

SCHOOL OF BUSINESS

Enterprise Hall
Fairfax Campus

Phone: 703-993-1880
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Administration

- Ajay Vinzé, Dean
- JK Aier, Senior Associate Dean, Academic Affairs & Global Engagement
- Cheryl Druehl, Senior Associate Dean, Faculty Affairs and Research
- Meggan Ford, Associate Dean, Undergraduate Programs
- Brett Josephson, Associate Dean, Executive Development
- Richard Klimoski, Associate Dean, Research
- Patrick Soleymani, Associate Dean, Outreach and Strategic Engagement
- Diane Spence, Executive Director & Chief Business Officer
- Paige Wolf, Associate Dean, Graduate Programs

College Code: BU

The School of Business has been renamed the Donald G. Costello College of Business effective November 1, 2023. The name change is effective immediately, and the college renaming will be implemented across all of the university catalog content for the next edition (2024-2025).

The School of Business at George Mason University is a place where learners at any stage come to develop and grow, where local companies find talent and expertise, and where business is a positive force in the world.

Thanks to a strong tradition of dynamic partnerships, leading faculty, and creative curriculum, we help fuel our regional economy and create opportunities for all. Serving more than 4,500 undergrads and nearly 700 graduate students, we will help you reach your goals.

We excel at forming new partnerships and supporting the entrepreneurial innovation that will continue to propel our region forward. Working directly with companies—more than 220 area business leaders representing 168 companies serve as advisors on school boards and councils—to develop curriculum, experiences, and experiential learning opportunities, we provide our students with the knowledge and skills in demand.

As part of a global community of educators and scholars, School of Business faculty are leading conversations about the future of business and society. Their academic expertise combined with real-world experience provides a bridge from academic theory to business practice.

Our mission is to prepare a diverse student body to succeed in a global business environment. We produce outstanding scholarship in business and work to maximize the impact of our expertise. We endeavor to instill a strong ethical compass, and a lifelong habit of learning, in our students and stakeholders.

Learn to change, shape, influence and lead. Be innovative. Be creative. Be Mason Business.

Undergraduate

The programs in business education culminate in a BS degree (<http://catalog.gmu.edu/colleges-schools/business/business-bs/>) with a concentration in one of eight areas: Accounting, Business Analytics, Finance, Financial Planning and Wealth Management, Management Information Systems, Management, Marketing, or Operations and Supply Chain Management.

Students also can enhance their specialization with one of our fourteen minors: Business (<http://catalog.gmu.edu/colleges-schools/business/business-minor/>), Business Analytics (<http://catalog.gmu.edu/colleges-schools/business/business-analytics-minor/>), Energy Transition Management (<https://catalog.gmu.edu/colleges-schools/business/energy-transition-management-minor/>), Entrepreneurship (<http://catalog.gmu.edu/colleges-schools/business/entrepreneurship-minor/>), Finance (<http://catalog.gmu.edu/colleges-schools/business/finance-minor/>), Globally Responsible Business Practices (<http://catalog.gmu.edu/colleges-schools/business/globally-responsible-business-practices/>), Government Contracting (<http://catalog.gmu.edu/colleges-schools/business/government-contracting-minor/>), International Business (<http://catalog.gmu.edu/colleges-schools/business/international-business-minor/>), Management Information Systems (<http://catalog.gmu.edu/colleges-schools/business/management-information-systems-minor/>), Marketing (<http://catalog.gmu.edu/colleges-schools/business/marketing-minor/>), Operations and Supply Chain Management (<http://catalog.gmu.edu/colleges-schools/business/operations-supply-chain-management-minor/>), Organizational Conflict Resolution (<http://catalog.gmu.edu/colleges-schools/business/organizational-conflict-resolution-minor/>), Real Estate Development (<http://catalog.gmu.edu/colleges-schools/business/real-estate-development-minor/>) and Wine and Craft Beverage Management (<http://catalog.gmu.edu/colleges-schools/business/wine-craft-beverage-management-minor/>).

Graduate

The School of Business offers a PhD in Business (<http://catalog.gmu.edu/colleges-schools/business/business-phd/>), an MBA (<http://catalog.gmu.edu/colleges-schools/business/business-administration-mba/>), and MS degrees in Accounting (<http://catalog.gmu.edu/colleges-schools/business/accounting-ms/>), Business Analytics (<http://catalog.gmu.edu/colleges-schools/business/catalog.gmu.edu/colleges-schools/business/business-analytics-ms/>), Management (<http://catalog.gmu.edu/colleges-schools/business/management-ms/>), Finance (<http://catalog.gmu.edu/colleges-schools/business/finance-ms/>), Real Estate Development (<http://catalog.gmu.edu/colleges-schools/business/real-estate-development-ms/>), and Technology Management (<http://catalog.gmu.edu/colleges-schools/business/technology-management-ms/>).

Accelerated Master's Degrees

- Mason Accounting students may apply to the accelerated master's degree program and obtain both the Business, BS with a Concentration in Accounting (<https://catalog.gmu.edu/colleges-schools/business/business-bs/#requirementstext>) and Accounting, MS (<http://catalog.gmu.edu/colleges-schools/business/accounting-ms/>) degrees after satisfactory completion of a total of 138 credits.
- Undergraduate majors may apply to the accelerated master's degree in Management (<http://catalog.gmu.edu/colleges-schools/business/management-ms/#acceleratedmasterstext>).

- Mason undergraduate students may apply to the accelerated master's degree in Finance (<http://catalog.gmu.edu/colleges-schools/business/finance-ms/#acceleratedmasterstext>).
- Mason undergraduate students may apply to the accelerated master's degree in Business Analytics (<http://catalog.gmu.edu/colleges-schools/business/catalog.gmu.edu/colleges-schools/business/business-analytics-ms/>).

For policies governing all accelerated degree programs, see AP.6.7 Bachelor's/Accelerated Master's Degrees (<http://catalog.gmu.edu/policies/academic/graduate-policies/#ap-6-7>).

Graduate Certificates

Graduate certificates are offered in Business Analytics (<http://catalog.gmu.edu/colleges-schools/business/business-analytics-graduate-certificate/>), Business Fundamentals (<http://catalog.gmu.edu/colleges-schools/business/business-fundamentals-graduate-certificate/>), Accounting Analytics (<http://catalog.gmu.edu/colleges-schools/business/accounting-analytics-graduate-certificate/>), Accounting for Government Contracts (<http://catalog.gmu.edu/colleges-schools/business/accounting-government-contracts-graduate-certificate/>), Government Accounting (<http://catalog.gmu.edu/colleges-schools/business/government-accounting-graduate-certificate/>), Forensic Accounting (<http://catalog.gmu.edu/colleges-schools/business/forensic-accounting-graduate-certificate/>), IT Strategy and Digital Transformation (<http://catalog.gmu.edu/colleges-schools/business/strategy-digital-transformation-graduate-certificate/>), Chief Information Officer (<http://catalog.gmu.edu/colleges-schools/business/chief-information-officer-graduate-certificate/>), Global IT Leadership (<http://catalog.gmu.edu/colleges-schools/business/global-leadership-graduate-certificate/>) and Information Security Management (<https://business.gmu.edu/programs/graduate/admissions/>).

Centers

The School of Business houses four centers:

- The Greg and Camille Baroni Center for Government Contracting (<https://business.gmu.edu/centers/center-government-contracting/>) has established the first-in-the-nation university center to address business, policy, regulatory and other issues in government contracting.
- The Center for Innovation and Entrepreneurship (<https://business.gmu.edu/innovation/>) provides experiential learning through academic programs as well as hands-on programs for Mason students interested in innovation, invention, early stage startups, and entrepreneurship.
- The Center for Real Estate Entrepreneurship (<https://business.gmu.edu/reaalestate/>) Bridging the gap between academia and practice, the Center for Real Estate Entrepreneurship addresses the issues affecting the real estate industry and the future of the built environment.
- The Center for Retail Transformation (<https://business.gmu.edu/retail/>) aspires to be a go-to resource for startup, small, and medium sized retailers and other members of the retail ecosystem by developing strategic partnerships and alliances with retail sector leaders, trade associations, and key government entities with oversight and interaction with the retail sector.

Faculty

School Faculty

Accounting

Aier, L. Chen, Conaway, Demirkan, Douthett, Faughnan, Ingram, Johnson, Y. Kim, Koo, Koutney, Maex, Magro, Matthews, Nykyforovych, Polat, Roberts, Snyder, Tsirigotis, Visvanathan, Wentland

Business Foundations

Austin, Brown, Demory, Gring-Pemble, Harris, Hendricks, K. King, Landoll, Lauer, Marshall, Mink, Moteabbed, Mungai, Perry, Pierce, Plotnick, Yuckenberg, Zylstra

Finance

Christophe, Drissi Messouak, Gao, Horstmeyer, Hsieh, Hu, J. Li, Margam, Philipov, Pilloff, Requeijo, Sun

Information Systems and Operations Management

Abdelfattah, Altug, Bellos, Bhattacharya, Cheema, M. Chen, Das, Deans, Diouf, Druehl, Dutta, Ganjalizadeh, Garcia, Greenwood, Huang, Hur, Karmegam, M. King, X. Li, Mehta, Menon, Ngac, Petryk, Porter, Pyle, Ray, Ren, Sanyal, Singer, Takieddine, Vinzé, Yang, Yao, Ye

Management

Cronin, Grady, Hart, Joshi, Klimoski, Langfred, C. Lee, Mainkar, Miller, O'Neil, Parker, Peiperl, Rockmann, Rosenbusch, Song, Theeke, Vough, Wittman, Wolfe, Yasai

Marketing

Abratt, Cheng, Harvey, Hong, Hoppner, Joiner, S. Jones, Josephson, Kushwaha, Meamber, Mishra, Tretola, Vadakkepatt, Vlastara

Requirements & Policies

Policies

Undergraduate Academic Policies

Academic Policies

Students should become familiar with the university's general academic policies (<http://catalog.gmu.edu/policies/academic/>) in addition to those specific to each academic unit.

E-mail

George Mason University uses only Mason e-mail accounts to communicate with enrolled students. Students should activate their Mason e-mail, use it to communicate with their school/department/program and other administrative units, and check it regularly for important information.

Study Elsewhere Policy

A student who has matriculated at Mason may transfer a limited number of hours (9 for undergraduates, 6 for graduates) of coursework in School of Business disciplines from another institution (not including registration through the Consortium of Universities of the Washington Metropolitan Area or coursework completed through the Center for Global Education). Students are permitted to take courses elsewhere under

unusual circumstances—these circumstances do not include scheduling or commuting convenience, or financial (lower cost) reasons.

Special instructions for School of Business students: courses that are attempted at a two-year institution may not be used to fulfill upper-level requirements. Any course that a student wished to transfer to fulfill major or graduate-level course requirements in the School of Business must be attempted at an institution accredited by the Association to Advance Collegiate Schools of Business (AACSB).

For additional information, see AP.1.4.2 Permission to Study Elsewhere (<http://catalog.gmu.edu/policies/academic/registration-attendance/#ap-1-4-2>).

Undergraduate Internship Policy

The School of Business recognizes the importance of experiential education in both learning to apply theory to practice and positioning students for success in their careers. Because the School of Business is committed to supporting students' professional success, the School requires that all student internships for credit be registered with the School of Business as one of the following: ACCT 492, FNAN 492, MGMT 492, MIS 492, MKTG 492, or OSCM 492. Students may enroll in a maximum of 6 credits for these courses. Only three credits of an internship course may be taken at a time. For students in catalog years Fall 2016 and beyond, one internship course may apply to the major or concentration, and a second internship course would apply as general elective credit. For students in catalog years prior to Fall 2016, a maximum of 6 credits of internship may apply to general electives. See Internship for Academic Credit (<https://business.gmu.edu/career/bus492/>).

Termination from the Major

Students who do not earn a C or higher in three attempts of School of Business Foundations and Core courses will be terminated from the School of Business. Students terminated from the School of Business are prohibited from enrolling in any School of Business course and will not be eligible to receive a degree from the School of Business.

Courses required for School of Business Foundations: ACCT 203 Survey of Accounting, BUS 100 Business and Society (Mason Core) (<http://catalog.gmu.edu/mason-core/>), BUS 103 Develop Professional Skills I: Foundational Elements, BUS 200 Global Environment of Business (Mason Core) (<http://catalog.gmu.edu/mason-core/>), BUS 210 Business Analytics I (Mason Core) (<http://catalog.gmu.edu/mason-core/>), BUS 310 Business Analytics II, ECON 103 Contemporary Microeconomic Principles (Mason Core) (<http://catalog.gmu.edu/mason-core/>), ECON 104 Contemporary Macroeconomic Principles (Mason Core) (<http://catalog.gmu.edu/mason-core/>), and MATH 108 Introductory Calculus with Business Applications (Mason Core) (<http://catalog.gmu.edu/mason-core/>).

Courses required for School of Business Core: ACCT 303 Accounting for Decision Making, BULE 303 Legal Environment of Business, BUS 303 Develop Professional Skills II: Advanced Elements, FNAN 303 Financial Management, MGMT 303 Principles of Management, MKTG 303 Principles of Marketing, MIS 303 Introduction to Business Information Systems (Mason Core) (<http://catalog.gmu.edu/mason-core/>), and OSCM 303 Operations Management.

Once a student has attempted a School of Business Foundations and/or Core course twice unsuccessfully, they must meet with an academic advisor in order to receive an override to register for the third attempt. Students who do not successfully complete these core courses and foundations courses within three attempts will be terminated from the

School of Business and will not be eligible to receive a degree from the School of Business. Students terminated from the School of Business are prohibited from enrolling in any School of Business course.

Students terminated from the School of Business are not permitted to declare or pursue the business minor, or any other School of Business minor. For more information about this, see AP.5.2.4 Termination from the Major (<http://catalog.gmu.edu/policies/academic/undergraduate-policies/#ap-5-2-4>). The School of Business Termination Policy is separate from the University Repeat Policy AP.1.3.4. (<http://catalog.gmu.edu/policies/academic/registration-attendance/#text>)

All School of Business courses require a C or higher with the exception of FNAN 303 Financial Management for Finance majors or those with a concentration in Finance (B- or higher is required). For those in the Financial Planning and Wealth Management concentration, a B- is needed in FNAN 303 Financial Management. No upper-level major required or elective course may be attempted for a C or higher more than three times. Once a third unsuccessful attempt is made in a School of Business major required or elective course, the student will be unable to pursue that major/concentration and must work with an academic advisor to declare a new major/concentration in the School of Business.

University Consortium

Students should review university policies regarding the University Consortium under Special Registration Procedures in the Academic Policies section of this catalog. Students who have attempted or failed a course at Mason are not permitted to take the equivalent course through the consortium under any circumstance. All consortium registration requests must be submitted to the dean's office at least 3 weeks prior to the first day of classes for the relevant semester at Mason.

Any consortium course that a student wishes to register for to fulfill major or graduate-level course requirements in the School of Business must be attempted at an institution accredited by the Association to Advance Collegiate Schools of Business (AACSB).

Non-Business School Student Credit Limitation

Enrolled undergraduate students who are not declared in a School of Business major are limited to 9 credits of upper-level business coursework within the School of Business. This policy applies to any student who is declared in another major or program at Mason. This policy does not apply to students who have declared a School of Business minor and are earning required credit toward that minor.

Undergraduate Course Overload Policy

The School of Business recommends that undergraduate students attempt no more than 18 credits in an academic semester and no more than 14 credits in a summer term. Students wishing to attempt more than 18 credits must submit a Permission to Overload form to their academic advisor.

To be eligible for a course overload, a student must fulfill all of the following criteria:

- At least a 3.0 cumulative GPA at Mason
- Have completed all courses successfully in his/her previous semester with no Fs or incompletes (IN)
- Complete the Permission to Overload form and obtain an academic advisor's signature

Freshmen and transfer students in their first semesters are not given permission for overloads as they have yet to establish an academic record at George Mason University.

If approved for an overload, the student is responsible for adding the additional class(es) and paying for the related tuition by the official university deadlines.

Transfer Credit Expiration Policy

Transfer credit is not awarded for any business (management, marketing, finance, accounting, management information systems, operations management, foundations, core, or any other School of Business course), courses completed more than ten years prior to Mason enrollment. This includes any older courses completed at RBC or the VCCS.

Laptop Policy

All School of Business Undergraduate Students must have access to a portable computing device that meets the following minimum standards. (<https://business.gmu.edu/undergraduate/current-students/policiesproceduresforms/>)

Appeals Process

The School of Business strives to maintain policies and procedures that are consistent with those of the University, as well as in the best interest of our students. If you have any questions concerning a particular policy or procedure, contact the Office of Student Success & Academic Services, Room 008 of Enterprise Hall (703-993-1880) or visit the website (<http://business.gmu.edu>).

Courses Excluded from any School of Business BS Degree

Transfer credit is not awarded for any School of Business courses completed more than ten years prior to Mason enrollment.

Code	Title	Credits
SWE 401	Internship Reflection	1
MUSI 394	Ethnomusicology Internship	1-4
FAVS 450	Internship in Film and Video Studies	3
COMM 450	Internship in Communication	0-6
GOVT 480	Internship	3
MUSI 496	Internship	2-6
CONF 370	Internship Field Experience	1-9
PHIL 306	Philosophy Internship	3
RELI 426	Religious Studies Internship	3
ARTH 393	Art History Internships	3-6
GCH 498	Global and Community Health Internship	3,6
GAME 491	Internship	3-4
HAP 498	Health Administration Internship (Mason Core) (http://catalog.gmu.edu/mason-core/)	4
HDFS 499	Advanced Internship and Analysis in Human Development and Family Science (Mason Core) (http://catalog.gmu.edu/mason-core/)	3
EVPP 494	Internship	1-3
ENGH 459	Internship	1-3
MUSI 395	Teaching Internship	1-4

INTS 390	International Internship (Mason Core) (http://catalog.gmu.edu/mason-core/)	1-6
INTS 490	Internship	1-6
ASTR 409	Astronomy Internship	3
SPMT 490	Internship (Mason Core) (http://catalog.gmu.edu/mason-core/)	12
TOUR 490	Hospitality, Tourism, and Events Management Internship (Mason Core) (http://catalog.gmu.edu/mason-core/)	12
CLIM 409	Research Internship	3
CHIN 490	Internship in Chinese Studies	1-9
CONS 498	Internship	1-3
THR 455	Theater Education Internship	6-12
AFAM 490	Internship	2-6
KINE 490	Kinesiology Internship (Mason Core) (http://catalog.gmu.edu/mason-core/)	12
AMGT 489	Internship in Arts Management	1-4
HDFS 498	Internship and Analysis in Human Development and Family Science	3
ANTH 495	Internship	1-6
GGG 480	GGG Internship	1-3
SPAN 490	Internship in Spanish	1-6
AVT 489	Internship in Art and Visual Technology	1-6
WMST 400	Internship in Women and Gender Studies	1-3
CDS 491	Internship	1-3
CRIM 480	Internship	6-12
HIST 399	Internship	1-9
KINE 341	Kinesiology Practicum	3
MUSI 495	Internship in Music Education (Mason Core) (http://catalog.gmu.edu/mason-core/)	6-12
KINE 441	Kinesiology Internship II	3
PHYS 409	Physics Internship	3
SOCI 416	Internship in Sociology I (Mason Core) (http://catalog.gmu.edu/mason-core/)	3-6
FRLN 490	Internship in Foreign Language Studies	1-6
ENGR 395	Engineering Internship	3
GEOL 480	Internship	1-3
AVT 453	Professional Practices (Mason Core) (http://catalog.gmu.edu/mason-core/)	3
CVPA 489	Field Experience in the Arts	3-6
GLOA 495	Global Experiential Learning	1-18
KINE 330	Seminar in Kinesiology	3
ECED 490	Internship in Early Childhood Education (Mason Core) (http://catalog.gmu.edu/mason-core/)	6-12
FRSC 406	Forensic Internship	3

Graduate Academic Policies

The School of Business maintains policies and procedures that are consistent with those of the university, as well as in the best interest of our students. Graduate policies and procedures for business graduate students may be found here: <https://business.gmu.edu/grad-policies-and-procedures/>

If you have any questions concerning a particular policy or procedure, please contact your academic advisor (<https://business.gmu.edu/graduate-programs/contact-us-graduate-programs/>).

Academic Responsibilities and Expectations

Graduate School of Business students are expected to attend all class periods of courses for which they are registered and to meet their academic load as well as maintain their family and professional obligations. It is very important that family members and employers understand the intense nature of this program and provide the graduate School of Business students with a supportive environment.

Academic Termination Exception Request

A graduate student is terminated upon accumulating grades of F in two courses, accumulating nine credits of unsatisfactory grades in graduate courses (C's or F's), or failing to make satisfactory progress toward degree. The notation of academic termination is affixed to the graduate student's official record. A student who is terminated may not take additional course work at the university unless a new graduate program application has been submitted and the applicant has been admitted to graduate study (see University Catalog policy AP.6.6.3).

Termination from a graduate program is considered a serious action by the School of Business (SBUS). The school's faculty recognizes that sometimes extenuating circumstances beyond a student's control may justify granting an exception to the academic termination policy.

- Students eligible for termination may submit a written request for an exception to policy to the SBUS Assistant Dean of Graduate Academic Services (ADGAS). Students should complete the **graduate termination appeal form** and include the required attachments in the request submitted to the ADGAS. The exception request must be received within 5 business days of the academic termination notice. If a student does not submit an exception request by this deadline, the student will be terminated from the school.
- All requests for an exception received within 5 business days will be forwarded to the Chair of the SBUS Graduate Policy Committee (GPC). The Chair will communicate the request to the SBUS Graduate Academic Appeals Committee (GAAC). The SBUS GAAC is comprised of three faculty members from the GPC. If a member of the GAAC has a potential bias related to the request, e.g., has taught the student, that member shall recuse himself and another member of the GPC shall be selected to serve in his place.
- The committee will make an assessment as to whether extenuating circumstances beyond the students control justify granting an exception to the academic termination policy. Extenuating circumstances are extraordinary, beyond a student's control, and provide a reasonable basis for justifying the student's academic performance. Reasons related to professional responsibilities are NOT considered extenuating circumstances (e.g., new job, additional responsibilities).
- In-person meeting: In person meetings are not granted for Academic Exception Requests.
- Once a decision is made, the SBUS GAAC will send their decision and rationale to the GPC Chair and the ADGAS, who will notify the student of the outcome in writing.
- All requests for exception to termination policy that are approved by the SBUS GAAC must also be approved by the Associate Provost for Graduate Education (APGE). The ADGAS will submit the documents reviewed by the academic appeal committee and rationale to the APGE.

- If a request is denied, the student has the option to appeal the denial within five business days to the APGE. Appeals are submitted by the student directly to the APGE (geappeal@gmu.edu). More information on Graduate Education processes can be found [here](#).

Auditing a Course

Graduate School of Business courses may not be audited.

Course Waiver Policy

All graduate School of Business students are expected to follow the curricula established by the School's faculty. In extraordinary circumstances, the Program Director may waive a requirement of this approved curriculum for individual students consistent with the overall objectives of the program. The waiver request must be submitted in writing to the Program Director one semester prior to when the course is scheduled. However, waivers of a specific course shall not reduce the overall total number of required credits of a program but be replaced by an appropriate course.

Final Examination Policy

Absence from an examination must be approved by the faculty member. If the absence is unexcused, the grade for the exam is entered as F.

A student whose absence from an examination is excused may take a special examination within a 10-day period on a date to be arranged between the student and the instructor in charge of the examination. If the examination is not taken within 10 days of the regularly scheduled exam date, the grade for the course is entered as F.

Global Residency

Most graduate School of Business Master's degree programs include or require a 7 to 10 day international residency. These residencies give students exposure to how business is conducted outside the United States. Meetings with government officials, senior executives, and industry experts provide students with a thorough understanding of the economic and cultural forces that influence global business. The primary benefit of this course is that it provides an international perspective that is firsthand, relevant, and personal. In addition to development of a global network of contacts and friends, one of the goals of this course is to provide students a competitive edge in the workplace.

While travel to the residency is not included, many travel costs during the residency, lodging, and some meals are included in the tuition costs.

Policy states that spouses and significant others may **NOT** accompany students on the residency for any of our graduate programs.

Grade Appeal

Although generally the individual faculty member is the best judge of student performance, a student may occasionally believe a grade has been assigned unfairly. Reasons such as missed deadlines, lack of curving, non-use of +/- are not acceptable criteria for appeal.

You should first contact your professor to discuss the grade. If you are unable to resolve the issue with the professor, please contact the **Area Chair** responsible for the class. The full process for a grade appeal can be found [here](#). If you are unable to identify which area is responsible for your class, please contact the School of Business Graduate Programs Office (703-993-8006).

Please note that the School of Business handles grade appeals only for those classes taught by School of Business professors. If the course in question is taught by another department, you should contact that

department for their grade appeal procedure. Also, please note that you may request a delay from the dean in imposing an academic suspension if the results of a pending grade appeal could change your academic status. An approved delay allows you to register while the appeal is in process. See **Catalog Academic Policy AP.3.9.1**.

Grade appeals must be submitted before the last day of classes for the following semester (spring for fall grades, fall for spring and summer grades).

Honor Code Violation

Independent Study

Graduate School of Business students may register for an independent study for 1-3 academic credits with approval of a prior written proposal submitted to their graduate degree program office. This course requires a syllabus, work plan, and course deliverables, such as a research paper or business plan. The purpose of the independent study is to allow students to further develop expertise on a topic of their substantive interest that is not available as a regular course offering. Independent work must be done under full-time faculty supervision and with the approval of the Program Director. Students may take no more than three credits of independent work in one semester and no more than six credits in one academic year. Independent study courses may not be substituted for core courses.

Laptop Policy

All School of Business Graduate Students must have access to a portable computing device that meets the following minimum standards. Students are required to bring their laptops to class if asked by the instructor. Phones of any sort are not acceptable in place of a laptop.

- **Operating System:** Windows 10 is strongly recommended.
 - Some business courses may require the usage of software that runs exclusively on Windows. In such cases, it is the responsibility of Mac users to create a Windows partition on their devices. Windows 10 is available to all GMU students for free through the Azure Education Portal.
 - **NOTE:** Macs with the M1 CPU (released late 2020) do not support Windows partitions. Students must use a Windows computer or older Mac if class requires Windows-only software.
 - For Apple supported partitioning using Bootcamp to install Windows, see: <https://www.apple.com/support/bootcamp/>
 - **Memory:** Minimum 8 GB (recommended 12GB or higher)
 - **Video/audio streaming capability:** For online courses, hybrid courses, or in the event courses need to shift online for extraordinary circumstances, students should have a video camera and microphone that feed or stream audio and video in real-time to or through the internet. Instructors may ask students to activate the camera and microphone for class activities."
 - **Hard drive free space:** at least 120 GB free space (recommend 250 GB free space or higher)
 - **Network Capability:** wireless capability required
 - **Minimum Software Recommendations and Resources:**
 - All Mason students can download Windows operating system from Azure Education Portal
 - Microsoft 365 Apps for Enterprise (available for free for all students at <https://its.gmu.edu/knowledge-base/how-to-install-microsoft-365-apps-for-enterprise-on-your-computer/>)

- Optional Antivirus Software (links to free software at <https://its.gmu.edu/knowledge-base/does-mason-provide-antivirus-software/>)
- Internet browser (Chrome or Firefox recommended)
- Other software for individual courses may need to be installed

The cost of a computer can be included in the student's estimated cost of attendance. In order to do this, students must provide a copy of their receipt or purchase order for their computer and submit that to their assigned Financial Aid Counselor.

This can be done once during the student's academic program.

Students can reach their Financial Aid Counselor via email at: <https://www.gmu.edu/financial-aid/contact-financial-aid> (<https://www.gmu.edu/financial-aid/contact-financial-aid/>)

Non-Degree Status

Students in non-degree status are not permitted to enroll in graduate School of Business courses.

Repeating a Course

Graduate School of Business students may repeat a course in which a grade of C or lower has been earned. Permission to repeat the course must be obtained from the Program Director. The procedure for repeating the course will be established by the Program Director. When a course is repeated, all hours attempted are used in the GPA calculation and toward probation or dismissal. The transcript shows both the original and repeat grades, and only one grade per course may be presented on the degree application.

Study Elsewhere – Consortium

Some graduate School of Business programs allow up to six credits of coursework (typically electives) to be taken from outside the degree program, either in other Mason graduate programs or through the **Consortium of Universities of the Washington Metropolitan Area**. Students submit a written request to the graduate program office with justification for taking the course and must include a course description and/or syllabus. The Program Director must approve these credits before registration. Students need to remember that under Consortium, they become a guest at another university, subject to that school's regulations and policies. Students who have already transferred six credits taken prior to their enrollment in the degree program will not be allowed to take further courses outside the program. Consortium courses cannot be taken at satellite campuses or online. Consortium courses cannot be taken if a course with similar or matching course description is offered at George Mason.

Temporary Grade: Incomplete

For causes beyond reasonable control, a student may be unable to complete a course on schedule. In such cases the instructor may assign a temporary grade of Incomplete (IN). If the student fails to complete all requirements in time for the instructor to assign a regular grade by the end of the ninth week of classes in the next semester (excluding summer session), the mark of IN is changed by the Registrar to F. In the case of graduation, IN coursework must be graded by the end of the sixth week following the university degree conferral date. The student is responsible for submitting work to the instructor with sufficient time for its evaluation. Incompletes are given infrequently. Because of the fast pace of the many of the graduate School of Business programs,

students are strongly encouraged to complete work within the allocated time frame.

Transfer of Credit

- We will consider transferring graduate coursework earned from Mason-recognized U.S. institutional accrediting agencies (<https://www2.gmu.edu/admissions-aid/apply-now/how-apply/transfer/transfer-credit-accredited-universities/>) and AACSB accredited programs (<https://nam11.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.aacsb.edu%2F accreditation%2F accredited-schools%23gsc.tab%3D0&data=05%7C01%7Cjander52%40gmu.edu%7C0cff6b6db3b84cde11e308daf2887758%7C9e857255df574c47a0c00546460380cb%7C0%7C0%7C638088965175689336%7CUnknown%7CTWFpbGZsb3d8eyJWljiMC4wLjAwMDAiLCJQIjoiV2luMzliLCJBTiI6IklhbnVlc3VAcG6Mm0%3D%7C3000%7C%7C%7C&sdata=gVnMUnyYa8feHB2CEKpW3oCj4SeJtEZxlioBD%2B%2F3eXM%3D&reserved=0>). Transfer credit may be given for core courses or electives. To be considered for transfer, previous credits must have been earned within six years prior to enrollment at Mason, may not have been applied to a previous degree, and must have a grade of B or higher. See catalog policies AP.6.8 (<https://catalog.gmu.edu/policies/academic/graduate-policies/#ap-6-8>), AP.6.9 (<https://catalog.gmu.edu/policies/academic/graduate-policies/#ap-6-9>), and AP.6.10 (<https://catalog.gmu.edu/policies/academic/graduate-policies/#ap-6-10>) for limits on the number of credits that can be transferred or earned outside of Mason for certificate, Master's, and doctoral programs, respectively. Students should submit a written request to their graduate program's office to have their transcript evaluated for possible transfer credit. Course descriptions and/or syllabi must be submitted for each course to be evaluated. At the discretion of the program director, the student may be given a waiver of a core course rather than credit for the course. In the case of a waiver, the student is required to make up the credits by taking additional elective credits to complete their degree.

Withdrawal from Classes

- 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 (<https://registrar.gmu.edu/calendars/>) for deadlines.

After these deadlines have passed, students may request a retroactive drop or retroactive withdrawal. Click here (https://mymasonportal.gmu.edu/bbcswebdav/xid-264688575_1/) to review the requirements and process to request a retroactive drop. Click here (https://mymasonportal.gmu.edu/bbcswebdav/xid-264688596_1/) to review the requirements and process to request a retroactive withdrawal.

Graduate School of Business students who stop attending classes without the program director's approval will receive F's in those courses.

- Business Analytics Graduate Certificate
- Business Analytics Minor
- Business Analytics, MS
- Business Fundamentals Graduate Certificate
- Business Minor
- Business, BS
- Business, PhD
- Chief Information Officer Graduate Certificate
- Energy Transition Management Minor
- Entrepreneurship Minor
- Finance Minor
- Finance, MS
- Forensic Accounting Graduate Certificate
- Global IT Leadership Graduate Certificate
- Globally Responsible Business Practices Minor
- Government Accounting Graduate Certificate
- Government Contracting Minor
- IT Strategy and Digital Transformation Graduate Certificate
- Information Security Management Graduate Certificate
- International Business Minor
- Management Information Systems Minor
- Management, MS
- Marketing Minor
- Marketing, MS
- Operations and Supply Chain Management Minor
- Organizational Conflict Resolution Minor (SBUS)
- Real Estate Development Minor
- Real Estate Development, MS
- Taxation, MS
- Technology Management, MS
- Wine and Craft Beverage Management Minor (SBUS)

Programs

- Accounting Analytics Graduate Certificate
- Accounting Undergraduate Certificate
- Accounting for Government Contracts Graduate Certificate
- Accounting, MS
- Business Administration, MBA