



**SCHAR SCHOOL OF POLICY
AND GOVERNMENT**
George Mason University®

Master's Programs Student Guide

Revised Spring 2026

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

INTRODUCTION

Guide Overview

The Master's Programs Student Guide serves as an accessible reference for all Schar School students as they proceed through their master's program. Where appropriate, website addresses are included; students should go to those websites for further information on a particular topic. Be advised that the guide was prepared on the basis of the best information available at the time of publication in December 2025. The faculty reserves the right to make reasonable and prudent changes. The provisions of this Guide are subordinate to the University's general catalog and rules, and do not constitute a contract with the students to whom they apply. Questions may be addressed to the [Office of Master's Student Services](#).

Schar School of Policy and Government

George Mason University's Schar School of Policy and Government prepares undergraduate and graduate students to be leaders and managers who solve problems and advance the public good in all sectors and levels of government—in the United States and throughout the world.

Located on both Mason's Fairfax and Mason Square campuses, the Schar School takes advantage of its location next to the nation's seat of government to connect students to jobs, internships, and networking that can only be found in the Washington, D.C. area. As one of the largest schools of its kind, the Schar School has over 80 full-time faculty, 18 degree programs, and a community of over 18,000 alumni.

Combining original research and real-world experience, Schar School faculty come from a wide range of disciplines and are world-class academic scholars, public intellectuals who have shaped policy debates, and experienced professionals who specialize in the scholarship of practice. Learning from professors with real-world experience, students gain the applicable skills and the practical knowledge to lead government agencies and nonprofit organizations, develop public policies and programs, create innovative consulting solutions, or provide expert policy analysis.

While large in size, the Schar School remains committed to quality teaching and small classes. Students often form mentoring relationships with their professors that help them succeed in class, conduct research that addresses public problems, and excel throughout their careers. Most classes are offered in the evening to accommodate part-time attendance, making it easy for students to earn their degrees while maintaining a full-time job or internship.

The Administration, Faculty, and Staff

The Schar School of Policy and Government administrative offices are located on the fifth floor of Van Metre Hall at Mason Square and Suite 336 in Aquia Building on the Fairfax campus.

Schar Graduate Program Administration

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Master's Program Directors

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SCHAR SCHOOL STUDENT SERVICES

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

Academic Advising

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

Students should come prepared with a copy of the relevant program's degree worksheet when meeting with the Student Services staff for academic advising. [Degree worksheets](#) can be found in the Student Services Office or on the School's web page (linked above).

Patriot Connect is George Mason's platform designed to enhance your student journey. Use it for appointment scheduling and to get easy access to select student support services like academic advising, and learning services. You can use Patriot Connect to:

- ***Find your Success Team and access student support services—Connect with your assigned academic advisor, program coordinator, and/or access support services, like learning services.***
- ***Schedule appointments—View available time slots and book with your academic or career advisor.***
- ***Access appointment notes and complete tasks—Review a running record of meeting notes captured by your advisors and support staff and complete any assigned tasks, such as scheduling and completing your referral appointments.***

For more information, visit: connect.gmu.edu.

Master's 101

This interactive website is designed to help students launch successfully into their master's programs and supplement the important information received during the on-campus New Student Orientation Program. Continuing students can use the Master's 101 website to connect with key services and resources throughout their program. Students will also find writing and math tutorials to assist them during their graduate studies. Students can you use the following link to access the [Master's 101 web page](#).

Career Development

The Schar School's Student Services Office offers comprehensive career services at the Mason Square campus. Career Development staff can assist you in revising your resume and cover letter, practicing interviewing skills, exploring career goals, identifying employment opportunities, and preparing the other skills necessary for a successful job or internship search. The Career Development Office uses Handshake, an online job and internship database, to aid students in their employment search. Students can use the following link to access [Handshake](#). For detailed information regarding resources and to schedule an appointment, students can contact Duane Bradshaw, Director of Career Development at (703) 993-3188 / dbradsha@gmu.edu or Brian Bar, Associate Director of Career Development at (703) 993-8559 / bbar@gmu.edu. For additional information visit the [Schar School Career Services page](#).

University Career Services

In addition to Schar School Career Development, University Career Services on the Fairfax campus offers a wide array of programs to support students, including career workshops, on-campus interviews, and graduate career and internship recruitment fairs. For additional information, visit the [George Mason University Career Services page](#).

Schar School Alumni Relations

The Schar School of Policy and Government has an active alumni chapter. For more information, view the [Schar School Alumni page](#).

UNIVERSITY SERVICES

Identification Cards

Each student must obtain a University photo identification card. This ID must be presented to use the library and parking services; it is required for admission to university events and when using university facilities after normal operating hours. In order to obtain a student ID card, each student must be registered for at least one credit hour and present another form of photo identification.

You have two options for your Mason ID:

1. Mobile ID Card (Preferred Option) - The Mason Mobile ID is a digital identification that is stored on a mobile device (iPhone, Apple Watch, or Android). It allows users to verify their identity electronically without the need for a physical Mason ID.

IMPORTANT NOTE: Mason Mobile ID is optional. Once you activate your Mason Mobile ID, your existing Mason ID card will automatically deactivate. There is a \$25 fee for switching back to a physical Mason ID card.

2. Physical ID Card - If opting for a physical ID Card, please upload your photo through the Mason Card office website to avoid long lines and delays. Please [read the requirements for photo uploads](#) and login with your Mason credentials to [upload your photo here](#). It is important to note that you must receive an email from the photo ID office confirming your picture has been accepted before your ID can be printed. There is a \$25 fee for card replacement.

The ID office is located in the Office of Administration and Operations, Van Metre Hall, Suite 220 on the Mason Square campus or in the Student Union Building I, Room 1203 on the Fairfax campus. Distance learning students can order their electronic Photo ID, via the [Online Mason Card Office](#).

Parking Decals and Locations

Students who wish to park their vehicles on campus must register with Parking Services and pay for a parking decal. Students with a valid Fairfax/SciTech General parking permit or higher (*except West Campus and Lot M/P permits*) may obtain a complimentary supplemental parking permit for the Vernon Smith garage at Mason Square. Parking Services is located in Van Metre Hall, Room 219 (Arlington) or in the Sandy Creek Shuttle Building (Fairfax). Decals can be purchased online by credit card payment using your Mason ID# and PIN through the [Parking and Transportation website](#). For decal sales and fine payments on the Fairfax campus, go to Sandy Creek Building. For information, call (703) 993-2710.

In Mason Square, parking is located in the Vernon Smith Hall parking garage (adjacent to campus on Washington Boulevard) and the Van Metre Hall underground parking garage. For information about parking on the Fairfax campus, please visit the [George Mason University Parking and Transportation page](#).

As parking is limited in Mason Square, students are encouraged to travel to campus via the Metro. The Mason Square Campus is located .2 miles from the Virginia Square Metro on the Orange & Silver lines

Electronic Communication and Mason Email Accounts

Each student is required to access and activate their GMU email account. **The University will only communicate via George Mason University email accounts for official university business.** The Schar School of Policy and Government also communicates information directly to Schar students through program listservs that have been established using Mason email addresses. You are responsible for the content of any communication sent to you by email. **If you prefer to use another email system as your primary mailbox, you must place an email “forward” on your university account.** Note that if you forward your Mason email to another account, the George Mason University mail server retains copies of that mail. Please check your Mason email account on a regular basis to delete these messages. For more information, visit the [George Mason University Email page](#).

Fairfax and Mason Square Libraries

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

George Mason University Campus Police

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

Student Health Services

Mason's Student Health Services provides high-quality health care services to all currently enrolled students. There is no evaluation charge to students, but minimal fees may apply for select procedures and laboratory services. Services available to students include diagnosis and treatment of illness and injury, communicable disease screening, health and wellness counseling, immunizations, referral services, laboratory services, and a travel clinic. In Fairfax, the Student Health Services is located in 2300 Student Union Building I. On the Mason Square campus, Student Health Services is located in Van Metre Hall, Suite B102. To schedule an appointment, please call: Mason Square (703) 993-4863, Fairfax (703) 993-2831. For more information, visit the [George Mason University Student Health Services website](#).

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. George Mason University's policy number is 724536. For additional information and enrollment deadlines, please contact Student Health Services at (703) 993-2826, insure@gmu.edu, or visit the [Insurance page on the George Mason University Student Health Services website](#).

Counseling and Psychological Services (CAPS)

Counseling and Psychological Services (CAPS) provides a wide range of services to students, faculty, and staff. Services are provided by a staff of professional counselors, clinical psychologists, and social workers. CAPS provides individual and group counseling, virtual and in person appointments, workshops, and outreach programs to enhance a student's personal experience and academic performance. The Fairfax office is located in Student Union Building I, Room 3129. The Mason Square location is in Van Metre Hall, Room 222. To learn more about the services that CAPS provides, please visit the [Counseling and Psychological Services website](#).

If you are in a crisis and need assistance, please call (703) 993-2380 from 8:30am-5pm. After hours, please call University Police at (703) 993-2810.

The **Learning Services** office provides a variety of experience-based learning opportunities through which students explore a wide range of academic concerns. The office also offers programs such as study skills workshops, individual study counseling, and tutor referrals. The programs are open to all George Mason University students free of charge. Services are confidential and their use does not become part of the student's academic record. For more information visit the [Learning Services page on the University Life website](#).

Office of Access, Compliance, and Community

The Office of Access, Compliance, and Community monitors and supports George Mason's commitments to all-inclusive diversity and equal access to opportunity, as well as affirms a culture of integrity that values shared responsibility as a critical element of an inclusive and diverse academic community.

If you or someone you know is the subject of illegal harassment, discrimination, or sexual misconduct, meet with a member of the Office of Access, Compliance, and Community team to talk about your options. For more information visit the [Office of Access, Compliance, and Community website](#).

Student Support and Advocacy Center

The Student Support and Advocacy Center (SSAC) helps students develop and maintain healthy lifestyles by addressing some of the most challenging issues they may face during their collegiate years, including: Stress management, healthy relationships, financial wellbeing, sexual assault, drug and alcohol use, nutrition and body image, and sexual health. For more information please visit the [Student Support and Advocacy Center website](#).

Disability Services (DS)

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

George Mason University Housing

Mason's Contemporary Student Services offers a website where students can view listings of private/commercial housing options and look for roommates near all university campuses. For more information, please visit the [George Mason's Official Off-Campus Housing Finder](#). University Life at Mason Square also provides a [Housing Guide](#) for Arlington-based students.

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. All members of the Mason community (students, staff, faculty,

and alumni) may use the Writing Center's services. The Mason Square office is located in Van Metre Hall, Room 212, and the Fairfax office is located in Johnson Center, Room 227E. For more information about these services, please visit the [Writing Center's website](#) at, or call (703) 993-1200.

International Student Services

The **Office of International Programs and Services (OIPS)** assists international students with all matters pertaining to immigration status, including how to apply for employment benefits, program extensions, transfers, changes of status, and entry of dependents. The office conducts a comprehensive orientation program for new international students each semester, covering important immigration regulations, academic policies at George Mason, the U.S. educational system, registration procedures, health and wellness, and taxation. During the year, OIPS organizes many intercultural programs, such as a series of workshops, receptions, outings, and, most notably, Mason's annual International Week each April. OIPS maintains office hours (11:00am – 6:00pm) on the Mason Square Campus in Van Metre Hall, Suite 222, every Wednesday during the fall and spring semesters. The main OIPS office is located in Student Union I, 4th floor, Suite 4300, on the Fairfax campus, (703) 993-2970. For more information about their services, please visit the [Office of International Programs and Services website](#).

International Student Health Insurance

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

ACADEMIC POLICIES & PROCEDURES

The Honor System and Professional Conduct

George Mason University operates under an honor system that has existed in the Commonwealth of Virginia for over 150 years. Students are responsible for understanding the provisions of the code that is described in detail in the [*George Mason University Catalog*](#).

The faculty seeks to help students understand and uphold the norms and values of an academic community. Two of the most important sets of academic values are articulated in the “Statement of Professional Ethics” and “Statement on Plagiarism” adopted by the American Association of University Professors. These statements are incorporated in the *George Mason University Faculty Handbook* which is available on the [Policies and Guidelines page on the Office of the Provost website](#).

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

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

Schar School Policy on Plagiarism

The profession of scholarship and the intellectual life of a university, as well as the field of public policy inquiry, depend fundamentally on a foundation of trust. Thus, any act of plagiarism strikes at the heart of the meaning of the University and the purpose of the Schar School of Policy and Government. It constitutes a serious breach of professional ethics, and it is unacceptable.

Plagiarism is the use of another’s words or ideas presented as one’s own. It includes, among other things, the use of specific words, ideas, or frameworks that are the product of another’s work. Honesty and thoroughness in citing sources is essential to professional accountability and personal responsibility. Appropriate citation is necessary so that arguments, evidence, and claims can be critically examined.

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

The faculty of the Schar School of Policy and Government takes plagiarism seriously and has adopted a zero-tolerance policy. Cases of suspected plagiarism are referred to

the Office of Academic Integrity and may lead to termination from the program. This termination will be noted on the student's transcript. For international students who are on a university-sponsored visa (eg. F-1, J-1 or J-2), termination also results in the revocation of their visa.

To help enforce the Schar School's policy on plagiarism, all written work submitted in partial fulfillment of course or degree requirements must be available in electronic form so that it can be compared with electronic databases, as well as submitted to commercial services to which the School subscribes. Faculty may at any time submit a student's work without prior permission from the student. Individual instructors may require that written work be submitted in electronic as well as printed form. The Schar School's policy on plagiarism is supplementary to the George Mason University [Academic Standards Code](#); it is not intended to replace it or be a substitute for it.

Provisional Admission

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

Grading Policies

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

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

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

The grade of “Incomplete” (IN) 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. Faculty members who choose to require an earlier incomplete deadline will be required to file an *Incomplete Grade Contract* with the local academic unit’s office, detailing the work that remains to be done, the general reason for the incomplete, and the student’s grade at the point of receiving the incomplete. Unless an explicit written extension is filed with the Office of the University Registrar by the faculty deadline, the grade of IN is changed by the University Registrar’s office to an F. Students who have filed their intent to graduate have only six weeks from the date of degree conferral to resolve any incomplete grades and have the final grades recorded by the University Registrar’s office. While a grade of IN remains on the transcript, it is treated as an unsatisfactory grade in determining probation, suspension, termination, or dismissal. Removal of INs from the transcript may result in retroactive elimination of probation, suspension, termination, or dismissal.

The Schar School of Policy and Government reserves the right to terminate any student who is not making satisfactory progress. Satisfactory progress is defined as maintaining the minimum cumulative GPA of 3.00 in all courses throughout their program. Grades for courses that are repeated (due to an unsatisfactory grade, i.e. a “C”) will be included in the calculation of the cumulative grade point average for Schar degree purposes.

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

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

Petitions for Exceptions to the Termination Policy

A student who is facing termination from the program may file a petition for an exception to the termination policy. This petition must be in writing and must be received by the Assistant Dean of Graduate Student Services within 10 calendar days of the date on the notice of pending termination. The merit of the petition will be reviewed in consultation with the Dean and Senior Assistant Dean of Student and Academic Affairs. Factors that may be considered include, but are not limited to, compelling academic and non-academic extenuating circumstances as appropriate. Every effort will be made to inform the student of the petition review decision within one week of receiving the petition. If the exception to the termination policy is denied, a termination letter will be sent to the student.

Students whose petitions are denied may have a further appeal option available to them. Information regarding policy exception procedures, including how and when one can submit an appeal to the Associate Provost for Graduate Education, can be found on the [Graduate Academic Exceptions page on the Office of the Provost website](#).

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 first ask the instructor to reconsider the grade. If the student is not satisfied, a grade appeal may be submitted. To initiate the appeal, the student should contact the Senior Assistant Dean of Student and Academic Affairs who will guide the student on the process.

Grade appeals are submitted to the Program Faculty Director of the program offering the course. The Program Director should first ask the student to return to the instructor who assigned the grade for further consultation. If a mutually satisfactory agreement between the instructor and student is not reached and the student wishes to continue with the appeal process, the student should inform the Program Faculty Director. If the Program Faculty Director believes the student's appeal does not have merit, this reservation is reported to the dean. If the dean also concludes that the student's appeal does not have merit, no additional review is conducted.

If the Program Faculty Director or Dean determines that additional review is necessary, the student may request that the Program Faculty Director form a review committee of three faculty peers of the instructor who assigned the grade. If a committee is formed, the instructor or the student may challenge and have one of the three members of the committee replaced without giving a reason for the challenge. The committee meets separately with the instructor and the student to explore the full particulars of the case. A nonparticipating observer of the student's choice may attend the meeting.

After the committee has reviewed the case thoroughly, it issues a written recommendation to the Program Faculty Director (with a copy to the instructor) that includes the reasons for its findings. At this time, the instructor has an opportunity to take the recommended action, if any. If the matter is not resolved at this point, the Program Faculty Director considers the committee's recommendation and makes a recommendation to the Dean. The Dean will review the appeal and make a decision. 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).

Core Course Waivers

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

Non-Degree Status Credits

Students who have earned credits while in non-degree status must transfer their credits into degree status by submitting the *Graduate Transfer of Credit Request* form, which is available on the [Office of the University Registrar website](#) under Forms. Requests should be filed during the first semester of enrollment prior to the add/drop deadline for that semester.* The Schar School allows students to transfer up to **four (4) courses** earned while in extended studies/non-degree status at Schar. **Courses in which a B- or lower was earned are not eligible for transfer** and all students must earn a *minimum* of 18 credits while in degree status (See "Transfer Credits" for additional details.)

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

Leave of Absence

A graduate student may request a leave of absence for health, parental, or personal reasons. A leave of absence pauses the student's status, with the opportunity to return to their program at a set time. Graduate students looking to take a leave due to U.S. military service should refer to the Military Activation Policy. Information about the other leave options, please see University Catalog A.P.6.4.5

Transfer Credits

The Schar School of Policy and Government is committed to the curriculum that has been developed in each of our Master's programs and believes in the value of the courses selected. Our students gain an understanding of both domestic and international policy, of public and private organizations, and of the ever-changing global economy and political structure; this combination will provide students with an unparalleled set of skills and knowledge upon graduation. Therefore, it is our intention that you will take advantage of the entire curriculum we have to offer.

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

Other policies with regard to transfer credits include:

- 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.

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;

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 Schar School which, 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.

Students must supply official transcripts and other information as requested. Official transcripts are required before any transfer of credits can be approved. 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. For further information, as applicable, see [AP.6.9 Requirements for Master's Degrees](#).

Non-Schar School Courses

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

Certificate Programs

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

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

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

- Biodefense
- Emergency Management and Homeland Security
- Global Economic Policy
- Global Health and Security

- Illicit Trade Analysis
- National Security and Public Policy
- Nonprofit Management
- Public Management
- Science, Technology, and Security
- Terrorism and Homeland Security
- Trade Compliance

Students already pursuing a master's degree at Schar may earn a certificate by completing an additional two* (2) courses beyond what is required for the master's degree.

Mason students pursuing a master's degree in a unit outside of the Schar School and who have taken Schar coursework relevant to the proposed certificate are permitted to apply up to three of these courses (nine credits) toward the certificate. Students must take two additional Schar courses (six credits) beyond what is applied toward their master's degree in order to earn a certificate. A maximum of 3 graduate credits applied towards a degree at another institution can be transferred into a graduate certificate program. More than half of the minimum required credits applied to the certificate must be earned through direct instruction at Mason. Certificate students must have a minimum GPA of 3.00 in coursework presented on the certificate application for graduation, which may include no more than 3 credits of C. Certificate students are subject to graduate termination policies. No credits can be applied to more than two certificates and/or degrees. Program acceptance is subject to all applicable admissions requirements.

To receive the reduction in credits, all students must be admitted to the certificate program *prior to* graduating from their master's degree program and must begin certificate coursework either concurrent with their degree coursework or in the semester immediately following.

Master's students can apply to a Schar School certificate program by submitting the [Graduate Secondary Certificate Program Application](#) to the Schar Graduate Student Services Office. The application can be submitted via email to schargss@gmu.edu or in hardcopy to Suite 560 Van Metre Hall, MS 3B1, Mason Square Campus.

**Students pursuing accelerated or dual degree programs are not eligible for a reduction in credits.*

Consortium Courses

George Mason University is a member of the Consortium of Universities of the Washington Metropolitan Area which includes:

- American University
- The Catholic University of America

- Gallaudet University
- The George Washington University
- Georgetown University
- Howard University
- Marymount University
- Southeastern University
- Trinity College
- The University of the District of Columbia
- The University of Maryland – College Park

Students admitted to a degree program may enroll in up to 6 credit hours (no more than three credit hours per semester) of elective coursework at one of these universities and apply the credit toward their degree. Credits earned through the consortium are considered resident credit; therefore, consortium grades are included in the GPA calculation. Auditing courses through the consortium is not permitted. Students *must* receive prior approval from the Student Services Office before enrolling in consortium courses and non-degree students are not eligible for consortium study. Registration deadlines for Consortium registration are not the same as Mason registration deadlines. Mason Consortium registration forms must be submitted two weeks prior to the first day of classes at Mason. (Summer registration forms are due two weeks before the start of Mason's "A" summer session). View the [Washington Metropolitan Area Consortium website](#) or the [Consortium of Universities of the Washington Metropolitan Area website](#) for more information about the Consortium.

Internships

Internships provide an opportunity for students to gain real world experience and professional skills that will complement their academic program and enhance their career opportunities. Internship credit is available to all degree seeking master's students who have generally completed a minimum of 9 credits of core coursework and maintain a 3.0 GPA. Students who are required to complete an internship for their academic program will need to register for the internship course.

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

The Master of Public Administration (MPA), Master of Public Policy (MPP), and Master of Science in Organization Development and Knowledge Management (ODKM) require

that all students complete a three-credit experiential/internship course if they do not have a total of two years of relevant work experience. Relevant work experience may include, but is not limited to, policy analysis, policy research, and program development. If a student has two or more years of experience in these (or similar) areas, the student may request an internship waiver.

For further information about this requirement, how to register, or to request a waiver, please review the Academic Policies Forms page, Specialized Course Information and Forms on the [Schar School Academic Policies and Forms page](#).

Independent Study

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

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

Study Abroad

The Schar School of Policy and Government includes opportunities for students to take intensive, short, three-credit elective courses abroad, led by some of the school's distinguished faculty. Past course locations have included Brussels, China, Southeast Asia, Europe, India, South Africa, and Cuba. These courses allow students to gain valuable insight and experience the changing global landscape. For more information, please visit the [Study Abroad website](#).

All Schar Master's degree students are encouraged to take one of our study abroad courses for a total of three elective credits in their particular program. Study abroad programs are considered electives and as such should not be taken until a student has completed a minimum of nine credits of required coursework. In general, students may take only one study abroad course for credit toward graduation. In exceptional circumstances, students may be permitted to take a second study abroad if approval is granted by the Senior Assistant Dean of Student and Academic Affairs prior to

traveling. To be granted an exception, students generally must possess an outstanding academic record (usually at least a 3.8 GPA or higher) and present a well-motivated, compelling written justification. The decision of the Associate Dean is final and may not be appealed.

REGISTRATION INFORMATION

Registration Procedure

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

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

“Typical” Course Loads

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

- The amount of work required for each course
- Some courses are worth four credits and, therefore, require some additional work than may be found in other graduate courses.
- If you are working or have other responsibilities, please be sure to consider class times and length, travel time to school, and future obligations that may conflict.
- Registration for 800-level courses is open only to Ph.D. students.

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

Class Locations and Times

Schar School courses are offered online or in person on both the Mason Square and Fairfax campuses. Most classes are held Monday through Thursday, from either 4:30pm – 7:10pm or 7:20pm – 10:00pm.

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

Organization Development and Knowledge Management classes are held at Mason Square, in an executive style format with weekend classes (Friday evening/Saturday).

Public Policy, Public Administration, Biodefense, Global Commerce and Policy, International Security, and Organization Development and Knowledge Management classes are offered both on-campus and online.

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

Degree Time Limit

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

Waitlists

For some Schar School courses, waitlists are put in place so that the school can maintain a sense of equity for all students when courses reach their full enrollment. If a student attempts to register for a course that is full, ***and a waitlist exists for that particular course***, the Patriot Web system will permit the student to add his/her name to the waitlist. Each time a student drops the course, the first person on the waitlist will receive an override in Patriot Web permitting that student to register for the course. The override is in effect for 48 hours. If the student fails to register during the 48-hour period, the next student on the list is issued the override. Students who are waitlisted should check their Mason email account daily as they will be notified via e-mail when an override has been issued. The waitlist feature turns off on the last day to add courses and the last overrides will be issued by that deadline – see [Academic Calendar](#). For more information on waitlist procedures, visit the [Waitlist Guide on the Office of the University Registrar website](#).

Payment for a course that has been added is due according to normal payment deadlines.

Canceling Registration/Retroactive Withdrawal/Retroactive Drop

Graduate students may drop from any or all courses during the drop period and withdraw from any or all courses during the unrestricted withdrawal period. See the Office of the University Registrar's [Calendars website](#) for deadlines. After these deadlines have passed, students may request [a retroactive drop or retroactive withdrawal](#) to review the requirements and process to request a retroactive drop. [Review the requirements and process to request a retroactive withdrawal here](#).

If you are granted a withdrawal, it will result in a "W" on your permanent record. If you are granted a retroactive drop, the course(s) will be removed from your permanent record. The Schar School of Policy and Government does not reimburse tuition. See [Tuition Insurance Policy](#) below for more information.

Leave of Absence

Students who are planning an absence from Mason (either fall or spring semester) must submit a *Leave of Absence Form* to the Office of the Registrar. The form is available on the [Registrar's website](#). Students do not need to complete the *Leave of Absence Form* if they are participating in a university-sponsored study abroad program, are taking a class through the Washington Metropolitan Area Consortium, or have received permission to study elsewhere.

Eligibility Requirements

In order to be granted a leave of absence, a student must:

- Be eligible to register for classes.
- Be a degree-seeking graduate student.
- Be registered during the semester immediately prior to the beginning of the leave of absence.
- Have no holds (e.g., disciplinary, financial, etc.), which would restrict registration.

Important policies regarding leave of absence

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

Steps for Requesting a Leave of Absence

1. Review all policies above pertaining to leave of absence.
2. Fill out an Graduate *Leave of Absence Form* found on the [Registrar's website](#).
3. Meet with your advisor and obtain their approval

If a student does not submit a leave of absence form before taking a semester off or is ineligible for a leave of absence, the student must then re-enroll or re-apply when returning to Mason, depending on the length of the absence. Students who are absent for less than two years must re-enroll by filling out and submitting the *Re-enrollment Application Form* found on the [Registrar's website](#).

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

Re-enrollment Procedures

Students who do not enroll in at least one credit of coursework for two or more consecutive semesters (not including summer) at George Mason University and do not have a University approved leave or permission to study elsewhere, must obtain

permission to reenroll in their master's or certificate program. Students required to do so should submit a [Graduate Reenrollment form](#) to the Schar Student Services Office. The Program Director and the student's academic advisor will conduct a review of the student's file for any academic deficiencies. If permission to reenroll is granted, notification will be sent to the student and the Registrar's office, and the enrollment hold will be lifted. In certain circumstances, the student may also be required to provide updated application materials.

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

Academic Records

Students may check their academic records via [Patriot Web](#). The following information and options are available: student schedule, unofficial transcripts, hold information, PIN changes, address inquiry/update, and account balance. All requests for *official* transcripts must be submitted online via Patriot Web. There is a \$10 per transcript fee for official transcripts; unofficial transcripts are free of charge.

Change of Address or Name

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

Privacy of Student Records

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

The Notification of Rights under FERPA and the Public Notice Designating Directory Information detail students' rights and the procedures implemented by the University to comply with the act. Both are published in the Schedule of Classes and are available on the [FERPA page on the Office of the University website](#).

TUITION, FINANCIAL AID, & PAYMENT INFORMATION

Tuition and Fees

Tuition and fees for graduate students at George Mason University are posted on the [Student Accounts website](#). Students can find the requirements for establishing Virginia residency on the [Domicile page on the Office of the University Registrar website](#).

Tuition Insurance

The Tuition Protection Insurance Plan helps students overcome the financial losses that may result from events which force students to withdraw from the semester due to a covered medical reason. George Mason has partnered with GradGuard™ to make the Tuition Insurance Plan available to all students. This plan covers tuition, housing and other payments if a student withdraws for any covered medical reason at any time during the semester. The deadline to purchase for each term is the last day to drop. Learn more about [Tuition Insurance on the Student Accounts Office website](#).

Domicile Reclassification

Students are responsible for applying for a change in their domiciliary status. Request for [Domicile Reclassification forms are available on the Registrar's website](#).

Financial Aid

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

To apply for financial aid, new and currently enrolled students must complete a Free Application for Federal Student Aid (FAFSA) each year. **George Mason's federal school code is 003749.**

Payment Methods

Payment for classes must take place according to [University deadlines](#) and must be made in full so that a student's seat in a class is secure. Payments received by 4:30 p.m. on any business day will be considered as that day's business. Allow ample time for processing payments.

Payments can be made via:

Web: Students must check [Patriot Web](#) for balance due, verify registration, and pay through [Bill+Payment](#).

Mail:

George Mason University
P.O. Box # 716475
Philadelphia, PA 19171-6475

If payment is being sent for overnight delivery by courier, please send to:

Lockbox Services – #716475
George Mason University
MAC Y1372-045
401 Market Street
Philadelphia, PA 19106

Payments can be made using:

- Credit Card: MasterCard, Discover, or American Express; accepted on-line via Mason's [Bill & Payment System](#).
- Check: payable to George Mason University, student ID# written on front, third-party checks not accepted, must be payable in U.S. dollars;
- Money Order: payable to George Mason University and sent via mail. View the [Cashier's Office website](#) for more information.

Please make sure that your student ID number (G#) is included on the check or in correspondence with the check.

Financial Holds

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

Financial Penalties

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

Third-Party Billing

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

GRADUATION INFORMATION

The Graduation Application Process

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

Participation in Graduation Ceremonies

Master's students who have qualified for graduation for the fall, spring, and summer sessions are invited to participate in the Schar School Degree Celebration and the University's Commencement ceremony, both held in May each year. The student must apply to graduate online through [Patriot Web](#). This must be done at least one semester before the student wishes to graduate. Fall graduates are also invited to attend the University Winter Graduation ceremony held in December of each year.

APPENDIX I: SCHAR SCHOOL MASTER'S PROGRAMS

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

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

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

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

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

Program Director: Ellen Laipson
Email: elaipson@gmu.edu

The [Organization Development and Knowledge Management, MS](#) is an integrated 21-month program designed for professionals with several years of work experience. Providing conceptual tools and practical guidance to foster organizational change, the program focuses on three related areas: creating and leveraging knowledge through networks of people who communicate and collaborate; understanding and managing change by integrating the diverse roles of people, processes, and technology; and enhancing and facilitating collaboration by building effective relationships in technology-rich environments. A feature of this program is the group-oriented approach to learning. This is supported by the use of web-based collaborative computer technologies. ODKM classes are held at the *Mason Square campus on a part-time executive format schedule* (Friday evenings/Saturday). This program only admits students for the fall semester.

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

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

Program Director: Jeremy Mayer, PhD.
Email: jmayer4@gmu.edu

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

Program Director: Mirae Kim, Ph.D.
E-mail: mkim216@gmu.edu

Our [Master of Public Policy, MPP](#) is a degree for new and experienced professionals who seek career advancement through cutting-edge education and training in policy analysis and development in increasingly technical and global environments. The program prepares the students as reflective practitioners to develop, implement, manage, analyze, evaluate, and affect innovative change in both the public and private sectors through coursework emphasizing the (1) fundamentals of policy development; (2) role of technology, analytic assessment, and modeling for policy evaluation; and (3) implications of international and global perspectives on policy formation. All classes are taught at the Metro-accessible *Mason Square campus* and scheduled in the late-afternoon and evening to accommodate the working professional. This master's program can be pursued on a full or part-time basis, with fall and spring admission.

Program Director: Justin Gest, Ph.D.
Email: jgest@gmu.edu

APPENDIX II: PATRIOT PASS

PATRIOT PASS ACTIVATION & REGISTRATION INSTRUCTIONS

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

1. Please confirm your enrollment online through the application Self-Service Center in order for the Office of Graduate Admissions to create your registration profile. Please note that it will take at least 24 hours for this registration profile to become active. Therefore, you will need to wait at least 1 business day after the Office of Graduate Admissions processes your intent to enroll in order to proceed to step 2.
2. Activate your Mason NetID and password through the [Knowledge Base page on the Information Technology Services website](#). Click on the link towards the bottom of the page next to “New to Patriot Pass”.
3. Enter in your G Number and PIN. Your G Number is provided on the Student Status Sheet and your 6-digit PIN is initialized to your date of birth in the format of **mmddyy**.
4. After you have logged in, you will be given your email username/NetID which you will use to activate your Mason email account. Please record or memorize this username/NetID. You will use this NetID later on when registering for classes.
5. Press ‘Continue’. You will then be prompted to create a Patriot Pass password. **It is critical that you remember this password, as you will not be sent a reminder of what you have created.**
6. After completing steps 1-5, you will now be able to register for classes. To do so, use Internet Explorer (version 5 or higher) as your web browser and open the [Patriot Web Self Service site](#).
7. Select the link for *Login* to Patriot Web Self-Service.
8. Login using your Mason NetID and Patriot Pass password.
9. From the Main Menu, select the Student Services and Financial Aid menu.
10. From the Student Services and Financial Aid menu, select the Registration menu.
11. From the Registration menu, click Search for Classes to find course offerings by subject, title, and other criteria.
12. Return to the Registration menu and select Register, Add, or Drop Classes to process your initial registration or to make changes (add/drop) to an existing schedule.
13. Select the term you wish to register for, and then select the Submit button.

14. In the Add Classes Worksheet, enter the five-digit Course Reference Number (CRN) of the course section into the first available field.
15. Repeat step 9 for each course section until all your courses are listed in the Add Classes Worksheet.
16. Once you have listed all your courses in the Add Classes Worksheet, select the Submit Changes button below the table to process your registration.
17. The screen will display your confirmed registration, as well as any errors that prevented you from getting into a section. Note any resulting registration errors that may display below your schedule, and adjust your schedule as needed.
18. If a closed course offers a waitlist option, you may add yourself to the waitlist by selecting “Waitlisted” from the Action field in the error message and then selecting Submit Changes. See the [Waitlist FAQ](#) for information on Waitlist procedures.
19. Drop classes by selecting “Web Drop” from the Action field and selecting Submit Changes. Add more classes by entering more numbers in the Add Classes Worksheet and selecting Submit Changes.
20. Click the View Your Schedule link at the bottom of the Register, Add, or Drop Classes page to see your confirmed schedule.

APPENDIX III: USEFUL WEBSITES

SCHAR SCHOOL RESOURCES

[Events Calendar](#)
[Faculty Bios and Contact Information](#)
[Master's Student Services](#)
[Scholarships and Funding](#)

MASON ACADEMIC RESOURCES

[Current Catalog](#)
[Mason Email Access](#)
[Office of the Registrar](#)
[Official University Calendar\(s\)](#)
[Patriot Web - Academic Records](#)
[Schedule of Classes \(by semester\)](#)
[Canvas](#)
[University Libraries](#)
[The Writing Center](#)

MASON FINANCIAL RESOURCES

[Financial Aid](#)
[Graduate Fellowships](#)
[Mason Scholarship Portal](#)
[Student Accounts](#)

MASON STUDENT SERVICES

[Career Services](#)
[Disability Services](#)
[Center for Leadership and Intercultural Engagement](#)
[Handshake – Career Services](#)
[LGBTQ Resources](#)
[Office of Int'l Programs & Services](#)
[Student Support and Advocacy Center](#)

HEALTH & WELLNESS

[Student Health Services](#)
[Counseling and Psychological Services](#)
[Mason Recreation](#)

STUDENT LIFE & HOUSING

[Mason Square Campus](#)

[Campus Maps](#)

[Graduate Student Life](#)

[Off-Campus Housing](#)

[University Life Mason Square](#)