



College of Education
and Human Development

Graduate Student Guidebook

2018 - 2019
Academic Year

STAY CONNECTED with CEHD



**Office of Student and
Academic Affairs**
2300 Thompson Hall
703-993-2080



Email
cehdsaa@gmu.edu



Website
cehd.gmu.edu



Student Success Blog
cehd.gmu.edu/studentblog



Twitter
@CEHD_SAA



Instagram
cehd_saa



Facebook
masoncehd



YouTube
http://bit.ly/CEHD_SAA

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On the cover: Buildings that house many of our CEHD offices and programs. Front: Thompson Hall. Back (clockwise from top left: Finley Building, Krug Hall, West Building, and Bull Run Hall located on the Science and Technology (SciTech) Campus.

Communication Policy

All Mason students are responsible for the content of University communication sent via email, and are required to activate their Mason email account and check it regularly. Students should also use their Mason email address when communicating with university offices and personnel.

Academic and Personal Integrity

The College of Education and Human Development (CEHD) educates current and future professionals who are charged with expanding human intellectual, psychological, and physical development in the lives of others. Such work demands the highest standards of personal and academic integrity. It is expected that all CEHD graduate students will demonstrate a commitment to high academic standards and a professional disposition in their work, community, classrooms, and research throughout their time at George Mason University.

All students sign an agreement to adhere to the Honor Code on their application for admission to Mason and are responsible for being aware of the most current version of the code.

The Honor Code Pledge reads as follows:

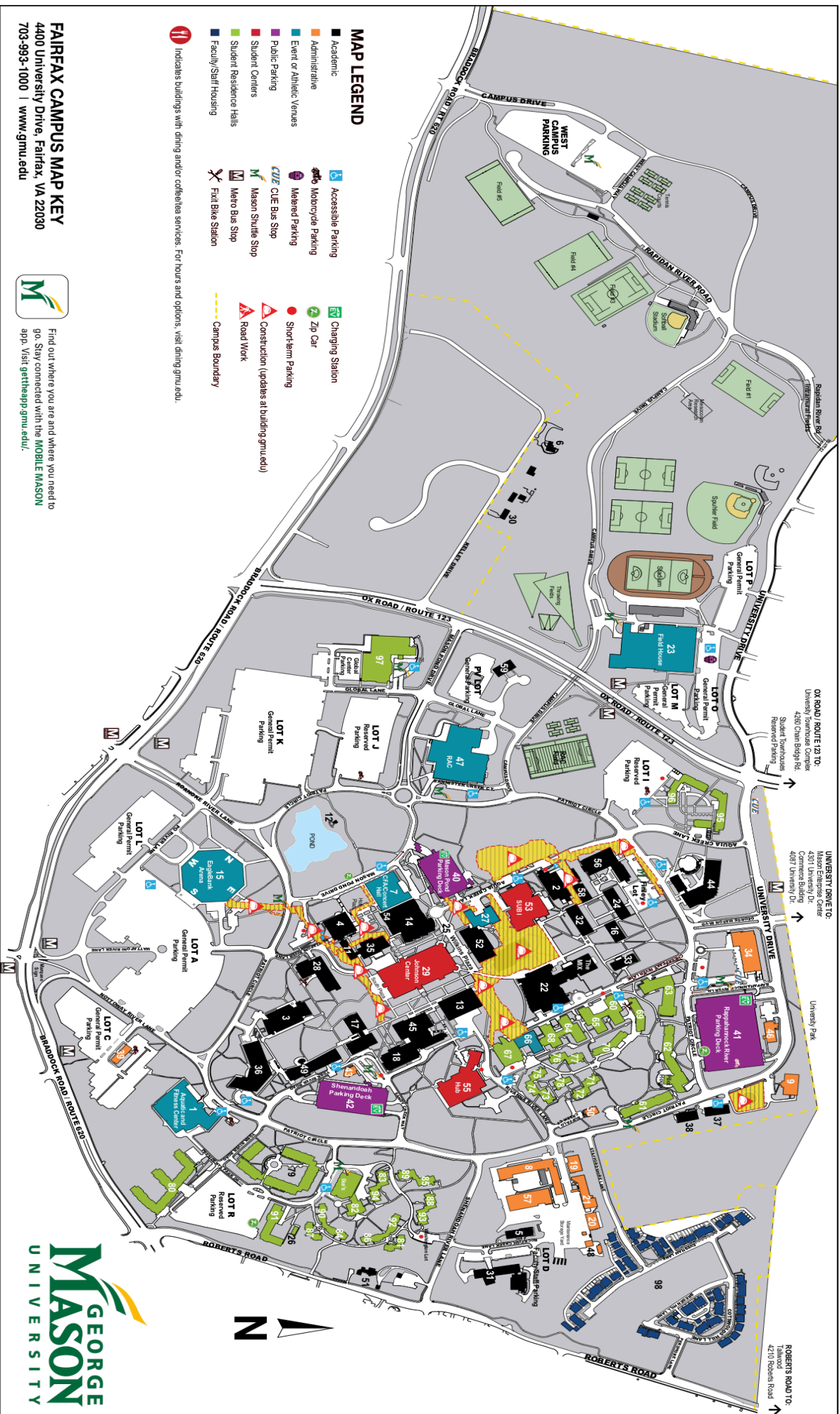
To promote a stronger sense of mutual responsibility, respect, trust, and fairness among all members of the George Mason University Community and with the desire for greater academic and personal achievement, we, the student members of the university community, have set forth this Honor Code: Student Members of the George Mason University community pledge not to cheat, plagiarize, steal, or lie in matters related to academic work.

College of Education and Human Development students are further expected to show respect for peers, faculty, staff, and themselves at all times by:

- Honoring the rights and dignity of others.
- Maintaining a courteous and professional demeanor in both face-to-face and online interactions.
- Handling all appeals, concerns, complaints, or grievances honestly and through the appropriate CEHD or University channels.
- Being good stewards of University property and resources.

Graduate Student Checklist

- ☐ **Sign up for a Patriot Pass account** (tsd.gmu.edu/services/strongpassword) to access Patriot Web, myMason, library databases, and other essential campus websites.
- ☐ **Activate your email account in MasonLive** (masonlive.gmu.edu) to receive all official University communications.
- ☐ **Get your Mason ID** (masonid.gmu.edu) for access to practically everything!
- ☐ **Get familiar with myMason portal** (mymasonportal.gmu.edu) for login to Blackboard and your student email account.
- ☐ **Explore Parking** (parking.gmu.edu) **and Transportation** (transportation.gmu.edu) to learn about your parking, shuttle, and public transportation options.
- ☐ **Enroll in Mason Alert** (ready.gmu.edu) emergency and weather delay/closing messaging system.
- ☐ **Visit Student Health Services website** (shs.gmu.edu/insurance) to learn more about health insurance options for graduate students.
- ☐ **Add yourself to People Finder** (peoplefinder.gmu.edu) and use it to find students, faculty, and staff.
- ☐ **See your academic advisor** (cehd.gmu.edu/students/advising) at least once each semester.
- ☐ **International Students: Connect with the Office of International Programs and Services** (oips.gmu.edu/oips-self-service-center) for immigration requirements.



Important Policies

All Mason students are responsible for understanding and adhering to all policies listed in the University Catalog (catalog.gmu.edu).

We have included some key graduate student policies here for your convenience. For more information on a particular policy listed below, search the online catalog using the policy codes at the end of each entry. (ex. AP.6.8.2)

Incomplete Grades: Instructors may assign a temporary grade of incomplete (IN) at their discretion for students who are unable to complete scheduled course work due to a cause beyond reasonable control. The student must complete all requirements by the end of the ninth week of the following fall or spring semester unless a special deadline, not to exceed the University deadline, is established. Students should be aware that a grade of IN temporarily calculates into their cumulative GPA as F and places them on academic warning with the University. IN grades can impact financial aid eligibility if cumulative GPA drops below 3.0. Students are highly encouraged to sign an incomplete grade contract and file it with their program office. (AP 3.3)

Time Limit: Students are responsible for monitoring their time in their program of study. Certificate and master's degree students are allowed up to 6 years to complete their program of study from time of first admission, while PhD students are allowed up to 5 years to advance to candidacy and should not exceed a total time of 9 years for completion of the degree. Students may be granted an additional year to complete their program or advance to candidacy pending approval from their academic program and the College. Approval from the Associate Provost for Graduate Education is needed if a student seeks more than a one-year extension. Failure to appeal for an extension prior to expiration may result in immediate termination from program. (AP 6.8.2, AP 6.9.2, AP 6.10.1)

Academic Termination: Certificate and master's degree students who accumulate 9 credits of unsatisfactory grades (C, F) or 6 credits of F's in graduate coursework, and doctoral students who accumulate 6 credits of unsatisfactory grades (C,F) in their graduate coursework are eligible for termination. Students are given 10 business days to appeal termination from the time of first notification. The appeal requires approval from the program, College, and Associate Provost for Graduate Education. (AP 6.6.2)

Course Repeat: Graduate students may repeat a course with prior approval from the program. Duplicate credit is not earned. All graded course attempts are factored into the cumulative GPA and are used to determine warning, academic termination, or dismissal. (AP 1.3.4)

Provisional Admission: Students who are provisionally admitted must satisfy their provisional agreement within the first 12 graded attempted credits. Provisionally admitted students must earn a grade of B or better in each course and are not allowed to repeat courses. Students who fail to meet the provisional admissions terms are eligible for termination from the program. (AP 6.6.2)

Study Elsewhere: Prior approval is required to take a course elsewhere for credit that graduate students plan to transfer back to Mason to satisfy degree requirements. (AP 6.5.4)

Graduate Residency: More than half of the credits applied to a program of study must be taken after admission into that program. Otherwise, an appeal for Graduate Waiver of Residency is required. (AP 6.8.2, AP 6.9, AP 6.10)

Graduate Change of Program: Students are allowed to change their program of study without having to go through the full admissions process as long as they receive approval from the new program and the new program is within the same College. (See your academic advisor.)

Resign and Transfer: Students may resign from their current program and transfer into a new program within the same College if it is of the same or lesser degree. A master's student may resign and transfer into a certificate program; however, a certificate student cannot resign and transfer into a master's program; they will need to go through the full admissions process. (See your academic advisor.)

Graduate Re-enrollment: Students who are inactive for two or more consecutive semesters must submit a re-enrollment form in order to be reactivated in the system and allowed to register for courses. (AP 6.4.3)

Course Drop: There is a designated window for students to drop a course currently in progress. Dropping a class will remove it completely from your record and will not be counted as an attempt. The drop deadline for 15-week courses is the 14th day of the semester. A 100% tuition refund will be generated. Deadlines for the last day to drop classes that meet for less than the full semester and receive a 100% tuition refund are listed in the semester calendar on the Student Accounts Office website. (AP 1.3.2)

Course Add: Students may add a class up to 8 days after the semester start, excluding holidays, for a full semester (15-week) course. For courses that do not meet for the full semester, please refer to the Registrar's website for specific add deadlines. A late registration fee of \$125 will be assessed to students who add their first class after the

semester start through the deadline to add classes. After the add period, students must obtain permission from their instructor to be added to a course. The student will be assessed a \$125 late course add fee. (AP 1.3.2)

Course Withdrawal: Students may self-withdraw from a course during the web withdrawal period through Patriot Web. A grade of 'W' will appear as the final grade on the transcript and credits will be considered attempted credits for financial aid purposes. No tuition is refunded. After the web withdrawal period, students must appeal to the CEHD Office of Student and Academic Affairs for a withdrawal for non-academic reasons, which are usually medically related issues that have occurred during that given semester. Students must provide substantial, verifiable third-party documentation. It is rare partial withdrawals are approved. Students may appeal directly to Student Accounts for a tuition reimbursement for medically related issues after being granted a medical withdrawal from their academic unit. (AP 1.5)

Registration: Students are responsible for registering properly and paying by the deadline. Students should confirm the correctness of their enrollments (including drop and add) via Patriot Web. Incorrect enrollments may result in academic and financial penalties. (AP 1.3)

Grade Appeals and Grievances:

Students may contest a final grade for a class if they feel they have not been graded fairly in accordance with the course syllabus and grading rubrics. They have until the last day of classes for the following semester to submit an appeal. Grade appeals should be first discussed with the instructor. If there is no resolve, students are afforded two additional levels of appeal: program and College. Students who have concerns about, or issues with, their instructor may submit a grievance to their program coordinator or to the CEHD Office of Student and Academic Affairs. (catalog.gmu.edu/policies/student-rights-responsibilities)

Course Waivers: Students may be granted a course waiver, particularly if they have previously taken a similar course at an undergraduate level. However, students are still required to replace those credits with an additional course to satisfy credit hours required to earn a degree or certificate.

Add Certificate: Students may be eligible to add a certificate to their student record if they meet the minimum requirements for admission. Certificates must be added at least one semester prior to graduation from the certificate program. Students can pursue no more than two programs concurrently. Students may pursue two certificates, a master's and a certificate, or a PhD and a certificate. (AP 6.8.1)

Dual Master's Program of Study: Students must request an individualized dual master's program if they want to earn two master's degrees simultaneously. Some credits may be shared across the dual program. The primary and secondary program must approve the individualized program of study. Students will be required to graduate from both programs at the same time. The time limit to complete the dual program is based on the time of first admission to the primary program. Students may remove one of the programs if they are no longer interested in pursuing the dual master's program of study. (AP 6.9.6)

Credit Overload: Graduate students are permitted to take up to 12 credits a semester. Special permission from the program and the College is required to take more than 12 credits in a given semester. (AP 1.2)

CEHD CORE VALUES

As a College, we promote learning and development across the lifespan through adherence to the following core values:



Collaboration: We commit ourselves to promoting healthy, productive lives and educational success in genuine partnerships with individuals, families, community agencies, schools, businesses, foundations, and other groups at the local, regional, national, and international levels.

Ethical Leadership: We commit ourselves to demonstrating an ability and willingness to help lead professional practice to higher levels through deliberate and systematic attention to the ethical principles that guide all leaders in a moral society.

Innovation: We commit ourselves to seeking new ways to advance knowledge, solve problems, improve our professional practice, and expand on our successes.

Research-Based Practice: We commit ourselves to basing our instruction, scholarship, and policy recommendations on well-established principles that, wherever possible, emerge from research and reflection on its implications for professional practice.

Social Justice: We commit ourselves to promoting equity, opportunity, and social justice through the College's operations and its missions related to teaching, research, and service, in accordance with democratic principles and respect for all persons and points of view.

Emergency Numbers

Campus Police

Emergency: Dial 911

Non-Emergency: 703-993-2810

Vehicle Parking Lot Escort/Report a Crime

703-993-HELP (4357)

Motor Assistance/Parking Services

For minor car trouble/parking inquiries

703-993-2710

CEHD Resources

Student and Academic Affairs

2300 Thompson Hall | 703-993-2080

cehdsaa@gmu.edu

Offers informational, advising, retention, and support services; processes academic appeals and exceptions; addresses University policy inquiries and student concerns; and coordinates CEHD student organizations, research, and professional development.

Pre-Education Advising

preteach@gmu.edu | endorse@gmu.edu

cehd.gmu.edu/teach

Advises students of pathways to becoming a licensed teacher in the areas of Elementary, Secondary, and Early Childhood Education.

Licensure Specialist

1700 Thompson Hall | 703-993-2094

edlicen@gmu.edu

Serves as the main contact for inquiries about licensure and Virginia Department of Education licensure regulations.

CEHD Admissions

2200 Thompson Hall | 703-993-2892

cehdgrad@gmu.edu

Provides information and support to prospective CEHD graduate students.

Admissions and International

Enrollment Central

SUB I, First Floor (Fairfax) | Bull Run Hall Atrium (SciTech)

masonEC@gmu.edu

Serves as the primary point of contact for enrollment concerns and acts as a conduit to various services such as Financial Aid, Student Accounts, and the Registrar.

Housing and Residence Life

703-993-2720

housing@gmu.edu

Provides on-campus housing services and community enrichment programming. *For off-campus housing see Off-Campus Student Services under Enrichment and Support.*

Student Financial Aid

1100 SUB I | 703-993-2353

glfinaid@gmu.edu

Answers questions regarding FAFSA, scholarships, Satisfactory Academic Progress (SAP) requirements, and aid disbursements.

International Programs and Services (OIPS)

4300 SUB I Addition | 703-993-2970

oips@gmu.edu

Supports international students from admission to graduation with all aspects of campus life.

Parking Services

Sandy Creek Shuttle Building | 703-993-2710

parking@gmu.edu | parking.gmu.edu

Issues permits, provides information, and enforces parking policies for all Mason parking areas.

Transportation Services

Nottoway Annex | 703-993-2828

transpo@gmu.edu | transportation.gmu.edu

Provides a full range of transportation services including Mason shuttles, carpool/vanpool options, bicycle programs, Zimride, Zipcar, and area public transportation information.

Academic Support

University Libraries

library.gmu.edu/for/graduate

Fenwick Library (Fairfax) | 703-993-2240

Mercer Library (SciTech) | 104 Colgan Hall | 703-993-8340

Offers a host of services tailored to graduate student needs including research, dissertation and thesis services, subject databases, digital scholarship center, interlibrary loans, and writing spaces.

Learning Services

3129 SUB I | 703-993-2380

lsstaff@gmu.edu

Provides a variety of experience-based learning opportunities, such as tutoring, goal setting, and time management, through which graduate students may address a wide range of academic concerns.

Writing Center

213 Robinson Hall B | 703-993-1200

wcenter@gmu.edu | writingcenter.gmu.edu

Offers free writing support, face-to-face tutoring, online tutoring, workshops, and weekly write-ins for graduate students. Website offers a wide range of help with common writing challenges.

Reserved Graduate Writing Spaces

library.gmu.edu/for/students/dwr

Graduate students who are in good standing with the University and University Libraries who need dedicated quiet space for thesis and dissertation work on the Fairfax or Arlington campuses, may apply for exclusive use of the Dissertation Writers Rooms (DWR), or the Graduate Student Reserved Carrels.

Lynda.com at Mason

lynda.gmu.edu

Offers a free and unlimited online training library of more than 4,000 videos and courses on a broad range of subjects to Mason students, faculty, and staff. Access the website 24/7 using your Mason NetID and Patriot Pass password.

Information Technology Services

226 Innovation Hall | 703-993-8870

support@gmu.edu | doit.gmu.edu/students

Offers students a wide range of technology and support including computer labs, media editing spaces, course tools, classroom support, and training resources.

Stearns Center for Teaching and Learning

412 Innovation Hall | 703-993-6200

stearns@gmu.edu | stearnscenter.gmu.edu

Provides teaching support to faculty and graduate students including annual *Innovations in Teaching & Learning Conference*, online teaching guides, and individual consultations to discuss teaching strategies and applying for academic positions.

Enrichment and Support

Graduate Student Life

4211 SUB I | 703-993-4031

gradlife@gmu.edu | gradlife.gmu.edu

Supports the success of graduate students by providing social and professional development opportunities, connecting graduate students to campus resources, and advocating for graduate student needs.

Student Involvement

2300 The Hub | 703-993-2909

sa@gmu.edu | si.gmu.edu

Helps students get connected to Mason through campus-wide events, well-being initiatives, registered student organizations, student government, trainings, student advocacy, and personal interactions.

Off-Campus Student Services

1014 The Hub | 703-993-6563

offcamp1@gmu.edu | offcampus.gmu.edu | och@gmu.edu

Coordinates academic and social engagement opportunities to specifically meet the needs of students living off-campus and assists those seeking off-campus living. Maintains a database of local apartments, townhouses, and rooms to rent.

Career Services

3400 SUB I | 703-993-2370

careers@gmu.edu | careers.gmu.edu

Assists students with career exploration, job and internship search, and graduate school preparation.

Military Services

1510 SUB I | 703-993-1316

military@gmu.edu | military.gmu.edu

Assists veterans, active duty servicemembers, guardsmen, reservists, and dependents in making a successful transition into the Mason community. Provides information about benefits, GI Bill, and Battle Buddies Program.

Health and Wellness

Student Health Services

2300 SUB I (Fairfax) | 703-993-2831

229 Colgan Hall (SciTech) | 703-993-8374

shsinfo@gmu.edu | shs.gmu.edu

Provides healthcare, counseling, health education, insurance information, and prevention services to students. All students are eligible to see a provider whether they have insurance or not. There is no charge to see a healthcare provider; however, there are fees for some procedures, lab work, and medications.

Counseling and Psychological Services (CAPS)

3129 SUB I (Fairfax) | 229 Colgan Hall (SciTech)

703-993-2380 | caps.gmu.edu

Provides individual and group counseling, crisis counseling, workshops, and outreach programs, and supports students with learning differences. Services are confidential.

Disability Services

2500 SUB I | 703-993-2474

ods@gmu.edu | ds.gmu.edu

Fosters partnerships with students, faculty, and staff to create environments that are accessible, diverse, and inclusive. Provides documentation and verification for students needing special accommodations for classes.

Student Support and Advocacy Center

2300 SUB I | 703-993-3686

ssac@gmu.edu

Offers students one-on-one support, interactive programming, and on and off campus resources to help students develop and maintain healthy lifestyles. Offers emergency housing support.

Title IX Coordinator

373 Aquia Building | 703-993-8730

jhammat@gmu.edu

Advises students about their rights, responsibilities, and resources under Title IX law, including responding to reports of sexual harassment and misconduct.

Diversity, Inclusion, and Multicultural Education (ODIME)

2400 SUB I | 703-993-2700

odime@gmu.edu | odime.gmu.edu

Engages the various Mason constituents in awareness and exploration of the diversity of the campus community, identity development, and global and cultural competencies through a variety of programming.

Women and Gender Studies Center

240K Johnson Center | 703-993-2896

wmst@gmu.edu | wmst.gmu.edu

Educates the campus community about gender issues and issues of concern to women. Provides a safe psychological and physical space for people of all genders, races, sexualities, abilities, and religious backgrounds.

LGBTQ Resources

2200 SUB I | 703-993-2702

lgbtq.gmu.edu

Provides direct services to LGBTQ+ students including advising, advocacy, counseling and referral, education and training, group and workshop facilitation, and leadership development.

Patriot Pantry

2300 SUB I | 703-993-3686

pantry@gmu.edu | ssac.gmu.edu/patriot-pantry

Provides access to non-perishable food items, toiletries, and basic school supplies to students who are unable to afford them. Raises awareness about food insecurity and homelessness within the Mason student population.

Mason Recreation

recreation.gmu.edu

Enriches student physical and holistic well-being at Mason through a variety of facilities, programs, and services including aquatics, fitness, intramural & club sports, outdoor adventures, and experiential learning programs. Membership is free for full-time students and available for part-time students for a small fee.

Graduate Student Funding

CEHD Funding Sources and Discounts

cehd.gmu.edu/students/funding

Provides information on assistantships, tuition discounts, fellowships, and scholarships available through the College.

Graduate Fellowships Office

gradfellows.gmu.edu

Helps graduate students to identify and apply for competitive fellowship awards to support master's and doctoral research, writing, fieldwork, language study, professional development, or independent projects undertaken in conjunction with a degree program.

Alumni Association

alumni.gmu.edu

Offers the John C. and Louise P. Wood Graduate Scholarship. Search under Students>Scholarships.

Provost's Office Funding Resources

Information on all of the funding sources mentioned below may be found at provost.gmu.edu/academics-and-research/graduate-education/awards-and-grants.

Graduate Student Travel Fund

Facilitates opportunities for training, networking, and exposure to the latest research by awarding funds to master's and doctoral students wishing to attend and participate in professional conferences pertaining to their field of study.

Dissertation Completion Grants

Awarded to doctoral students in the final semester of their dissertations. The grants enable students to focus full time on research and writing, improving quality of the work, and shortening the time to complete their degrees.

Summer Research Fellowships

Provide financial support to graduate students during the summer term, allowing them to devote significant time to their dissertation or thesis research. The award fosters greater professional productivity and assists in timely degree completion.

Provost PhD Awards

These competitive awards provide supplemental funding to Mason PhD programs.

Graduate Inclusion and Access Scholarship

This scholarship supports the growth and development of an inclusive graduate community at George Mason University. This scholarship, awarded on a competitive basis, is available to doctoral students from disadvantaged and/or underrepresented groups in their respective fields of graduate study.

Presidential Scholar Summer Fellowship

Summer Fellowships for doctoral students who are recipients of the Presidential Scholarship provide financial support during the summer term. The award allows students to make significant progress toward degree completion and to support students' professional development goals.

CEHD Division Directory

Graduate School of Education

Division of Advanced Professional Teacher Development and International Education

2600 Thompson Hall | 703-993-2794 | gse.gmu.edu/div-apt

Division of Child, Family, and Community Engagement

1200 Thompson Hall | 703-993-3844 | gse.gmu.edu/div-cfce

Division of Education Leadership

1300 Thompson Hall | 703-993-3633 | gse.gmu.edu/div-iot

Division of Learning Technologies

L046 Thompson Hall | 703-993-3798 | learntech.gmu.edu

Division of Educational Psychology, Research Methods, and Education Policy

2100 West Building | 703-993-3679 | gse.gmu.edu/div-pmpi

Division of Elementary, Literacy, and Secondary Education

gse.gmu.edu/div-els

Elementary Education Program

1800B Thompson Hall | 703-993-3696

Secondary Education Program

1800B Thompson Hall | 703-993-3696

Literacy Program

1500 Thompson Hall | 703-993-7611

Division of Special Education and DisAbility Research

102 Finley Building | 703-993-3670 | gse.gmu.edu/div-sedr

Office of Doctoral Studies in Education

2200 West Building | 703-993-2011

gse.gmu.edu/phd-in-education

School of Recreation, Health, and Tourism

Division of Health and Human Performance

220 Bull Run Hall (SciTech Campus) | 703-993-7002

rht.gmu.edu/div-hhp

Division of Sport, Recreation, and Tourism

220 Bull Run Hall (SciTech Campus) | 703-993-7002

rht.gmu.edu/div-srt



