits per semester or are doctoral students who hold a full-time assistantship (total 20 hours a week) and are enrolled in at least 6 graduate credits per semester. Graduate students are considered half-time if they are enrolled in at least 4.5 graduate credits per semester. In accordance with [AP.1.2](#), the maximum number of credits a graduate degree-seeking student may take per semester is 12 while the maximum for a Non-Degree Graduate student is 11. Students must obtain permission from their local academic unit prior to registering for more than the maximum allowable credits in a semester unless enrolled in a graduate program or pathway that requires registration above the maximum. Graduate degree-seeking and Non-Degree Graduate students in programs or pathways that require registration for more than the maximum allowable credits in one or more semesters are notified of the requirement by the program or pathway in their letter of admission. Graduate programs and pathways that exceed the maximum allowable credits in one or more terms are also noted in the university catalog.

CONF.1.1.1 Masters Full Time Status

Master's Students who are enrolled in thesis credits are considered full-time if they are enrolled in at least three credits of 799 per semester. Master's students may enroll in 1 credit of 799 and be considered in status (either full-time or half-time) **only** if they have completed 3 credits of 799 and the student along with their advisor and department chair certify each semester that the student is working full-time or half-time on the thesis. See [AP.6.9.3 Master's Thesis](#) for more information regarding 799. Students must submit a [Masters Full Time Equivalent Status](#) to their academic advisor for approval and then submit it to the Registrar's office. For International students, connect with [Office of International Programs and Services](#) (OIPS) for further guidance.

CONF.1.1.2 Doctoral Full Time Status

Doctoral students who have completed required coursework and are enrolled in dissertation credits (either 998 or 999), are considered full-time if they are enrolled in at least 3 credits per semester, regardless of whether they hold an assistantship. Doctoral students who have advanced to candidacy and have completed the minimum number of credits required by the university and their degree program, including the minimum number of credits of 998 and 999, are considered in status (either full-time or half-time) if they are registered for at least 1 credit of 999 and the student along with their advisor and department chair certify and communicate to the Office of the University Registrar each semester that they are working full-time or half-time on the dissertation. See [AP.6.10.6 Dissertation Registration](#) for more information regarding

998 and 999. Carter School students must have completed 12 credits of CONF 998 & CONF 999 combined- including at least 3 credits of CONF 999 in the first semester of registering for CONF 999, in order to be eligible to register for 1 credit and fill out the full-time equivalency form.

To be considered as full-time under the aforementioned clauses, a student must complete and submit the Doctoral Full Time Equivalent Form to their committee chair advisor, then to Academic advising (tcsadvi@gmu.edu) who will then submit to the Office of the University Registrar *prior* to the first day of classes for the semester. Different requirements for full-time and half-time status may apply for tuition, verification, loan deferral, and financial aid. Contact Student Accounts, the Office of the University Registrar, and Student Financial Aid, respectively, for more information. Note that the official designation of time status for all students is determined by the Office of the University Registrar.

CONF.1.2 Academic Advising

Each student is assigned an academic advisor. Students should consult their academic advisor within the Carter School graduate student services department for advising appointments, with questions regarding their program and curriculum. Graduate students are responsible for compliance with all Mason and Carter School policies and procedures.

Academic Plan: Each student should meet with their academic advisor each semester before registering for classes. The student and their academic advisor should meet to discuss the student's interests, long-term career goals, personal matters that might impact study at the Carter School, and specific needs. The student and the advisor should develop a plan of study, or guide, tentatively selecting all courses the student will take. The student is not 'bound' by this plan. The student should keep a copy of this 'plan of study' or academic planning sheet. It may be useful to identify professional goals, study abroad courses and practice opportunities that will assist the student secure post-graduation employment. Contact your academic advisor for an appointment tcsadvi@gmu.edu With regard to personal matters, Faculty and Staff may refer students who experience personal challenges and issues to university counseling services offered through the GMU Counseling Center CAPS and Student Support and Advocacy Center SSAC.

CONF.1.3 Faculty Mentors

Faculty mentors are full-time members of the Carter School faculty, who are able to guide students about research interests, concentrations, careers, and practice and research projects. Doctoral students will be assigned faculty mentors at orientation and can review who their faculty mentor is by logging into Patriot Web (<http://patriotweb.gmu.edu>), clicking on the student services tab and then clicking on student information.

Changing Faculty Mentors: If a student wishes to change mentors, they can request another member of the faculty to become their mentor. If the faculty member agrees, the change should

be reported to the graduate academic advisor. A student may also ask their program director to assign another mentor.

CONF.1.4 Program Directors

Each academic program has a program director. Directors are an additional source of curriculum information, academic advising, and research resources for students. For the year 2024-2025 they are:

Dr. Susan Allen, Graduate Program Director
Dr. Mara Schoeny, Undergraduate Program Director

Advisors or students who are unsure about policy or procedures should seek clarification from the Graduate Program Policies Handbook first. If the question is not covered in the handbook or additional clarification is necessary, contact the appropriate program director or academic advisor.

CONF.1.5 Dean

The top "tier" of the advisory system is the Dean. The Dean will "field" advising problems that cannot be dealt with by students' academic advisers or by the appropriate program director. The Dean should be approached only when the issue has not been addressed at other levels.

CONF.1.6 Graduate Program Staff

The Graduate Program and Students Services staff are located at the Arlington Campus, 5th floor of the Vernon Smith Hall Building.

Dean	Dr. Alpaslan Özerdem	tcsdean@gmu.edu
Graduate Program Director	Prof. Susan Allen	sallen29@gmu.edu
Director Student Services	Charisse Cardenas	ccarden2@gmu.edu
Assistant Director Grad. Admissions	Dr. Monique Norton	tcsinfo@gmu.edu
Academic Advisor	Dr. Christy Tanious	tcsadvi@gmu.edu
Student Services Assistant	Timothy Brophy	tcsadvi@gmu.edu

CONF.1.7 Course Numbers

GMU course numbers signify the following:

<u>Course Numbers</u>	<u>Student Level</u>
100 – 200	Lower-level undergraduate
300 – 400	Upper-level undergraduate
500 – 600	Masters level or Doctoral level

700
800 – 900

Masters or Doctoral level
Doctoral level

Undergraduate courses cannot be counted toward graduate degree requirements.

500 & 600 level courses are intended for students in the masters and doctoral programs, they may be taken by advanced undergraduates, or Accelerated MS Students provided instructor's written permission is secured. However, if they are used toward the undergraduate degree, they cannot also be applied toward a graduate degree.

700 level courses are intended for students in the masters or doctoral program, or by permission of the instructor.

800 level courses are intended for doctoral students only; masters students can take with permission by instructor.

900 level courses are for doctoral students only.

CONF.1.8. Registration and Scheduling of Courses

Registration for classes is done through PatriotWeb When a student is admitted they receive a **G#** and instructions to setup their Patriot Pass.

Registration Guide - provides a step-by-step guide to registering and dropping courses.

Registration Error Messages – lists common registration error messages.

Waitlist Guide – provides information on waitlist process.

Semester Calendar – listed important registration deadlines and dates.

Problems with permission to register should be addressed to your academic advisor.

Technical problems should be forwarded to the Registrar's office, 703-993-2441.

Each semester's schedule of classes is available on PatriotWeb.

CONF.1.8.1 Registration for Partial Term (Part of Term) Courses

Courses that do not meet for the full term, often Certificate Courses may have different add/drop dates. Please see the Registrar's Office semester calendar for drop dates for part of term semester courses. It is the student's responsibility to add/drop courses by the appropriate deadlines to avoid late tuition fees.

CONF.1.8.2 Course Overload

Graduate students may not take more than 12 credits in a semester unless approval is granted by their academic advisor. Students should first contact their academic advisor who will review their request, and if approved, the advisor will submit a request for a credit overload on behalf

of the student by completing the Advisor Initiated Credit Overload form. Please email tcsadvi@gmu.edu for further information. See [AP.1.2](#)

CONF.1.9 Grading

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

Grade	Quality Points	Graduate Courses
A+	4.00	Satisfactory/Passing
A	4.00	Satisfactory/Passing
A-	3.67	Satisfactory/Passing
B+	3.33	Satisfactory/Passing
B	3.00	Satisfactory/Passing
B-	2.67	Satisfactory ¹ /Passing
C	2.00	Unsatisfactory/Passing
F	0.00	Unsatisfactory/Failing

¹ Although a B- is a satisfactory grade for a course, students must maintain a 3.00 average in their degree program and present a 3.00 GPA on the courses listed on the graduation application.

CONF.1.9.1 Additional Grade Notations (Mason Catalog)

Satisfactory/No Credit (S/NC)

An S grade reflects satisfactory work (B- or better for graduate students); otherwise, the student receives no credit (NC). S and NC have no effect on the student's GPA. Entire courses normally graded S/NC are annotated in the catalog and include master's thesis 799 and doctoral dissertation courses 998 and 999. Students may also individually elect to take credit without grade, with restriction. For more information, see [AP.1.4.6 Enrolling for Credit Without Grade Points \(Satisfactory/No Credit\)](#).

Incomplete (IN)

This grade may be given to students who are passing a course but who may be unable to complete scheduled coursework for a cause beyond reasonable control. Unless the faculty member has specified an earlier deadline, the student must then complete all the requirements by the end of the ninth week of the next semester, not including summer term, and the instructor must turn in the final grade by the end of the 10th week. Additional time may be granted upon approval of an [*Incomplete Extension form*](#). Faculty members who choose to require an earlier incomplete deadline will be required to file an [*Incomplete Grade Contract*](#) with the local academic unit's office, detailing the work that remains to be done, the general reason for the incomplete, and the student's grade at the point of receiving the incomplete. Students who have filed their

intent to graduate have only six weeks from the date of degree conferral to resolve any incomplete grades and have the final grades recorded by the University Registrar's office.

IN has no effect on the GPA and remains on the record until the work is completed and a final grade is submitted by the instructor. If the work has not been completed and no final grade has been submitted by the established deadline, the grade of IN is changed by the University Registrar's office to the Incomplete Final Grade recorded at the time of the IN grade designation.

Incomplete, extended (IX)

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

In Progress (IP)

This grade may be given in selected courses, including graduate theses, dissertations, practicums, and internships. IP has no effect on the GPA. IP remains on the record until the work is completed and a final grade is assigned. IP grades will also be awarded in courses numbered 799, 998 and 999 until successful completion, and then they will be changed to S/NC. Upon successful completion of 694, 799, 998 or 999 and submission of the final grade, grades for all prior sections will be changed to S/NC.

Absent with permission (AB)

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

Special Provision (SP)

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

Never Attended (NA)

The grade of NA (Never Attended) is assigned to a student who is enrolled in a course but has never attended. Never Attended means that the instructor has no evidence that the student ever attended class and no work was ever submitted. The NA will appear on the transcript and count toward attempted hours. The NA has no effect on the GPA. There may be financial aid implications for non-attendance. Tuition is not refunded.

CONF.1.9.2 Grade Requirements (Mason Catalog)

GPA

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

Current GPA and cumulative GPA do not apply to graduate students. A notation of academic warning is entered on the transcript of a graduate student who receives a grade of C, or a grade of F in a graduate course or while a grade of IN or IX is in effect. A degree GPA is computed for graduate students based on graded courses completed at the university and applied toward the degree. For more information, see [AP.6 Graduate Policies](#). Graduate students must have a 3.0 GPA to graduate. If the student's GPA is not at least a 3.0 they will be required to take additional courses and obtain high grades in order to increase the GPA to at least the 3.0 level.

CONF.1.9.3 Grade Changes and Appeals

Grade Changes

Grade Change forms are *not* required for temporary grade changes, IP and IN grades into letter grades, if completed before deadline. Grade change forms are required for grade recording errors, calculation errors in grades, and temporary grade changes after deadline and must have Program Director approval. All changes of final grades must be initiated, approved, and recorded by the last day of classes of the next regular semester (spring for fall grades, and fall for spring and summer term grades). This form is available from your academic advisor and should be scanned and emailed when completed to tcsadvi@gmu.edu.

Grade Appeals

Although faculty members are generally the best judges of student performance, there may be times when a student believes a grade is unfair. In such cases, the student should immediately upon receiving the grade, formally meet with the grading faculty and request, with justification, that the faculty reconsider the grade. If the student is not satisfied, an appeal may be made to

the program director. A meeting will be scheduled with the student and the program director to initiate the grade appeal process. The Program Director will consider the following:

- The program director will confirm whether the student has met with the grading faculty member and if not, will advise the student to meet with the faculty. If the student has done so, the program director will review and determine the merit of the appeal. If the director believes the student's appeal does not have merit, this reservation is reported to the Dean. If the Dean concludes the student's appeal does not have merit, no further review is conducted.
- If the faculty member is no longer associated with the university, the director may appoint a faculty surrogate, who will assume the authority of the instructor of record.
- If a mutually satisfactory agreement is not reached, the program director may form a review committee of three faculty peers of the faculty member who assigned the grade. The committee meets separately with the faculty member and the student to explore the full particulars of the case. A nonparticipating observer of the student's choice may attend the meeting. Every effort is made to avoid an adversarial relationship. After the committee has reviewed the case thoroughly, it issues to the director (with a copy to the grading faculty member) a written recommendation that includes the reasons for its findings. At this time, the faculty member has an opportunity to take the recommended action, if any. If the matter is not resolved at this point, the director considers the committee recommendation and makes a recommendation to the Dean. If the Dean decides that the recommendation to change the grade is appropriate and the faculty member refuses to make the change, then the Dean may direct the Office of the University Registrar to do so. The decision of the Dean is not subject to further appeal.

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

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

CONF.1.10 Academic Warning

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

CONF.1.11 Termination Policy

A degree-seeking graduate student will be terminated for the reasons listed below unless an academic policy exception is obtained. Non-degree graduate students will be terminated for unsatisfactory performance as described below. Once a student has met the criteria for termination, they may only avoid termination by obtaining an academic policy exception, as described below, through the process provided for by Carter School in conjunction with the Associate Provost for Graduate Education.

Students May be Terminated for Any One of the Following Reasons

Fully-Admitted Graduate Students Enrolled in a Degree and/or Certificate Program

- Fail to make satisfactory progress toward degree as determined by the stipulated Time Limit policies.
- Accumulate grades of F in two graduate courses or 9 credits of unsatisfactory grades in graduate courses.

Provisionally-Admitted Degree Seeking Graduate Students

- Fail to meet provisions of admission within time limits.
- Fail to make satisfactory progress toward the degree, as determined by admissions offer and/or Associate Provost for Graduate Education.
- Accumulate grades of F in two graduate courses or 9 credits of unsatisfactory grades in graduate courses.

Non-Degree Graduate Students

- Accumulate grades of F in two graduate courses, or 9 credits of unsatisfactory grades in graduate courses.

The student is responsible for knowing both the termination criteria (including, but not limited to, program time limits and grade requirements) and the process for initiating an academic policy exception request to the Associate Dean. In cases of program time limits and grade requirements, the University Registrar will notify the student within two weeks of termination eligibility that the student's performance has reached the threshold for termination, provide notice of the start of the request for exception period, and direct the student to the Program Director for information on submitting an academic policy exception request. For all other termination criteria, the Carter School will notify the student within two weeks of termination eligibility that the student's performance has reached the threshold for termination, provide notice of the start of the request for exception period, and direct the student to information on submitting an academic policy exception request; refer to **CONF 1.12. Academic Termination Policy Exception Process**.

Once an academic policy exception request or appeal period has expired, or when the student's exception request has been denied by the School, the Associate Provost for Graduate Education, or the Graduate Academic Appeals Committee with no further appeal option, a letter of termination signed on letterhead by the Associate Dean will be sent to the student by mail and email within one week, with an electronic copy provided to the University Registrar. A notification of academic termination will be affixed to the graduate student's official record and the student may then be administratively dropped or withdrawn from currently enrolled classes. See [AP.1.3](#) for more information.

Should a student continue:

- in the enrolled degree and/or certificate program or non-degree program, **or**
- change programs within a single college without going through an admission's process
any grades of F or unsatisfactory grades shall count toward reaching the termination threshold as described above.

In summary, students must maintain a 3.00 GPA average in their degree program and present a 3.00 GPA on the courses listed on the graduation application. If a student receives three unsatisfactory grades - 9 unsatisfactory credits (such as 3 Cs) or 2 failing grades the student is eligible for academic termination from the program. A Termination Eligibility Notice will be emailed to the student from the Registrar's office. An official termination letter will be issued by the Carter School. Terminated students will not be able to register for classes or progress within their program unless they have been admitted to a new graduate program at the Carter School, if so, unsatisfactory grades remain.

CONF.1.12 Academic Termination Policy Exception Process

(If) Students who receive a termination eligibility notice wish to request an exception to academic termination policy, the student must make the request in writing to the Director of Graduate Programs of the Carter School within 10 calendar days of the date specified on the termination eligibility notice. The written request must highlight the extenuating circumstances within which the student received the unsatisfactory grades and justification to continue in the program. Students are recommended to substantiate their claims with supporting documents if possible. A decision regarding the exception will be submitted to the student in writing within 2 weeks of receipt of the request.

If the exception is granted, the exception request will be submitted by the School to the Associate Provost for Graduate Education's (APGE) requisite review and secondary approval. If the APGE also approves the request, either the unsatisfactory course(s) must be retaken and result in a higher grade, or additional courses (with "A" or "B" grades) must be substituted toward the degree following the Associate Dean or Program Director's permission. The unsatisfactory credits remain on the student's academic transcript and the student remains eligible for academic termination should any additional unsatisfactory grades be received. If the exception is denied, the student has one level of appeal available and may submit the appeal to the APGE.

*See the Carter School [Academic Termination Policy Process and Criteria](#)

*See Provost's Office [Academic Exception Request](#)

If the student either does not appeal or does not prevail in their appeal to the APGE, the student will receive a written letter of academic termination letter from the school sent to the address on file.

CONF. 1.13 Time Limit

All degree seeking students must adhere to published program time limits. Students are responsible for knowing their program time limits:

- [AP 6.8.2 Requirements Graduate Certificate](#)
- [AP 6.9.2 Requirements Master's Degrees](#)
- [AP 6.10.1 Requirements Doctoral Degrees](#)

Please see <https://registrar.gmu.edu/forms/timelimit/> for instructions on how to determine your initial deadline. Students requesting a Time Limit Extension must submit their request within ten (10) days of receipt of final notice to submit a [Time Limit Exception Request](#).

CONF. 1.14 Withdrawal Policy

Unrestricted Withdrawal

For graduate students, unrestricted withdrawal is available to all degree-seeking and non-degree graduate students at the student's discretion beginning immediately after the last day to drop a course until the end of the 5th week of the semester. For courses that meet for less than the full semester, the unrestricted withdrawal period will be set in proportion to the length of the course. See the [University calendar](#) for specific dates.

Retroactive Withdrawal

For graduate students, retroactive withdrawal begins after the end of the unrestricted withdrawal period. Retroactive course or semester withdrawals are not permitted unless an academic policy exception is obtained. To do so, students must submit a written request to their academic advisor outlining the extenuating circumstances as to why they are requesting a retroactive withdrawal. Only nonacademic reasons that prevent course completion will be considered. For further information contact your academic advisor tcsadvi@gmu.edu.

Effects of Withdrawal or Drop

All withdrawals result in a grade of W on the student's transcript for the withdrawn course(s). For graduate students, withdrawn courses are part of the "attempted credit hours" but do not affect academic standing.

Dropping below full-time status can also have a negative impact in such areas as Financial Aid, access to certain campus facilities, health insurance, Department of Veterans Affairs (VA) benefits, on-campus housing, and/or financial responsibility for withdrawn courses paid by a third party. There may be adverse implications for international students dropping below full-time status. These students should consult [OIPS](#) before withdrawing.

Effects of Non-Attendance

Graduate students who stop or do not attend classes without dropping or withdrawing should receive a grade of F in those courses. [AP.1.5.9](#)

CONF. 1.15 Certificate Courses

Courses CONF 501, CONF 500, CONF 640, and 668 are Graduate Certificate courses. MS and PhD students should not register for CONF 501 or CONF 500, which are introductory courses, and CONF 668 which is the certificate capstone course. However, if an MS Student has added a certificate to their program, they can register for CONF 668 or CONF 640 (CDR Only).

CONF.1.16 Non-Degree Enrollment and Students Enrolled in Other Mason Programs

Enrollment in the Carter School graduate courses by students who have not been admitted to a Carter School degree program is possible only with permission of the instructor with the following exception: CONF 501 is open to non-Carter School students and graduate Certificate students. Permission of instructor is not needed for this course.

CONF.1.17 Student Status

CONF.1.17.1 Change from Non-Degree Status

A student admitted for graduate study in non-degree status may apply to obtain degree status within the same program. All admission requirements must be met, including official transcripts and letters of recommendation. If the student intends to use credits earned in non-degree status toward a degree, the credits must be approved on the [Graduate Transfer of Credit Request form](#). The credit must have been earned within six years prior to first enrollment as an admitted student in the specific certificate or degree program, and a minimum grade of B (3.00) must have been earned. There is a limit to the number of credits allowed. Please consult your advisor.

CONF.1.17.2 Removing Provisional Qualifier

For policies concerning students admitted provisionally, see [Graduate Admission Policies](#).

Provisionally required courses must be completed successfully, earning a grade of B or better, on the student's first attempt within the first 12 credits of enrollment (or a more restricted time frame specified in the offer of provisional admission). Provisionally required courses may not be repeated. Students who do not complete these courses successfully will be terminated from the program. All applicants admitted provisionally are in degree-seeking status, and course work

taken appears as part of their graduate-level transcript. Students in provisional status may not take courses in the consortium or elsewhere, or transfer graduate course work into their program until the provisions of admission have been met.

CONF.1.17.3 Inactive Status - Permission to Re-Enroll

Permission to re-enroll in a program must be obtained by master's and doctoral degree students who have not enrolled in at least 1 credit for one or more consecutive semesters at Mason and do not have a university approved leave or permission to study elsewhere. Students in a graduate certificate program must obtain permission to re-enroll in a program after not enrolling in at least 1 credit for one semester at Mason. A program may allow a student to petition to graduate under any catalog in effect while the student was enrolled. All program components, including concentrations, must appear in the catalog for the year selected. The final decision as to catalog year rests with the unit dean or director. The Graduate Re-enrollment form is available from the Office of the University Registrar.

CONF.1.17.4 Voluntary Resignation from Graduate Academic Program

Degree-seeking students may officially resign from their academic program with the approval of their program director and their Associate dean. The Voluntary Resignation form must be approved by the student's program and Student Accounts, then submitted to the Office of the University Registrar for notation on the transcript. Resignations after the drop period will result in grades of Withdrawn (W) on the student's transcript for that semester and removal from any future registered courses. Program resignation is final.

CONF.1.17.5 Graduate Student Parental Leave of Absence

All degree-seeking graduate students actively enrolled for at least one academic year or four consecutive 8-week sessions, as appropriate to the student's academic program calendar, who intend to become parents via birth, adoption, foster or custodial care placement shall have the option, after notice to the Associate Provost for Graduate Education (APGE), of taking a Parental Leave of Absence (PLoA).

Purpose:

The PLoA period of time shall not count towards the student's time limit to degree completion as applicable under AP.6.9, and AP.6.10. The student's time limit will be extended to include one semester or two consecutive 8-week sessions, as appropriate to the student's academic program calendar, for an approved PLoA. The PLoA can be taken in either the fall or spring semester or for two consecutive 8-week sessions, as appropriate to the student's academic program calendar. Once the student's approved PLoA expires, the student's time limit to degree completion will resume.

Scope:

This policy applies to all graduate students regardless of gender identity, marital status, and whether or not the student is the birth parent or non-birth parent. The approved PLoA time period must be taken in its entirety as one event. The student may schedule the approved PLoA to begin up to six months after the anticipated birth/adoption/placement of the child. A PLoA can only be used once per child. Simultaneous births or placements are treated as one event. The use of this policy does not impact the availability of a non-academic withdrawal outside of the PLoA period, and it may be considered in any future PLoA or time limit to degree completion policy exception requests and appeals.

Notification:

Students must request a PLoA at least six weeks prior to the start of the semester or session in which the PLoA will begin. See [here](#) for information on the procedures for completing a PLoA notification. Upon notification, the APGE shall confirm the upcoming PLoA to the student, University Registrar, the student's respective College/School and local academic unit. A copy of a birth or placement record or equivalent documentation will need to be presented by the student to the APGE once available.

Requirements:

Students shall not be responsible for new tuition or fees during the approved PLoA period. A student may not enroll in courses at Mason, nor at any other institution, while on a PLoA. Students are not required nor expected to conduct academic work or research towards degree requirements during the PLoA. Students shall maintain access to their Mason e-mail account and may, under certain circumstances, be eligible to maintain access to Mason student health insurance for up to one academic year. See [Student Health Services](#) for more information. Students are advised that some university services and resources may be limited to registered students and would not be accessible during their PLoA. As applicable, students are exempt from continuous registration requirements under [AP.6.10.6](#) or [AP.6.9.3](#) during the approved PLoA period. Upon the expiration of a PLoA, all academic responsibilities resume.

Return:

Faculty, student applicants, and staff are encouraged to work together in order to facilitate the PLoA process and ensure students return to their same time to degree completion status as before the PLoA. Any student on a PLoA may be required by the local academic unit or College/School to advise them of their return prior to their first semester or 8-week session back as an enrolled student. Any PLoA student who fails to return and register in a timely manner by the add/drop deadline in the semester or 8-week session after a PLoA shall still have their time limit to degree resume and will be required to re-enroll in their graduate program upon their return.

Exception Request:

The APGE may review and approve student requests for an exception to the requirements of this policy, including requests to extend such leave for one additional semester or a consecutive third and fourth 8-week session, as appropriate to the student's academic program calendar. The maximum period allowed for a PLoA shall not exceed one academic year (fall, spring) or four

consecutive 8-week sessions, as appropriate to the student's academic program. If an exception to this policy is desired, see [here](#) for further information. Should a student's PLoA policy exception request be denied, the student shall have one level of appeal to the Graduate Academic Appeals Committee (GAAC). See [here](#) for more information.

Other Provisions:

Students receiving financial aid should consult with the [Office of Financial Aid](#) to determine any financial impact before a PLoA form is submitted. Per university policy, non-enrolled students, including those on a PLoA, may not continue to hold any existing university funded assistantships, fellowships, and/or scholarships. However, they may be rehired upon return at the discretion of the funding authority and in compliance with all applicable university policies and procedures. This policy does not address any employment, scholarships or fellowships that are funded by entities external to the university. Students should consult with relevant faculty, supervisors, and/or departments to address such issues before deciding whether to submit a PLoA.

Students who are neither United States citizens nor permanent residents must first consult with [Office of International Programs and Services](#) to discuss the impact of such a leave on the student's non-immigrant status in the United States.

CONF.1.17.6 Graduate Student General Leave of Absence

A graduate student may experience life events that negatively impact the student's time and capacity to devote to their educational program. All graduate students in a master's or doctoral degree program who have been registered for at least one term or equivalent for their academic program and are in good standing are eligible to take a General Leave of Absence (GLA) from their program. Students who need to take a leave due to becoming parents should refer to [AP.6.4.5 Parental Leave of Absence](#). Students who need to take a leave due to U.S. military service should refer to the [Military Activation Policy](#). Students who need to take a leave prior to their first term of enrollment should refer to the [deferral](#) policy.

Specifications:

A GLA is taken, at a minimum, one term at a time and cannot exceed a total of one year taken over the course of a student's program. Students whose expected leave will extend beyond the maximum time should resign from their program and reapply when capable of returning to active graduate study. A GLA cannot be while in an active term, for a term that has already ended, or in the last term prior to a student's planned degree conferral or time-to-degree deadline. Students needing to leave during an active term should refer to [AP.1.5 Withdrawal](#). Any time taken for a Medical Leave of Absence or Parental Leave of Absence is counted towards the one-year GLA limit.

The student's time limit to degree completion, as applicable under [AP.6.9](#) and [AP.6.10](#), will be extended to include the length of an approved GLA. Use of this policy may be considered in the review of any exception requests and appeals for the time limit to degree completion policy.

Notification:

The GLA process is initiated by the graduate student submitting a GLA request form to their program contact prior to the start of the term for which they want to take a leave. See here for information on the procedures for completing a GLA request. Once the form has been processed, the Office of the University Registrar notifies the student, degree program, and college or school. A graduate student is not considered to be on an official leave unless they have received the notification from the University Registrar. The student is responsible for any required notification of entities external to Mason, such as fellowship agencies or employer subsidy programs.

Expectations:

A student may not register for any courses at Mason, nor at any other institution, while on a GLA. Students are not required nor expected to conduct academic work or research towards degree requirements during the GLA. Students shall maintain access to their Mason e-mail account and may, under certain circumstances, be eligible to maintain access to Mason student health insurance. Students on a GLA are not registered; therefore, some university services and resources may no longer be available while on leave, including Mason student health insurance. Contact Student Health Services for more information.

Return:

Any student on a GLA who does not obtain an extension or return and register by the add/drop deadline in the term after the approved time period that a GLA expires should refer to AP.6.4.3 for guidance regarding their return. The student will still have their time limit to degree continue, and the continuous registration requirements stated in AP.6.1.2 still apply.

Extension Request:

Students wishing to extend their GLA and who have not yet reached the one-year limit must request an extension by completing a new formal request for a GLA a minimum of four weeks prior to the beginning of the term for which they would otherwise return from leave. A student who does not meet the deadline and is still eligible for an extension should consult the Graduate Academic Exceptions process.

Other Provisions:

Students receiving financial aid should consult with the Mason Student Services Center to determine any financial impact before a GLA request form is submitted. When contemplating a leave of absence, graduate students are advised to consult with the sources of any funding to determine whether a leave may involve a long-term financial loss. Per university policy, non-enrolled students, including those on a GLA, may not continue to hold any existing university funded assistantships, fellowships, scholarships, or any employment at the university that is dependent on student status. However, they may be rehired upon return at the discretion of the funding authority and in compliance with all applicable university policies and procedures. As academic programs and financial aid packages may be constructed and sequenced over a period of years, individual interruptions to the normal sequence of academic progress and scheduled employment may result in a loss of future funding and a slower time to completion of degree. This policy does not address any employment, scholarships or fellowships that are

funded by entities external to the university. Students should consult with relevant faculty, supervisors, and departments to address such issues before deciding whether to submit a GLA request form.

Students on or applying for a Change of Status to an F-1 or J-1 visa must first consult with the Office of International Programs and Services to discuss the impact of such a leave on the student's status in the United States.

CONF.1.17.7 Graduate Student Medical Leave of Absence

A medical leave provides graduate students the time and space to prioritize their physical and mental health in order to manage a medical condition that prevents a student from remaining enrolled. All graduate students in a degree or graduate certificate program are eligible to request a Medical Leave of Absence (MLoA). Students who need to take a leave due to becoming parents should refer to AP.6.4.5 Parental Leave of Absence. Students who need to take a leave prior to their first term of enrollment should refer to the deferral policy.

Specifications:

An MLoA is taken, at a minimum, one term at a time and cannot exceed a total of two years over the course of a student's program. An MLoA that extends beyond an academic year will only be approved in exceptional circumstances; if the absence will exceed a total of two consecutive academic years, the student should resign from the program and reapply when capable of returning to active graduate study. An MLoA cannot be for a term that has already ended. Any time taken for an MLoA is counted towards the one-year limit of a GLA (e.g., one semester of MLoA counts as one semester of GLA).

The student's time limit to degree completion, as applicable under AP.6.8, AP.6.9, and AP.6.10, will be extended to include the length of an approved MLoA. Use of this policy may be considered in the review of any exception requests and appeals for the time limit to degree completion policy.

Notifications:

Requests for an MLoA are initiated by contacting the Graduate Division. See here for information on the procedures for completing an MLoA request. Upon completion of the MLoA request process, the Graduate Division will notify the student, University Registrar, the student's college or school, and graduate program. The student is responsible for any required notification of entities external to Mason, such as fellowship agencies or employer subsidy programs.

Expectations:

A student may not register for courses at Mason while on an MLoA. Students shall maintain access to their Mason e-mail account and may, under certain circumstances, be eligible to maintain access to Mason student health insurance. Students on an MLoA are not registered; therefore, some university services and resources may no longer be available while on leave,

including Mason student health insurance. Contact [Student Health Services](#) for more information.

Return:

Any student on an MLoA who does not obtain an extension or return and register by the add/drop deadline in the term after the approved time period that an MLoA expires should refer to [AP.6.4.3](#) for guidance regarding their return. The student will still have their time limit to degree continue, and the continuous registration requirements stated in [AP.6.1.2](#) still apply. Students returning from an MLoA are strongly encouraged to contact the Graduate Division before their return.

Extension Request:

Students wishing to extend their MLoA and who do not require an exception to do so must initiate a formal request for an extension by contacting the Graduate Division a minimum of six weeks prior to the beginning of the term for which they would otherwise return from leave. A student who does not meet the deadline or requires an exception to extend their MLoA should consult the process for an exception request outlined below.

Exception Request:

The Graduate Division shall review and approve any student requests for an exception to the requirements of this policy, including requests to extend such leave beyond an academic year. If an exception to this policy is desired, see the [Graduate Academic Exceptions](#) web page for further information. Should a student's MLoA policy exception request be denied, the student shall have one level of appeal to the Graduate Academic Appeals Committee (GAAC). See the [Graduate Academic Exceptions](#) web page for more information.

Other Provisions:

Students receiving financial aid should consult with the [Mason Student Services Center](#) to determine any financial impact of the MLoA. When contemplating a leave of absence, graduate students are advised to consult with the sources of their funding to determine whether a leave may involve a long-term financial loss. Per university policy, non-enrolled students, including those on an MLoA, may not continue to hold any existing university funded assistantships, fellowships, scholarships, or any employment at the university that is dependent on student status. However, they may be rehired upon return at the discretion of the funding authority and in compliance with all applicable university policies and procedures. As academic programs and financial aid packages may be constructed and sequenced over a period of years, individual interruptions to the normal sequence of academic progress and scheduled employment may result in a loss of future funding and a slower time to completion of degree. This policy does not address any employment, scholarships, or fellowships that are funded by entities external to the university.

Students on or applying for a Change of Status to an F-1 or J-1 visa must consult with the [Office of International Programs and Services](#) to discuss the impact of such a leave on the student's status in the United States.

CONF.1.18 Transfer of Credits

CONF.1.18.1 The Carter School Doctoral Program

The Carter School Doctoral Program requires 72 credits. A master's degree is required for admission to the doctoral program, and successfully admitted doctoral students will be eligible for a maximum transfer of 30-credits into the program subject to the Transfer of Credit Policy (CONF.1.18.2 and [AP.6.5.2](#)). Transfer credits must be based on *program relevant* research, conflict and peacebuilding coursework taken during their master's program. The final number of applied transfer credits is determined in consultation with the student's advisor and the program director after review of master's academic transcripts. Final approval for transfer of credit is granted by the Registrar's office.

CONF.1.18.2 Transfer of Credit

Relevant graduate credits earned from an institution accredited by a Mason-recognized accrediting agency, earned at another institution and recommended for graduate credit by the American Council on Education, earned as a former Bachelor's/Accelerated Master's Degree student, or earned at Mason in non-degree graduate student status may be transferred towards doctoral or master's degree or certificate program requirements in accordance with the requirements set forth below. Transferred graduate courses earned at another institution count only as credit hours and are not included in the calculation of the Mason cumulative or degree GPA.

Graduate credits earned at Mason in graduate status can be used to fulfill a subsequent Mason graduate degree or certificate program requirement, as specified in the University Catalog. If shared with a subsequent graduate program, these credits are included in the calculation of the cumulative and degree GPA, and do not require a transfer of credits. Any request for exclusion of such credits must be submitted by the local academic unit (LAU) within one year of the student's enrollment as an admitted student in the subsequent graduate program. Doctoral students must still provide a program of study. See [AP.6.10.3](#) for further information.

This policy does not supersede the requirements under [University Policy Number 3007 Dual Degree Program Arrangements](#) which includes dual master's and dual (secondary) master's/doctoral program arrangements.

Mason undergraduate students attempting to earn Mason graduate course credit for use towards a graduate program are referred to [AP.6.7 Bachelor's/Accelerated Master's Degrees](#) or [AP.1.4.4 Graduate Course Enrollment by Undergraduates](#), as appropriate.

In all transfer of credit applications:

- graduate credits may not count towards more than two earned Mason degrees and/or certificates.

- no more than 12 graduate credits may count towards both an undergraduate degree and a graduate degree or certificate.
- no more than 12 non-degree credits may count towards a Mason degree or certificate.

General Requirements

The credits accepted for transfer may include those used for a previously earned degree or certificate program. In all cases, students must meet the institutional credits requirement and any applicable unique credits requirement for their program.

The transfer credit(s) must have been:

- graduate level courses at the institution where the student took the courses,
- earned as an admitted degree-seeking or as a non-degree status student,
- graded a minimum of B- or higher,
- earned within ten years prior to first enrollment as an admitted student in the specific certificate or degree program.

Courses graded 'pass/fail' or 'satisfactory/no credit' are acceptable for transfer credit if the grade is pass or satisfactory. Graduate courses from another university that follow another non-standard grading format will be evaluated on a case-by-case basis to meet Mason graduate degree requirements.

Any transfer of credits to a Mason graduate degree or certificate should occur no later than:

- One semester after admission to the specific Mason certificate program; or
- One year after admission to the specific master's degree program; or
- Two years after admission to the specific doctoral program.

In all cases, the transfer of credits must be completed prior to the student applying for graduation from the specific graduate certificate or degree program. Application of transferred graduate credits toward required degree or certificate credits requires the approval of the LAU. The LAU, in compliance with all applicable academic policies, will determine if the credits are relevant and applicable to the current degree program or certificate. Transfer credit can only be given for those credits that are applicable toward a comparable degree or certificate at the institution that offered the courses. Extension and in-service courses not intended by the institution offering the courses to be applied to a degree or certificate program are not eligible for transfer credit toward graduate degree or certificate programs at Mason.

Note that LAUs may have more restrictive policies and requirements. Appeals of transfer of credit decisions are not reviewed beyond the college or school's leadership unit.

Transfer of Credits earned at another institution

The number of transferred credits earned at another institution cannot exceed one credit less than half of the maximum number of credits required by the doctoral or master's degree or certificate program.

Students must supply official transcripts and other information as requested. Official transcripts are required before any transfer of credits can be approved by the LAU. For transcripts from outside the United States, students must supply an official transcript evaluation and an official translation for transcripts not in English if these documents were not supplied in the admission process. The acceptance of transfer credits from students who are admitted provisionally are not considered until they have fulfilled the conditions of their admission, and the provisional qualifier has been removed from their records.

Other Provisions

All students transferring credits must enroll in at least one credit after admission to the certificate or degree program.

Doctoral students completing a secondary master's degree must indicate on their program of study which courses apply to the doctoral degree.

For further information, as applicable, see [AP.6.10 Requirements for Doctoral Degrees](#), [AP.6.9 Requirements for Master's Degrees](#), [AP.6.8 Requirements for Graduate Certificates](#) and/or [AP.6.4.1 Non-degree Student Status](#).

CONF.1.18.3 Permission to Study Elsewhere

Students enrolled in a degree program may take graduate courses at another accredited institution and apply these credits to a master's or doctoral degree with prior approval. Approval must be secured in writing from the director and submitted to Mason's Office of the University Registrar before registering at the other institution. Upon completion of the course, students must arrange for an official transcript to be submitted to Mason so that the credits may be transferred into their Mason degree program. These credits are subject to all the other conditions given above for transfer credit, including limits on numbers of credits that can be taken elsewhere and the achievement of at least a minimum grade of B. Note that credits accepted for transfer do not compute into any Mason GPA. Permission to take a course elsewhere does not exempt a graduate student from satisfying the degree requirements given below.

Enrolled, degree-seeking graduate students may be eligible to take a limited number of courses through the Consortium of Universities of the Washington Metropolitan Area. See [AP.1.4.2 Permission to Study Elsewhere](#) for more information. Credits earned through the consortium are considered resident, not transfer, credits, and are therefore not subject to transfer of credit conditions or limitations.

CONF.1.19 Washington Consortium Universities

George Mason University is a cooperating member of the [Consortium of Universities of the Washington Metropolitan Area](#). The Consortium's cross-registration arrangement permits students enrolled in eligible degree programs at one-member institution to take a course at another member institution.

[American University](#)

[The Catholic University of America](#)

[Gallaudet University](#)

[The George Washington University](#)

[George Mason University](#)

[Georgetown University](#)

[Howard University](#)

[Marymount University](#)

[Montgomery College](#)

[National Defense University](#)

[National Intelligence University](#)

[Northern Virginia Community College](#)

[Prince George's Community College](#)

[Trinity Washington University](#)

[Uniformed Services University of the Health Sciences](#)

[University of the District of Columbia](#)

[University of Maryland College Park](#)

CONF.1.19.1 Eligibility

- Students must be currently enrolled at Mason **and** admitted to a degree program. Non-degree students are not eligible.
- First semester students are not eligible for registration.
- Students must be in good academic standing; some colleges have higher standards. Students in non-academic suspension or expulsion are ineligible.
- Graduate students are restricted to Graduate level courses.

CONF.1.19.2 Restrictions

- Only one consortium course can be taken in a given semester.
- A maximum of 6 graduate consortium credits can be taken.
- Restrictions on enrollment may apply for certain courses. Particular restrictions are not always detailed in the course information.
- Independent Study, Special Institutes, Tutorials and Study abroad are exempt from registration.
- Registration is not guaranteed. Participation is limited by both course availability and institutional Consortium policies of the visited college or university.

Registration in consortium courses is not guaranteed. Consortium registrations are on a space available basis. Registration is often not confirmed until very close to the beginning of the semester.

For further details please contact the Mason Consortium Coordinator

SUBI, Room 2101

(703) 993-2441

gmucons@gmu.edu

CONF.1.20 Readmission to Graduate Study at Mason

Former graduate students who have been terminated, dismissed or have resigned from a Mason graduate program are not permitted to take any additional coursework at Mason unless a new graduate program application has been submitted and the applicant has been admitted to graduate study. Time limits for the degree begin with the date of admission to the new program. If the student applies and is readmitted to the same graduate program at Mason from which the student was terminated, dismissed, or resigned, any grades of F or unsatisfactory grades accumulated within six years prior to readmission shall count toward reaching the termination threshold.

For the Carter School Admissions page, see [here](#). Upon full admission to an alternative graduate program at Mason, any grades of F or unsatisfactory grades accumulated in previous graduate programs at Mason will be excluded and shall not count towards reaching the termination threshold as described in [AP.6.6.2](#).

CONF.1.21 Requirements for Graduate Certificates

Students must satisfy all applicable university requirements, and all requirements established by the graduate certificate program faculty. The Carter School has 3 Graduate Certificates, Contemporary Dispute Resolution, Mass Atrocity and Genocide Prevention, and Conflict Analysis and Resolution. The Conflict Analysis and Resolution certificate has the following concentrations: Advanced Skills, Prevention and Reconstruction Contexts, World Religions and Peacebuilding, and Collaborative Community Action.

- Graduate certificate programs require a minimum of 15 graduate credits.
- Only graduate courses may apply toward the graduate certificate.
- A maximum of 3 graduate credits taken at another institution can be transferred into a graduate certificate program. See [AP.6.5 Credit by Exam](#).
- In the case of a certificate offered through the Consortium arrangement, at least one-third of the credit applied to the certificate must be earned through direct instruction at Mason.
- Candidates must have a minimum GPA of 3.00 in coursework presented on the certificate application, which may include no more than 3 credits of C. (Grades of C+, C-, and D do not apply to graduate courses.) The GPA calculation excludes transfer credits.

- Certificate students are subject to graduate termination policies.
- Certificate students who satisfy the degree requirements of more than one certificate at Mason may apply coursework from multiple certificates towards a Mason master's or doctoral degree program. No credits can be applied to more than two certificates and/or degrees. Program acceptance is subject to all applicable admissions requirements.

CONF.1.21.1 Degree Students also Pursuing Graduate Certificates

Admission

Students must be admitted to the master's or doctoral program and enrolled in active degree-seeking status. All master's and doctoral admission requirements apply. In order for both the degree program and graduate certificate to be conferred at the same time, students must be admitted to the graduate certificate program via an approved Secondary Certificate form prior to applying for graduation. The secondary graduate certificate may be conferred prior to the conferral of the master's or doctoral degree.

Time Limits

The time limit for certificate conferral coincides with the six-year time limit for master's degrees or the six-year time limit for advancement to candidacy in a doctoral degree. Master's and doctoral degree time limit rules still apply.

Multiple Programs

Students may be enrolled in one graduate certificate program at a time while they pursue a master's or doctoral degree. Students may share coursework between their primary degree program (master's or doctorate) and secondary graduate certificate. However, as applicable, at least 24 credits of the doctoral degree must be applied only to that degree and/or 6 credits of the master's degree must be applied only to that degree, i.e., they cannot be used to fulfill the requirements of another degree or certificate. No credits can be applied to more than two certificates and/or degrees.

CONF.1.21.2 Students in Graduate Certificate Programs Only

Admission

Students pursuing graduate certificate programs must be admitted to Mason through the formal admissions process. Failure to make satisfactory progress (as determined by the academic unit and/or Associate Provost for Graduate Education) toward certificate requirements may result in termination from the certificate program.

Certificate students who earn one or more certificates at Mason may apply coursework from multiple certificates toward a Mason master's or doctoral degree program, if admitted through the formal admissions process. In addition, as applicable, at least 6 credits of the master's degree or at least 24 credits of the doctoral degree program must be applied only to that degree, i.e., they cannot be used to fulfill the requirements of another degree or certificate program. No credits can be applied to more than two certificates and/or degrees. Program acceptance is subject to all applicable admissions requirements.

Time Limits

Certificate program students, both full-time and part-time, have six (6) calendar years, from their admit term, to complete their program. Individual certificate programs may have stricter time limits, which are published in this catalog. Time limit calculation is based on the student's admit term plus the applicable number of years. Students are responsible for knowing their time limits. See [detailed information](#) regarding how to determine time limits. Absences from Mason do not affect the time limit established by the student's admit term.

Students who will not meet published time limits because of compelling circumstances beyond their control may request an exception to this policy by petitioning their dean or director for a single extension up to one calendar year prior to the expiration of their time limit. Failure to meet the time limit or to secure approval of an exception to this policy through the process described in [AP.6.6.2](#) shall be considered a failure to make satisfactory academic progress and result in termination from the program under [AP.6.6.2](#). [AP.6.8.2](#) does not supersede a student's university-approved disability services accommodations plan.

International students attending in F-1 or J-1 status have more restrictive time limits; contact the Office of International Programs and Services ([OIPS](#)) for information. Non-immigrant students in F-1 or J-1 status are further limited by the regulations governing their stay in the United States. The University issues visa documents (forms I-20 and DS-2019) that indicate the estimated length of the student's academic program. Students who need extensions beyond the initial period of stay must request them through the Office of International Programs and Services ([OIPS](#)) at least 30 days before the end date of their F or J Certifying Document (forms I-20 or DS-2019) issued by George Mason University. Documentation of the compelling circumstances necessitating the extension request is required by federal regulations. For further information, please consult with an advisor in [OIPS](#).

Multiple Graduate Certificate Programs

Students not admitted to any graduate degree program (master's or doctoral) may be admitted to two graduate certificate programs at the same time. Or, students may enroll in multiple certificates consecutively. The graduation application for any graduate certificate must include a minimum of 12 credits that apply only to that certificate and not to another certificate.

Financial Aid for Students in Certificate Programs Only

Not all certificate programs are eligible for Federal financial aid. A list of the eligible graduate certificates can be found in [Financial Aid](#).

CONF.1.21.3 Certificate to Master's Bridge Program

Overview

The university offers Certificate to Master's bridge programs for individuals with baccalaureate degrees who need additional preparation to successfully matriculate into a master's program. Admitted students may obtain both a graduate certificate and master's degree after satisfactory completion of certificate program and master's degree requirements.

Application and Admission

Application to a bridge program must be made in accordance with all specific [graduate certificate program admission timelines](#), requirements, and procedures. Applicants must meet all general university [graduate admission eligibility requirements](#) including having earned a minimum GPA of 3.0 on a 4.0 scale in baccalaureate study. Individual academic programs may have additional graduate certificate to master's program admission requirements. Please refer to [Mason Graduate Admissions](#) page to determine if an **English Proficiency examination** is required.

Students who are invited to join a Certificate to Master's bridge program will initially be admitted to the respective Certificate program. Upon conferral of the certificate and achievement of the bridge program standards, the student will then be admitted to the Master's degree program of their respective bridge program for the following academic semester. The application form and fee for the Master's degree program is waived. Students currently enrolled in a Master's program at Mason are ineligible for a bridge program and should consult [AP.6.8.1](#) for guidance.

Coursework Requirements for Certificate and Master's Components

Bridge program students shall fulfill all program requirements and comply with university policies and procedures in completing the certificate and Master's degree programs. Students must meet all curricular requirements for each component of the bridge program as outlined in [AP.6.8](#) and [AP.6.9](#). Individual programs may have stricter requirements, and students may be required to retake courses in Master's status.

Students may only enroll in one bridge program at a time; however, students may enroll in one additional certificate program while pursuing the certificate component of their bridge program. Credit restriction and curricular requirements outlined in [AP.6.8](#) still apply. Students enrolled in the Master's component of their bridge program who wish to enroll in a certificate program should consult [AP.6.8.1](#) for guidance.

Timeline Requirements

Bridge program students must apply to graduate and have their certificate conferred in the semester during which their final certificate requirements are fulfilled in accordance with all deadlines. Any certificate courses that the student plans to apply towards the Master's component must be completed by the semester or term of graduation specified on their transition form for the bridge program, be graded B- or better, and be aligned with the respective Master's degree program requirements. Students in bridge programs must submit their transition form to their graduate academic affairs office by the deadline to apply to graduate from their certificate program. Students must enroll in the related Master's program in the academic semester or summer session that immediately follows the term of certificate program conferral. Changes to the progression timeline must be approved by the graduate program director. Students must also adhere to all timelines specified in AP.6.5, AP.6.8.2, and AP.6.9.2. International students attending in F-1 or J-1 status have more restrictive time limits; contact the Office of International Programs and Services for information.

Once matriculated into the Master's program, all students must continue to adhere to all applicable graduate academic policies as detailed in the University Catalog.

Certificate Conferral

Students who successfully complete all program requirements within university time limits will have their certificate conferred for the semester in which they have met all certificate requirements and after completing their application for graduation. International students attending in F-1 or J-1 status have more restrictive time limits; contact the Office of International Programs and Services for information.

Master's Conferral

Students who have successfully completed all degree requirements within the university time limits will have their Master's conferred after completing their application for graduate. International students attending in F-1 or J-1 status have more restrictive time limits; contact the Office of International Programs and Services for information.

CONF.1.22 Requirements for Master of Science Degrees

A total of 33 credits are required: 15 credits are required core courses, 12 credits of concentration, and 6 credits of electives. There are 7 concentrations to choose from: Social Justice Advocacy and Activism, Dynamics of Violence, Conflict Inclusive Engagement, Conflict Sensitive Development, Media Narrative and Public Discourse, Peacebuilding, and Individualized concentration. The choice of electives can vary significantly according to each student's individual goals or needs. Specific electives may not be offered in any given year(s) or semester. Therefore,

each student should develop a Plan of Study that should be discussed once each semester with their academic advisor and updated as appropriate.

- **Admission.** Candidates must have been officially admitted into degree status.
- **Credit Hours.** Candidates must earn a minimum of 33 graduate credits.
- **Time Limit:** Candidates have six (6) years from the time of first enrollment as a degree-seeking student to complete their degrees
- **Credit Level.** Only graduate courses may apply toward the degree.
- **Institutional Credit.** More than half of the required minimum credits applied to the degree must be earned at Mason. Or, in the case of programs offered through joint, cooperative, or consortium arrangements, at the participating institutions, at least one-third of the credits applied to the master's degree must be earned through direct instruction at Mason.
- **Thesis/Project Limits.** A maximum of 6 credits of master's thesis research (799) may be applied to the degree. Once enrolled in a thesis, students must be continuously enrolled each semester until completion. Thesis is an elective option and not required.
- **Internship Limits:** A maximum of 6 credits of graduate internship (694) may be applied to the degree. Internship is an elective option and not required.
- **Quality.** Candidates must have a minimum GPA of 3.00 in coursework presented on the degree application, which may include no more than 6 credits of C. (Grades of C+, C-, or D do not apply to graduate courses. The GPA calculation excludes all transfer courses and Mason nondegree studies credits not formally approved for the degree.
- **Unique Credit.** At least 6 credits of the master's degree program must be applied only to that degree, i.e., they cannot be used to fulfill the requirements of another degree or certificate program. This requirement does not apply to doctoral students also pursuing a first master's degree under AP.6.9.5.

CONF.1.22.1 Master of Science Required Courses

Students must register for 15 credits of required course work.

Foundations Courses (6 Credits):

CONF 600 – Foundations of Conflict Analysis and Resolution Credits: 6
(must be taken in student's first semester)

Conflict Analysis Courses (3 credits):

- CONF 610 – Conflict Inquiry Credits: 3 OR

- CONF 660 – Conflict Assessment and Program Evaluation Credits: 3

Conflict Praxis Courses (6 credits):

- CONF 657 – Facilitation Skills Credits: 3, and

- CONF 625 – Engaging Conflict Credits: 3 (This is a repeatable course)

CONF.1.22.2 Declared Concentration

All students must declare a concentration by the start of the second semester admitted into the program. In order to successfully complete the program, a student must complete 12 credits toward their concentration. Each student must submit an Academic Plan to their academic advisor who will forward to the graduate director for final approval. Once approved, a Change of Program form must be submitted to the Registrar's office for processing. There are 7 concentrations:

Social Justice Advocacy and Activism

This concentration will be geared towards students who want to work in communities both in the United States and internationally on issues of social justice and critical human rights promotion.

Dynamics of Violence

This concentration is geared toward students who are interested in understanding the various manifestations of violence, structural sources of violence, networks of violence that straddle the divides between domestic and international contexts and who want to work on violence prevention both in the United States and Internationally.

Inclusive Conflict Engagement

This concentration prepares students for working to resolve conflicts and address divided cultures, societies and organizations as advocates, mediators, peacebuilders, and insider-partials. It will also prepare students for working with an intersectional awareness of diversity.

Conflict-Sensitive Development and Resilience

This concentration will be geared towards students who wish to work in development and humanitarian assistance fields, bringing an in-depth knowledge of conflict dynamics to improving communities' capacity to adapt to change and be resilient in times of social, economic and political stress.

Media, Narrative, and Public Discourse

This concentration is designed for students who wish to work with and create representation, communication, media, discourse and narratives related to conflict.

Peacebuilding

This concentration is designed for students interested in real-world, practical, and professional skills in project design, management, monitoring and evaluation that will enable them to work in the peacebuilding field, primarily in NGOs and international organizations.

Individualized

Students will also be able to craft their own specializations with the approval of the MS Program Director.

CONF.1.22.3 Declaring an Individualized Concentration

To declare an individualized concentration, a student must complete an Individualized Concentration Application form and submit this form to their academic advisor for review. After review, the student must submit the application to the graduate director for final approval. Once approved, a copy of the approved individualized concentration application form will be attached to the Change of Program form and submitted to the Registrar's office for processing. To request a copy of the form email tcsadvi@gmu.edu

CONF.1.23 Master of Science Thesis – Elective Option

The Carter School does not require the completion of a Master's Thesis. If a student elects to pursue a thesis, the work towards a master's thesis requires the following activities: writing a thesis proposal, gathering and analyzing an extensive body of information, writing drafts of the chapters, and then revising these drafts according to the recommendations of the thesis committee members. The entire process takes approximately one academic year and typically requires 2 semesters of 3 credits of CONF 799 each semester. Establishing a reasonable schedule is very important. We strongly recommend the following steps and recommended deadlines listed below:

- Meet with your academic advisor 18 months before your intended graduation date.
- Register for a minimum of 6 credits of CONF 799, at least 3 credits in the first semester.
- Students must be continuously enrolled in a CONF 799 credits until successful completion. Meaning that you must register in 799 credits each semester until successfully completed the thesis.
- Approval of the Thesis CRN Request Form must be signed by your Thesis Chairperson.
- Selection of a Thesis Committee – 3-member full-time faculty committee.
- Completion and approval from the Thesis Committee of a Thesis Proposal.
- Completion and approval from the Human Subjects Review Board.
- Conduct Research – Qualitative, Quantitative or Mixed Methodology. Completed 7 months before you intend to graduate.
- Submit Thesis Draft and allow for multiple revisions and set review timelines with the Committee. Faculty may require considerable time to evaluate, advise, and suggest changes to the thesis draft. Completed 3 months before you intend to graduate.

- Consult with University of Thesis and Dissertation Services (UDTS) for final deadline dates for Format Review and Final Submission. [UDTS deadlines](#), and make an appointment with the [UDTS Coordinator](#).
- Submit your Final Thesis Draft for approval and signature of your Committee.
- Thesis credits will count toward general elective credits, or with approval from the program director, a maximum of 3 credits toward a declared concentration.

CONF.1.23.1 Selection of a Thesis Committee

The student will ask a faculty member to serve as their chairperson. We encourage students to review [Faculty Profiles](#) to get a sense of their areas of expertise and who may be the most appropriate as their committee chair. The student will then ask other Carter School full-time faculty to serve as members of the committee in consultation with the chair. The thesis committee chair is primarily responsible for directing and guiding the student's research and writing activities. A thesis committee consists of at least 3 people (including the chair). It is not required for a thesis committee to have an outside reader but if requested, the Graduate Program Director may approve this request. The student is responsible for keeping all committee members informed of the scope, plan, and timely progress of the research as well as the thesis in keeping with the CRN Timeline plan.

CONF.1.23.2 Thesis Proposal and Signature Sheet

A thesis proposal outlines the research question, methodology and literature on the area of interest. For a sample proposal and a sample proposal cover page/signature sheet, see these resources available in [Graduate Student Resources](#) in Blackboard Organization in MyMasonportal.

Students must have their thesis proposal approved by their chair and committee prior to conducting research. Once approved, please email tcsadvi@gmu.edu to request a copy of the thesis proposal signature sheet. Once signed please submit a copy of the proposal signature sheet and a copy of the proposal to your academic advisor. The [John Burton Library](#) and the program advisor requires copies of proposals. Please [email](#) your proposal.

Human Subjects Review Board Examination and Application

If you're conducting human subject research, you must submit an [Institutional Review Board \(IRB\) application for IRB approval](#). An application/IRB approval is only required if the student is conducting human subjects research. If you are working with data collected from human subjects that contains information that might identify them, you might require IRB approval, even if you do not have any personal interaction with the subjects. This could include analyzing existing human subjects data/medical records, etc. You should work closely with your chair, and contact IRB if you have any questions or think your resource material might be an issue.

- Information on human subjects review are available [here](#)

You must complete this step eight months before you submit your thesis.

CONF.1.23.3 Consult with University Thesis and Dissertation Services (UDTS)

Students completing a master's thesis should consult the University Thesis and Dissertation Services (UDTS) site regularly to ensure they are meeting the appropriate Mason requirements.

Mason requires strict adherence to the formats described in the online thesis guide. **All theses must be reviewed by the UDTS Coordinator prior to final submission.** Make an appointment with the UDTS Coordinator to review formatting guidelines as soon as you have a workable draft. The UDTS site also offers templates to ensure proper formatting.

UDTS assists with formatting tables and images in your document and are considered a fourth committee member. Your document does not need to be finished when you submit it to UDTS, which should review it before you present your final version to your committee. Email the file; UDTS does not accept hard copies. You do not have to be present for the review process.

Because UDTS reviews all submissions, we strongly advise you to turn in a copy for review well before the end-of-semester deadlines.

In order to graduate on time, students must complete this step four weeks before you submit your thesis.

CONF.1.23.4. Final Approval Submission and Signature Sheet

Once your committee has approved your thesis, you must get the signatures of:

- Committee chair and members.
- The Graduate Program Director.
- The Dean of the Carter School.
- Your academic advisor can assist with these Program Director and the Dean's signatures.

You must complete this step two weeks before you submit your thesis.

On or before the thesis submission deadline for any semester, each student will submit a complete electronic copy of his/her/ their thesis (signed Signature Sheet) as a PDF to University Dissertation & Thesis Services (UDTS). The PDF will be uploaded into the Mason Archival Repository Service (MARS). At the time of final submission, the student will also turn in completed versions of the Transmittal Sheet, ETD Submission Form, and MARS Agreement.

For degree conferral in a particular semester, the above materials must be submitted to the library by 5:00 p.m. on the Friday before the last day of class in that semester. (For specific

deadlines and more information, please see [The Office of the University Registrar](#).) Any delays or missed deadlines will prevent students from graduating on time.

CONF.1.23.5 Master's Thesis Continuous Enrollment (Mason Catalog)

Students must register for a minimum of three credit hours in their first semester of 799. After that semester, students must enroll for at least one credit of 799 per semester, unless on a Leave of Absence, until the thesis is complete and has been successfully submitted to the library. Such students enrolled for one credit of 799 may be considered in status (either full-time or half-time), if the following requirement is met: the student, advisor, and program director/chair must certify each semester that the student is working full-time or half-time on the thesis, using the form provided by [the Office of the University Registrar](#) prior to the first day of classes for the semester. See [AP.6.2 Full-time and Half-time Status Classification](#) for more information. **Please note: Master's students must maintain continuous enrollment in 799, excluding summers, each semester until the thesis is complete and has been successfully submitted to the library, with the exception of terms in which a student is on a Leave of Absence. Students who are completing their thesis in the summer must be registered for at least 1 credit of 799 in the summer. Graduation candidates who miss the library deadline for thesis submission but do submit successfully before the next semester begins do not have to register for 799 in the next semester. Such students must apply for graduation in order to have their degree conferred.** If satisfactory progress is being made, students registered in 799 are graded IP until work is complete; at that time they are graded S/NC. If progress is unsatisfactory in a semester, a grade of NC will be assigned. When the thesis is completed, a final grade of S or NC is assigned, and previous IP grades are updated by the Office of the University Registrar to reflect the final S or NC grade.

CONF.1.24 Graduate Internship Registration- Elective

An internship is intended to provide students with opportunities to: use and further develop applied conflict resolution skills; integrate theory and practice of conflict analysis and resolution; apply theory through practice; and network with professionals in the field to enhance employment opportunities. Internships are not required but may be taken for elective credit by MS or PhD students.

CONF.1.24.1 CONF 694 Internship Registration

Students interested in completing an internship for credit should [review eligibility](#) and contact their academic advisor. Registration for internship credits can be done for Summer, Fall, or Spring Semesters. Students can register for 3 or 6 internship credits. Once a student has received approval to register for internships, the advisor will provide registration details for CONF 694.

CONF.1.24.2 Internship for Credit

Students requesting an internship for credit are required to register for 3 of 6 credit hours of CONF 694. CONF 694 will require of students at least 160 hours (3 credits) or 320 hours (6 credit hours) of supervised work on a project towards the analysis and/or resolution of conflict. Such work must be detailed in an Agreement to be signed by the student, the site supervisor and the Carter School Advisor before the internship begins.

As part of the requirements for CONF 694, the student will be assigned a faculty supervisor and required to submit reflection and evaluation reports. A syllabus for CONF 694 with appropriate due dates and assignment details will be provided.

Students are encouraged to arrange their own internships; however, advisors are available to discuss internship possibilities and requirements. Students are also encouraged to join the [Carter School LinkedIn Group](#) or [Mason Handshake](#) for internship opportunities.

CONF.1.24.3 Internship Not for Credit

Many students choose to participate in internships with organizations to gain experience or make networking connections but may choose not to use the internship for credit toward their Carter School degree. Carter School students are recommended to notify the appropriate program director and the academic advisor that they are participating in an internship that is not for credit.

CONF.1.25 Study Abroad

A variety of study abroad opportunities are available through Mason's [The Global Education Office \(GEO\)](#). Students should review the CARTER SCHOOL website to review [The Carter School Study Abroad trips](#), which are offered in Winter Break (credits count toward Spring semester), Spring Break and Summer Break.

CONF.1.26 Directed Readings/ Independent Study

Under special circumstances, students may arrange to take a Directed Reading/ Independent Study course, either numbered CONF 697 (for MS students) or 897 (for PhD) with approval from their academic advisor or program director.

A student may qualify for independent study if:

- A course that you require is not scheduled for two semesters, which would delay your graduation.
- You want to work with a specific faculty member on a topic not normally offered as part of the Carter School curriculum.

To register for CONF 697 or CONF 897, submit a request to the Carter School Faculty along with a recommended short title (up to 30 characters), number of credits requested, and a draft

syllabus. Once approved please forward the approval email to your advisor who will then submit the request for approval internally, and then to the Registrar's office.

Procedure for arranging and undertaking a Directed Reading or Independent Study course is as follows:

1. The student should first approach the faculty member to obtain approval for a Directed Reading course and to discuss and agree upon the nature and contents of the proposed course.
2. An outline of the agreed course topic, syllabus, assignments, and bibliography, should be developed after this initial discussion, once approved by the faculty a copy must be provided to the academic advisor to be placed in the student's file.
3. Regular meetings should be scheduled, and records kept of the student's performance during the course. It is suggested that at least six meetings take place after the initial planning meeting, although this can be varied when appropriate.
4. If it is agreed that all or any substantial part of the final grade for a Directed Reading course is to be based upon a final paper, the topic should be approved at least four weeks before the last day of classes and handed in no later than the first day of Exam Week, to facilitate grading.
5. Incomplete grades will not be granted for Directed Reading courses, except in the case of a medical emergency.

CONF.1.27 Master of Science Program Time Limit

Master's degree students, both full-time and part-time, have six (6) calendar years, from their admit term for the program, to complete their degrees. Individual master's programs may have stricter time limits, which are published in this catalog. Time limit calculation is based on the student's admit term plus the applicable number of years. Students are responsible for knowing their time limits. See [detailed information](#) regarding how to determine the initial deadline. Absences from Mason do not affect the time limit established by the student's admit term.

Students who will not meet published time limits because of compelling circumstances beyond their control may request an exception to this policy by petitioning their dean or director for a single extension of up to one calendar year prior to the expiration of their time limit. Students seeking an extension due to a permitted leave of absence are referred to [AP.6.4.5](#), [AP.6.4.6](#), and [AP.6.4.7](#). Failure to meet the applicable time limits or to secure approval of an exception to this policy through the process described in [AP.6.6.2](#) shall be considered a failure to make satisfactory academic progress and result in termination from the program under [AP.6.6.2](#). [AP.6.9.2](#) does not supersede a student's university-approved disability services accommodations plan.

International students attending in F-1 or J-1 status also have more restrictive time limits; contact the Office of International Programs and Services ([OIPS](#)) for information. Non-

immigrant students in F-1 or J-1 status are further limited by the regulations governing their stay in the United States. The University issues visa documents (forms I-20 and DS-2019) that indicate the estimated length of the student's academic program. Students who need extensions beyond the initial period of stay must request them through the Office of International Programs and Services (OIPS) at least 30 days before the end date of their F or J Certifying Document (forms I-20 or DS-2019) issued by George Mason University. Documentation of the compelling circumstances necessitating the extension request is required by federal regulations. For further information, please consult with an advisor in [OIPS](#).

CONF.1.28 Conflict Analysis and Resolution, MS and Social Work, MSW Dual Degree

The Department of Social Work and the Jimmy and Rosalynn Carter School for Peace and Conflict Resolution have joined to offer a three-year dual-degree program. Students can earn both an MSW and an MS in Conflict Analysis and Resolution. See Admission Requirements [here](#).

Social Work Credits: 51

The Carter School Credits: 27

Total Credits: 78

Social Work Courses 51 credits

SOCW 600 Foundations of Social Work and Social Welfare	3
SOCW 623 Human Behavior and Social Systems I	3
SOCW 644 Community Practice across Lifespan	3
SOCW 656 Poverty Oppression & Inequity	3
SOCW 659 Organizing and Advocating for Change	3
SOCW 660 Foundations of Direct Practice	3
SOCW 672 Generalist Field Practicum and Seminar I	3
SOCW 673 Generalist Field Practicum and Seminar II	3
SOCW 674 Psychopathology	3
SOCW 688 Program Evaluation for Social Workers	3 (or)
CONF 660 Conflict Assessment and Program Evaluation	3

Specialization in Children, Youth and Families (CYF):

SOCW 630 Clinical Social Work in Forensic Settings	3
SOCW 683 Clinical Practice with Children, Youth & Families	3
SOCW 696 Specialized Practice Field Practicum & Seminar I	3
SOCW 698 Specialized Practice Field Practicum & Seminar II	3
GCH 500 Foundations of Public Health	3

Select one course (3 credits) from the following:

SOCW 640 Clinical Practice with Adults
SOCW 653 Immigration Policy
SOCW 654 Social Policy for Children, Youth and Families
SOCW 655 Aging Programs and Policies
SOCW 663 Global Human Rights Policy
SOCW 664 Creative Arts in Social Work Practice
SOCW 667 Advanced Group Theory and Practice
SOCW 675 Selected Topics in Clinical Practice
SOCW 676 Selected Topics in Social Work and Social Change
SOCW 677 Family Therapy
SOCW 678 Trauma and Recovery
SOCW 679 Military Social Work
SOCW 682 Substance Use Interventions

SOCW 684 Social Work and the Law
SOCW 685 Organizational Leadership
SOCW 689 Clinical Practice with Older Adults

Specialization in Adults and Healthy Aging (AHA):

SOCW 640 Clinical Practice with Adults	3
SOCW 689 Clinical Practice with Older Adults	3
SOCW 696 Specialized Practice Field Practicum & Seminar I	3
SOCW 698 Specialized Practice Field Practicum & Seminar II	3
GCH 500 Foundations of Public Health	3

Select one course (3 credits) from the following:

SOCW 630 Clinical Social Work in Forensic Settings
SOCW 653 Immigration Policy
SOCW 654 Social Policy for Children, Youth and Families
SOCW 655 Aging Programs and Policies
SOCW 663 Global Human Rights Policy
SOCW 664 Creative Arts in Social Work Practice
SOCW 667 Advanced Group Theory and Practice
SOCW 675 Selected Topics in Clinical Practice
SOCW 676 Selected Topics in Social Work and Social Change
SOCW 677 Family Therapy
SOCW 678 Trauma and Recovery
SOCW 679 Military Social Work
SOCW 682 Substance Use Interventions
SOCW 684 Social Work and the Law
SOCW 685 Organizational Leadership

Conflict Analysis & Resolution Courses 27 credits

CONF 600 Foundations of Conflict Analysis and Resolution	6
CONF 610 Conflict Inquiry	3
CONF 657 Facilitation Skills	3
CONF 625 Engaging Conflict	3
CONF Electives (selected with approval from Carter School)	12

CONF.1.29 Dual MS & MA University of Malta Program

Students can pursue a M.S. in Conflict Analysis and Resolution from George Mason University and a M.A. in Conflict Resolution and Mediterranean Security from the University of Malta through an innovative Dual Degree Program. This 13-month cohort program is offered only on site at the University of Malta. Students interested in pursuing the dual degree should apply through University of Malta at [Here](#).

CONF.1.30 MS Student to PhD Program

Master's students **cannot** "transfer" to the Ph.D. program but can apply for admission into The Carter School's PhD program each application year. If admitted to the PhD program, students must consult with their advisor to determine how courses taken in the MS program will be applied toward the PhD, through course reductions. Students must have completed a master's degree to be admitted to The Carter School's PhD program.

CONF.1.31 Requirements for Doctoral Degrees

Candidates must satisfy all applicable university degree requirements and all requirements established by the doctoral program faculty. Departmental degree requirements are listed under the respective doctoral programs in this catalog. Programs may impose more stringent requirements.

- **Admission.** Students must have been fully admitted into degree status.
- **Credit Level.** Only graduate courses may apply toward the degree.
- **Credit Hours.** Candidates must earn a minimum of 72 graduate credits, which may be reduced on the basis of a completed master's degree (15 credit reduction) and an application for additional credit reduction based on approval. A maximum of 30 credits reduction can be approved.
- **Unique Credit.** At least 24 credits of the doctoral degree program must be applied only to that degree, i.e., they cannot be used to fulfill the requirements of another degree or certificate program.
- **Institutional Credit.** More than half of the required minimum credits for the doctoral degree must be earned at Mason. Or, in the case of programs offered through joint,

cooperative, or consortium arrangements, at the participating institutions, at least one-third of the credits applied to the doctoral degree must be earned through direct instruction at Mason.

- **Candidacy.** Candidates must pass a written or oral doctoral candidacy (qualifying) exam, or both.
- **Dissertation.** Candidates must complete a minimum of 12 credits of doctoral proposal (998) and doctoral dissertation research (999), including at least three credits of 999. A maximum of 24 credits of 998 and 999 may be applied to the degree.
- **Defense.** Candidates must pass a final public defense of the doctoral dissertation.
- **Quality.** Candidates must have a minimum GPA of 3.00 in coursework presented on the degree application, which may include no more than 6 credits of C. (Grades of C+, C-, or D do not apply to graduate courses. The GPA calculation excludes all transfer courses and Mason extended studies or nondegree credits not formally approved for the degree.)

CONF.1.31.1 Doctoral Program Time Limit

For both full-time and part-time students enrolled in doctoral programs, the total time to complete the degree will not exceed nine (9) calendar years from the time of first enrollment (admit semester) as a doctoral student. Doctoral students are expected to progress steadily toward their degree and to advance to candidacy within no more than six (6) years. Time limit calculation is based on the semester or summer admit term plus the applicable number of years. Students are responsible for knowing their time limits. See detailed information regarding how to determine all initial deadlines. Absences from Mason do not affect the time limit established by the admit term.

Students who will not meet published time limits because of compelling circumstances beyond their control may request an exception to this policy by petitioning their dean or director for a single extension of up to one calendar year prior to the expiration of the applicable time limit. If such an extension is granted, the total time limit for completion of the degree will not exceed ten (10) years. Students seeking an extension due to a permitted leave of absence are referred to AP.6.4.5, AP.6.4.6, and AP.6.4.7. Any extension of the time limit to advance to candidacy that is granted does not automatically alter the total time limit for degree completion. Failure to meet the applicable time limits or to secure approval of an exception to this policy through the process described in AP.6.6.2 shall be considered a failure to make satisfactory academic progress and result in termination from the program under AP.6.6.2. See detailed information regarding how to determine the initial deadline. AP.6.10.1 does not supersede a student's university-approved disability services accommodations plan.

International students attending in F-1 or J-1 status also have more restrictive time limits; contact the Office of International Programs and Services (OIPS) for information. Non-immigrant students in F-1 or J-1 status are further limited by the regulations governing their stay in the United States. The University issues visa documents (forms I-20 and DS-2019) that indicate the estimated length of the student's academic program. Students who need extensions beyond the initial period of stay must request them through the Office of

International Programs and Services ([OIPS](#)) at least 30 days before the end date of their F or J Certifying Document (forms I-20 or DS-2019) issued by George Mason University. Documentation of the compelling circumstances necessitating the extension request is required by federal regulations. For further information, please consult with an advisor in [OIPS](#).

CONF.1.31.2 Program of Study – Academic Plan

Usually before the end of the second year of graduate study but no later than consideration for advancement to candidacy, doctoral students must submit a program of study for approval by the program director. The program of study must include foundation, specialization and elective courses and supporting courses to be covered by the candidacy exam, and a proposed date for the comprehensive/ candidacy exam. To request a Program of Study or Planning Sheet Form contact tcsadvi@gmu.edu Any changes in the programs of study must be documented with an amended Program of Study Form.

CONF.1.31.3 Advancement to Candidacy

Advancement to candidacy implies that a doctoral student has demonstrated both a breadth and a depth of knowledge in the field of study and is capable of exploring problems on the boundaries of knowledge, and has identified a research area that is likely to lead to a successful dissertation. The candidacy examination is a written exam. Doctoral students should consult the program plan and academic advisor for details.

After the dissertation chairperson is identified and appointed by the program director, the director will create a comprehensive exam committee that will be responsible for writing and grading the student's exam. The exam committee includes the dissertation chair and a second member of the faculty who is not on the dissertation committee. After the question, specifically related to student's research, has been sent to the student, the comprehensive exam committee and the student must not discuss matters relating to the substance of the research question. **The student has two months to complete the examination.** Before doctoral students may be advanced to candidacy by the program director, they must have completed all coursework as indicated on the approved program of study, been certified in all doctoral research skills required, passed the candidacy exam, and been recommended by the doctoral supervisory committee or program coordinator. ***Students who advanced to candidacy after the last date to add/ drop period for a given semester must wait until the following semester to register for 998 Dissertation Proposal.***

CONF.1.31.4 Language Requirement

The student's dissertation Chair, in consultation with the Program Director, will determine if proficiency in a second language is instrumental to the student's ability to conduct their dissertation research. The language requirement may be waived depending on the outcome of the consultation.

CONF.1.31.5 Dissertation Committee

The Dissertation Committee provides guidance and oversight of the student's dissertation research, writing, and defense. This committee may also function as the program committee, facilitating the design and approval of the student's program of study, conducting required examinations, and regularly assessing the student's progress and accomplishments.

It is expected that all individuals serving on a student's committee will be available throughout the student's degree until completion. Individuals who become unable to serve in their roles should notify the Dissertation Committee Chair, the student, other committee members, and the relevant program director as soon as possible.

Committee selections are initiated by the student after consultation with their proposed Chair. The committee formation process requires the approval of the student, all committee members, and their department chair or program director. A committee is considered established only after all individuals have accepted their appointments through the approval workflow required by the student's degree program.

Committee Size and Composition

Committee Size: Doctoral candidates must have a Dissertation Committee made up of a Chair and at least two other members (Member #1, Member #2). Active Graduate Faculty status is required at the time of appointment for any position requiring Graduate Faculty status.

Committee Chairs: Full-time faculty members at George Mason University may serve as Dissertation Committee Chairs as long as they are members of the Graduate Faculty, they are members of the core faculty for the student's degree program, and they possess expertise relevant to the student's field of study. Full-time term or administrative / professional faculty members at George Mason University may serve as Dissertation Committee Chairs as long as they are members of the Mason Graduate Faculty. Graduate Faculty status is detailed in [AP.6.12 Graduate Faculty](#).

If the Chair of a Dissertation Committee leaves the university, retires, goes on leave (that removes them from full-time status), or becomes otherwise unavailable during the student's course of study, a new Chair must be appointed. It is expected that a new committee will be formed within one semester of a Chair becoming unavailable. The previous individual may continue their committee service as a Co-chair if they hold the necessary status.

Committee Co-chairs: In some cases it may be appropriate to designate additional faculty as Co-chair. Graduate faculty who are from any George Mason University LAU or who are external to the university may serve as Co-chair. Non-tenure/tenure-track faculty and individuals from outside the university must be approved as members of the graduate faculty for purposes of having Co-chair privileges (see section below, Committee Service by Personnel other than Tenure

or Tenure-Track Faculty at George Mason University). If the Co-chair designee meets all requirements then the Co-chair may count as Member #1 or Member #2.

Committee Members on Dissertation Committees: Member #1 of the dissertation committee is required to be full-time Mason Faculty, a member of Mason's Graduate Faculty, and hold expertise and credentials relevant to the student's field of study.

Member #2 of the dissertation committee is required to be a member of Mason's Graduate Faculty and hold expertise and appropriate credentials relevant to the student's field of study.

Member #3, if required by the program, must be a member of Mason's Graduate Faculty, and hold expertise relevant to the student's field of study. It is encouraged for this member to come from outside the program's core faculty.

Additional members may be added to the committee, provided they are affiliate faculty and hold expertise relevant to the student's field of study.

All committee members are required to hold suitable academic training and research experience as well as an appropriate terminal degree. This credentialing is established through the attainment of Graduate Faculty status, detailed in [AP.6.12 Graduate Faculty](#). Only individuals that hold Graduate Faculty status are eligible to approve degree milestones, such as the comprehensive exam, advancement to candidacy, and the final dissertation defense. To learn more contact tcsadvi@gmu.edu or program director.

Committee Service by Personnel other than Tenured or Tenure-Track Faculty at George Mason University: Personnel with suitable academic training and research experience who are not George Mason University full time, tenured, or tenure track faculty may be recommended for inclusion on a graduate student Dissertation Committee. This category includes personnel from outside George Mason University as well as Research Faculty, Administrative/Professional Faculty, Instructors, Affiliate Faculty, Adjunct Faculty, Retired or Emeritus Faculty, and Term Faculty at George Mason University. Such personnel must have an appropriate terminal degree.

Full-time term or administrative/professional faculty members at George Mason University may serve as Dissertation Committee Chairs as long as they are members of the graduate faculty. Other personnel may be added to the committee as Co-chair, Member #2, or an additional member. Additional members need only be approved by the Graduate Program/LAU. Inclusion of committee members in the other categories is requested by the student's Dissertation Committee Chair and Graduate Program Director and approved by the Associate Dean; all such personnel must be appointed to graduate faculty by the Office of the Provost. If such members are on a temporary appointment there should be assurance that they will be available throughout the student's degree. They may share dissertation supervision responsibilities, and enjoy voting rights and privileges. A curriculum vitae for the proposed committee member must be included with the request for graduate faculty status and the particular advantages of including this person on the committee should be cited. Once approved for graduate faculty

status, a new request is not required for service on additional committees. Faculty, staff, and students are urged to check the online list of approved graduate faculty members. To request the application form please contact tcsadvi@gmu.edu

Changes to Dissertation Committee: Students may request changes to the composition of their Dissertation Committee at any time. Changes involving the chair or co-chair, including moving a committee member into or out of a chair or co-chair role, require the approval of the Program Director and all committee members. Changes only involving committee members other than the Chair or Co-Chair require at least the approval of the committee chair and the Program Director.

If changes in faculty status result in a committee that no longer meets the established minimum requirements for the university or program, no additional degree milestones may be completed or approved until the Committee has been reformed or membership requirements have otherwise been met.

Additional Requirements

Individual programs may have more restrictive policies. If so, those restrictions apply. Students are referred to their degree program for more information.

Committee Structure

Membership	Minimum Required Attributes
Chair (required member) Carter School Faculty	<ul style="list-style-type: none">• Full-time Carter Faculty
	<ul style="list-style-type: none">• Graduate Faculty
	<ul style="list-style-type: none">• Member of the Carter School core faculty
	<ul style="list-style-type: none">• Faculty relevant to student's field of Study
Member #1 (required member)	<ul style="list-style-type: none">• Full-time Mason Carter School Faculty
	<ul style="list-style-type: none">• Graduate Faculty
	<ul style="list-style-type: none">• Faculty in any Mason LAU
	<ul style="list-style-type: none">• Faculty relevant to student's field of study
Member #2 (required member)	<ul style="list-style-type: none">• Graduate Faculty; and,
	<ul style="list-style-type: none">• Faculty relevant to student's field of study; and EITHER:

Membership	Minimum Required Attributes
	<ul style="list-style-type: none"> • Faculty in any Mason LAU OR
	<ul style="list-style-type: none"> • External to Mason
Co-chair (if present)	<ul style="list-style-type: none"> • Graduate faculty; and, EITHER
	<ul style="list-style-type: none"> • Faculty in any Mason LAU OR
	<ul style="list-style-type: none"> • External to Mason
Additional members (if present)	<ul style="list-style-type: none"> • Approval by Dissertation Committee Chair, Graduate Program Director

CONF.1.31.6 Dissertation Registration (998, 999) (Mason Catalog)

Students must register for a minimum of 3 credits of 999 in their first semester (excluding summers) of dissertation research. After that semester, students must enroll for at least one credit of 999 per semester, unless on a Leave of Absence, until they have completed the minimum number of credits of 998 and 999 required by the university and their degree program, and the dissertation is complete and has been successfully submitted to the library. See [AP.6.2 Full-time and Half-time Classification](#) for more information. If satisfactory progress is being made, students registered in 998 or 999 are graded IP until work in 998 or 999, respectively, is complete; at that time they are graded S/NC. If progress is unsatisfactory in a semester, a grade of NC will be assigned. When the dissertation is completed, a final grade of S or NC is assigned, and previous IP grades are updated by the Office of the University Registrar to reflect the final S or NC grade. If the student voluntarily resigns or is terminated due to time limit, the grade of NC will be assigned. NC credits do not count toward minimum program requirements for 999. Insufficient 999 progress in a semester may impact international student eligibility for Optional Practical Training. Students should confirm their local academic unit's policy regarding the impact of an NC on eligibility for termination (see [AP 6.6.2](#)).

All registration for doctoral dissertation research (999) must be planned with the dissertation director and approved by the dean or director of the school, college, or institute. Dissertation research (999) is open only to doctoral students who have advanced to candidacy. Once enrolled in 999, students must maintain continuous registration in 999 each semester until the dissertation is complete and has been successfully submitted to the library, excluding summers and terms in which the student is on a Leave of Absence. Students who defend in the summer must be registered for at least 1 credit of 999 in the summer. Individual doctoral programs may require continuous registration beginning with 998. Graduation candidates who miss the library deadline for dissertation submission, but do submit successfully before the next semester begins, do not have to register for 999 in that next semester, but must apply for graduation in order to have their degree conferred.

It is the student's responsibility to complete registration for dissertation proposal (998) or research (999) prior to the first day of classes for the semester. If this date is missed, students must still enroll in these courses via Add or Late Schedule Adjustment procedures and are subject to Late Registration fees. Failing to register on time in a particular semester does not alter the requirement for continuous registration in 999.

To request a copy of the Late Schedule Adjustment from email tcsadvi@gmu.edu.

CONF.1.31.7 Doctoral Dissertation

A dissertation is required for the doctor of philosophy degree. The dissertation is a written piece of original thinking that demonstrates doctoral candidates' mastery of subject matter, methodologies, and conceptual foundations in their chosen field of study. This is generally achieved through consideration of a problem on the boundaries of knowledge in the discipline.

The chair of the dissertation committee is primarily responsible for directing the doctoral candidate's research and guiding the preparation of the written dissertation. After the dissertation committee is appointed, the student should begin discussions with the chair to define a suitable problem for the dissertation. Before the student may enroll in doctoral dissertation research (999), the dissertation proposal must be approved by the dissertation committee and signature sheet sent to the academic advisor for final approval. Before that time, the student may enroll in proposal research (998).

Guidelines for the content and general format of doctoral dissertations are in the *Thesis, Dissertation, or Project Guide*. Consult a doctoral coordinator to determine which additional reference manuals are suitable.

CONF.1.31.8 Doctoral Defense

As soon as all degree requirements have been satisfied, including completion of the doctoral dissertation, the doctoral candidate may request a doctoral defense. Approval for the defense is given by the doctoral dissertation committee, chair, and program director of the school. Notice of a defense must be circulated to the university community two weeks before the defense date. The public defense should demonstrate the candidate's maturity of judgment and intellectual command of the chosen branches of the field of study.

At the close of the final defense, the dissertation committee makes final judgments for approving the dissertation. The doctoral candidate is responsible for making all required changes promptly, submitting the original and required copies, and obtaining signatures. Final approval for the dissertation is given by the doctoral dissertation committee, department or program director, and dean of the school, all of whom must sign the final dissertation Signature sheet.

For a dissertation to be approved, all members of the committee must sign the signature sheet. If a committee member refuses to do so, the student or any member of the committee may

petition the program director for a review and ruling. The director may seek the advice of outside reviewers to provide an assessment of the work. The final decision is that of the program director and is not subject to appeal.

To schedule a defense event: <https://carterschool.gmu.edu/form/event-request>

CONF.1.31.9 Dissertation Submission and Embargo

Doctoral students are required to submit their dissertations to University Dissertation and Thesis Services (UDTS) for upload to the Mason Archival Repository Service (MARS) and ProQuest. Doctoral students must also complete a Survey of Earned Doctorates.

UDTS facilitates completion of requirements and submission of dissertations, theses, and graduate-level projects. All dissertation submission procedures related to degree conferral in each semester and consistent with this policy are defined by UDTS. This encompasses all stated deadlines including, but not limited to, any for the required format review and final submission. For further information, consult the [UDTS website](#).

Once a student has submitted the final (i.e. successfully defended, formatted, and signed) version of their dissertation to UDTS, subsequent edits will not be allowed except under the following circumstances:

1. A formatting error has been introduced into the document when converting from one document type to another during the UDTS submission process that substantively affects the meaning of the dissertation. For example, if equations or special symbols or tables have been deleted or reconfigured in a way that the meaning has been substantively lost or altered then those corrections alone are permitted.
2. Incidence of fraud or plagiarism is detected. The Graduate Program Director will review the dissertation and determine an appropriate course of action in accordance with the university catalog. The recommendation will be approved by the Dean or Associate Dean. The UDTS Coordinator must be informed in writing by the Dean or Associate Dean of the approved course of action.

A student may, in accordance with University Dissertation and Thesis Services (UDTS) procedures, submit a signed petition to embargo, i.e. delay, all or part of their dissertation, preventing online and on-campus access to it, for a period of time (2 years, 5 years, or 10 years).

The Carter School will approve petitions for embargo based on the criteria and policy herein. Doctoral candidates and thesis students must submit an embargo request in writing to their dissertation or thesis chair. Students must clearly articulate and provide justification (where possible) for their request. The petition must meet one of the following criteria:

1. Given the political sensitivity of the students' research and findings, the embargo petition seeks to minimize harm and risk. The request is made in the interest of protecting the student's personal wellbeing and that of their relatives, research subjects, translators, and or research collaborators.
2. The embargo may be considered if the release of the information compromises the student's intellectual property rights. Such instances may arise when students are pursuing formal publication of their research, or the registration of patents.

The Chair will review the petition request. Both the candidate's dissertation or student's thesis chair, and the graduate associate dean must approve the student's petition in writing and in accordance with UDTS procedures. All decisions are final and are not reviewed beyond the school's leadership unit.

All embargo petitions will be retained by UDTS. The student, as well as the Carter School's associate dean, will be provided written confirmation of the new dissertation release date by UDTS. Once the embargo period has passed, dissertations will be made available for online access as well as on-campus.

If the student wishes to extend the embargo past the dissertation's initial release date, the student is required to secure the approval of the graduate associate dean of the student's college/school and the Graduate Division in the Office of the Provost. The student must submit a signed renewal request, in accordance with UDTS procedures that may include a stated deadline. Students can request a renewal period of 2 years, 5 years, or 10 years. Each college/school and the Graduate Division shall publish on their respective university webpage the process for initiating and embargo extension request and the criteria used in their respective reviews. The UDTS Coordinator will retain a copy of the student petition and confirm to the student and graduate associate dean the decision and any applicable new dissertation release date. Renewal embargo request decisions are not reviewed beyond the Graduate Division.

Authors who wish to lift an embargo prior to the established termination date must notify the UDTS Coordinator. In the case of an author's death, incapacity, or other similar circumstance, the author's estate, power of attorney, or other appropriate designee assumes decision-making authority over the embargo.

CONF.1.32 University Dissertation and Thesis Services

University Dissertation and Thesis Services (UDTS) facilitates completion and submission of dissertations, theses, and graduate-level projects. The program assists Mason students in all stages of production. The [UDTS website](#), provides students with useful tools, including downloadable templates of necessary elements, forms required for the submission process, and links to related web sites. Students completing a thesis or dissertation are required to complete a format review. UDTS is located in Fenwick Library, Special Collections and Archives, Wing 2C.

For more information, contact the university dissertation and thesis coordinator at [703-993-2222](tel:703-993-2222).

CONF.1.33 Academic Integrity

The Carter School strives to exemplify academic integrity as defined within the honor code of George Mason University. George Mason University Students may study the honor code but should understand that plagiarism is strictly forbidden within the Carter School. The Honor Code and other resources related to the subject of academic integrity can be found [here](#). Students within the community must be responsible for their own work and must take on the responsibility of dealing with violations of the honor code. To maintain academic integrity within Carter School, students and faculty must report all alleged violations of the Honor Code.

Each student must sign a copy of the [Honor Code Pledge](#) at Graduate Student Orientation. There are a variety of resources available to students for a better understanding of what is considered plagiarism. It is the responsibility of the students to seek out these resources and ask questions if they are unsure of citations, collaborative assignments, or what is considered plagiarism. Ignorance will not be considered an acceptable excuse for plagiarism. In the spirit of the George Mason University honor code, a student's word is a declaration of good faith acceptable as truth in all academic matters.

CONF. 1.34 Graduate Academic Exceptions

Certain situations may warrant a formal request for an exception to [established university policies](#) regarding your degree or program of study. In these instances, it is important to follow the proper workflow and protocols in submitting your request.

For graduate students who wish to seek an *exception* to an academic policy, which always precedes a graduate academic *appeal*, all requests must begin within the student's department/academic program. A request for exception to academic policy **does not guarantee** the request will be granted.

Graduate Academic Exceptions: <https://graduate.gmu.edu/studying-here/graduate-policy-resources/graduate-academic-exceptions>

To learn more about this process, please contact tcsadvi@gmu.edu and refer to CONF. 1.12.

CONF. 1.35 The Carter School Academic Standards

As part of George Mason University, the Jimmy and Rosalynn Carter School for Peace and Conflict Resolution is obliged to comply with the University's Honor System. Cases referred to the University System are beyond our control. The Carter School faculty wants all Carter School students to know and observe the following standards.

Outside Ideas: We encourage students to integrate readings, knowledge and experience outside of the Carter School with the academic experience they get in the program. The ideas of others need not be seen as "in competition with" or "in conflict with" the field of conflict analysis and resolution. However, students should properly cite sources, note disciplinary roots, and acknowledge where ideas conflict or compete.

Teamwork. Students may participate in "study teams" or "learning groups" within classes, and may work together on team projects as directed by faculty. We encourage students to participate in Carter School working groups to supplement the formal curriculum with practical and topical learning. However, students are expected to disclose any teamwork and may not represent the work of others as their own. Unless otherwise directed in class, students are expected to do original and individual work for each academic assignment.

Repetition: During the course of study at the Carter School, students may revisit ideas or cases more than once. Understanding and learning can and should build from class to class. However, we do not allow students to submit the same paper or project (or substantially the same paper or project) to satisfy the requirements of more than one class, unless all teachers concerned give their permission prior to such submissions in advance. Work required in each class should be original and individual unless specifically approved or directed otherwise. Submitting material more than once without disclosure and approval is not permitted. Students who try to use their work more than once may be subject to severe penalties under The Carter School's academic review or under the GMU's Honor Code.

Plagiarism: Students may not copy or "borrow" academic material from others without formally citing the source of the material. Paraphrases that closely track an original source should also be properly cited. If uncited, faculty will presume that the ideas presented in a student paper or presentation are his or her own. If the material is found to derive from another source, the student may be charged with plagiarism and subject to penalties under The Carter School's academic standards or GMU's Honor Code. For further discussion of plagiarism see the additional remarks on this subject.

Students who have any question about these standards should consult with the individual instructing faculty or with their advisor.

CONF.1.36 Submit Intent to Graduate

Graduation is not an automatic process. Students should apply to graduate no later than the application deadline. Students must graduate within the semester they are completing their final course work. Students can graduate during the Spring, Summer and Fall semesters. Students must be in good financial standing with the University to receive your diploma.

CONF.1.36.1 Graduation Process

1. Run your Degree Evaluation on **Patriot Web**.
Be sure that all of your degree requirements will be met by the conferral date. Speak with your advisor regarding any questions.
2. Apply to graduate on Patriot Web.
Go to Timelines for submission deadlines for each semester. If you missed the deadline, a Late Graduation or Retroactive Graduation form may be required.
3. Confirm or update your Expected Graduation Date.
For enrollment verification purposes, students can update their Expected Date of Graduation on Patriot Web. Click on Student Services, then Student Records, then Expected Date of Graduation. Select a graduation term from the drop down menu and click submit. THIS DOES NOT SERVE AS YOUR GRADUATION APPLICATION.
4. Complete the Student Exit Survey.
5. Final Review by Office of the University Registrar.
6. Degree Conferral
Go to Timelines for specific dates.
Transcripts showing conferred degrees will be available after the conferral date as degrees are evaluated and posted. Diplomas will be mailed 6-8 weeks after each conferral date.

CONF.1.37 Important University Services

CONF.1.37.1 Mason Identification Card

Mason Card is your official university ID card and your key to life on campus. The Mason ID Card is the all-in-one card to access your Mason Money, meal plan, campus facilities, athletic events, and more <https://masonid.gmu.edu/about-mason-id/>

Students taking classes online can use the Virtual Mason ID in lieu of visiting the campus for a physical version. A photo can be uploaded electronically through the Online Mason Card Office.

CONF.1.37.2 Arlington Campus Parking

Parking at the Arlington Campus is restricted to those either working or attending class at the campus. Parking is very limited, especially in the Vernon Smith Garage. Those planning to arrive between 1:00 pm and 5:30 pm should consider using alternative transportation to get to campus including using Metro, walking, and bicycling. There is metered parking on surrounding streets; however even on-street parking may be limited at times.

<https://transportation.gmu.edu/arlington/#faculty>

CONF.1.37.3 George Mason University Campus Police

In an emergency, dial 911. For non-emergencies in Arlington, call (703) 993-8070 to reach Arlington Campus Police.

<https://arlington.gmu.edu/student-resources/police-and-public-safety/>

CONF.1.37.4 Student Health Services

Mason's Student Health Services provides high-quality health care services to all currently enrolled students. <https://shs.gmu.edu/>

CONF.1.37.5 Health Insurance

Students may purchase health insurance with Aetna Student Health. 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. For additional <https://shs.gmu.edu/insurance/>

CONF.1.37.6 Counseling and Psychological Services (CAPS)

Counseling and Psychological Services (CAPS) provides a wide range of services to students, faculty, and staff. CAPS provides individual and group counseling, workshops, and outreach programs to enhance a student's personal experience and academic performance. The Arlington location is in Van Metre Hall, Room 222. To learn more about the services: <https://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.

CONF.1.37.7 Learning Services

The Learning Services office provides a variety of experience-based learning opportunities through which students explore a wide range of academic concerns. For more information visit: <https://learningservices.gmu.edu/>

CONF.1.37.8 Office of Disability Services (ODS)

The Office of Disability Services, ODS is available to serve all students with disabilities. For more information, please visit the: <https://ds.gmu.edu>

CONF.1.37.9 The Writing Center

The Writing Center offers free writing support (including one-on-one tutor sessions, online tutoring, ESL writing help, and support for students who have writing disabilities) and writing workshops. The Arlington office is located in Van Metre Hall, Room 212. Visit: <https://writingcenter.gmu.edu>

CONF.1.37.10 Office of International Student Services (OIPS)

The Office of International Programs and Services (OIPS) supports international students. OIPS maintains office hours on the Arlington Campus in Van Metre Hall, Suite 222. Please Visit: <https://oips.gmu.edu>

CONF.1.37.11 Office of Financial Aid (FAFSA)

To assist you with the financial aid process, Mason's Office of Student Financial Aid has a team of dedicated professionals available to help you and your family. The Financial Aid staff will work with you annually as you re-apply for financial assistance each year you attend Mason. Please Visit: <https://www2.gmu.edu/financial-aid>

CONF.1.37.12 Office of Military Services

The Office of Military Services assists U.S. military veterans, their dependents, and survivors with navigating the complex benefits process. Please Visit: <https://military.gmu.edu/>

CONF.1.37.13 Student Support and Advocacy

The Student Support and Advocacy Center readily provides resources and trainings to the Mason Community. <https://ssac.gmu.edu/>