

# AP.1 REGISTRATION AND ATTENDANCE

## AP.1 Registration and Attendance

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Registration for the next semester or summer term begins after mid-semester of fall or spring semesters and is opened to various groups according to priority (graduate students, seniors, juniors, and so on). The Office of the University Registrar (<http://registrar.gmu.edu>) assigns each student a time ticket, which is a specific date and time after which a student may register. The time ticket is based on the number of credits earned. Thus, the time ticket will not be the same for all students within a particular priority group. Students should consult the Office of the University Registrar (<http://registrar.gmu.edu>) and Patriot Web (<http://patriotweb.gmu.edu>) for information about their registration date and time.

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### AP.1.1 Academic Calendar

The academic calendar may be accessed on the Office of the University Registrar (<http://registrar.gmu.edu>) website. George Mason runs on a semester schedule, including an active summer term.

### AP.1.2 Academic Load

The minimum full-time load for undergraduate students is 12 credits per semester. For graduate full-time classification, see AP.6 Graduate Policies (<https://catalog.gmu.edu/policies/academic/graduate-policies/>). For planning purposes, applicants for admission are asked to indicate their preference for full- or part-time status, and day or evening classes; however, they may freely choose between evening and day sections of courses and may change their full- or part-time status.

Although 12 credits per semester represent a minimum full-time undergraduate load, students planning to graduate in four years need to carry an average of at least 15 credits per semester. Written approval must be submitted to the Office of the University Registrar (<http://registrar.gmu.edu>) before students can register for more than the maximum allowable credits. Undergraduate and Non-Degree Undergraduate students should contact their Dean for permission. Graduate and Non-Degree Graduate students should contact their department for permission. However, Undergraduate students enrolled in programs and pathways that require registration above the maximum allowable credits do not need such permission.

Graduate students' status (full-time or half-time) is described in full under AP.6 Graduate Policies (<https://catalog.gmu.edu/policies/academic/graduate-policies/>). Graduate and Non-Degree Graduate students wanting to register for more than the maximum allowable credits should contact their local academic unit. However, Graduate and Non-Degree Graduate students enrolled in programs and pathways that require registration above the maximum allowable credits do not need such permission.

Student Status	Maximum Credit Limit per Semester
Undergraduate	18
Undergraduate on Academic Warning after first term at Mason	13
Undergraduate on Academic Probation	13
Graduate	12
Nondegree	11

#### AP.1.2.1 Financial Good Standing; No Holds on Record

Financial good standing and a university record clear of holds are required for students to receive academic services. Services, including, but not limited to, transcript issuance, diploma release, and class registration (add, drop, withdrawal, etc.) will not be provided to students with a financial balance due or a hold of any kind on their record. Holds are based on outstanding obligations and may be financial. Examples include fines owed for traffic or parking violations, incomplete immunization records, fines owed to the George Mason or consortium libraries, and other administrative holds.

### AP.1.3 Registration Procedures

Patriot Web (<https://patriotweb.gmu.edu>) will list specific course information before priority registration each semester. Courses listed may be canceled for insufficient enrollment. George Mason reserves the right to change the class schedule and adjust the individual section enrollment as necessary.

Registration is usually accomplished using Patriot Web (<https://patriotweb.gmu.edu>); however, if a section is closed or registration into a selected section is controlled, permission to enroll must be obtained from the academic program offering the course. Various schools and departments have their own processes for granting this permission. For some courses, the student must submit a completed and signed course permit form in person to the Office of the University Registrar (<http://registrar.gmu.edu>). Students may not attend classes for which they are not registered.

Students must be present at the first meeting of every course (lecture and laboratory) to validate their registration. If students cannot attend the first meeting, they must notify the instructor beforehand if they intend to continue in that section. Otherwise, their name may be removed from the class roll in both lecture and lab.

**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 (<https://patriotweb.gmu.edu>). Incorrect enrollments may result in academic and financial penalties.**

Students are responsible for tuition payments and grades received for all courses in which they are registered unless registration is canceled administratively because of suspension, dismissal, or termination; the section is canceled; or the student drops the course before the tuition liability begins. See Office of the University Registrar (<http://registrar.gmu.edu>) for deadlines.

#### AP.1.3.1 Course Prerequisites, Corequisites

Course prerequisites or corequisites state requirements for student entry into courses and reflect necessary preparation for attempting the course. It is the student's responsibility to be aware of these as stated in the catalog and to have taken prerequisites recently enough to be of value. The administrator of the academic unit in which the course is taught or the instructor of the course may summarily drop students who have enrolled in a course for which they have not met the prerequisites (required or recommended). Graduate course prerequisites are normally met with a grade of B- or better; undergraduate course prerequisites are normally met with a grade of C or better. Individual programs may have higher standards. Questions should be addressed to the local academic unit or course instructor.

#### AP.1.3.2 Changing Registration

Registration changes must be completed within the schedule adjustment period defined below. Changes to registration are usually made via Patriot Web (<https://patriotweb.gmu.edu>).

The last day for adding a 15-week course is eight calendar days after and including the first day of classes. The last day for dropping a 15-week course is 22 days after and including the first day of classes. After the drop deadline, students may self-withdraw from courses until the start of the selective withdrawal period; a W will appear on the transcript and count toward attempted hours. The last day for selective withdrawal from a 15-week course is nine calendar weeks after the first day of classes (including the first day). Withdrawal after this time period is granted only for nonacademic reasons by the student's academic dean. This

approval is typically given for all courses at once, constituting withdrawal from a semester. For courses that are shorter than 15 weeks, the add, drop, and withdrawal deadlines are set in proportion to the length of the session. These dates are published on the Office of the University Registrar (<http://registrar.gmu.edu>) web site each semester. Students who drop all courses during the drop period will have no entry on their transcript for that semester and will not be considered an enrolled student for that semester. If it is the student's first semester, the student will not have a George Mason transcript and must contact Admissions (<https://www2.gmu.edu/admissions-aid/>) regarding enrollment in a future semester.

All students are expected to complete their initial enrollment before the first day of classes for the semester. Any additions to that enrollment must be processed by the end of the add period through official registration procedures. Students will not receive credit for courses unless their names are on the official class rosters and final grade sheets. **Retroactive credits will not be awarded to students who report that they attended classes but were not on the official rosters.** After the last day to add, students will not be added to courses except in unusual circumstances beyond the student's control; such actions require approval by the administrator of the local academic department offering the course.

All students are expected to drop (by the end of the drop period) those courses they do not intend to continue. Registration is not canceled for failure to drop courses properly. Furthermore, registration is not canceled for failure to attend classes unless stated otherwise on Patriot Web (<https://patriotweb.gmu.edu>). **All classes in which a student is enrolled past the drop deadline will remain part of the official academic record.** For more information, see AP.3.3 Additional Grade Notations (<https://catalog.gmu.edu/policies/academic/grading/#ap-3-3>). After the drop deadline, students may self-withdraw through the selective withdrawal period. Students who have exhausted their selective withdrawal options may self-withdraw up until the beginning of the selective withdrawal period. Withdrawal after this point requires approval, which typically is granted only for nonacademic reasons by the student's academic dean. This approval is typically given for all courses at once, constituting withdrawal from a semester. For more information see AP.1.5 Withdrawal.

No change of registration transaction is complete until it is submitted through Patriot Web (<https://patriotweb.gmu.edu>) or processed by the Office of Student Accounts (<http://studentaccounts.gmu.edu/>) and the Office of the University Registrar (<http://registrar.gmu.edu>) through in-person procedures.

**Students will not receive written confirmation of schedule changes and are responsible for checking their schedules via Patriot Web (<https://patriotweb.gmu.edu>) before the end of the add or drop period to verify that their schedules are correct and they are properly enrolled. Students will not be allowed to remain in classes unless they are properly enrolled. Students are responsible, both financially and academically, for all courses in which they remain officially enrolled.**

#### AP.1.3.3 Canceling Registration

Students who cannot attend classes during the semester for which they have registered should cancel registration using Patriot Web (<https://patriotweb.gmu.edu>) prior to the first day of classes for the semester.

Refunds of tuition on and after the first day of classes are made according to the tuition-liability dates published on the Student Accounts

website (<https://studentaccounts.gmu.edu/calendars/>) and the Office of the University Registrar (<http://registrar.gmu.edu>) website.

#### AP.1.3.4 Repeating a Course

Some undergraduate and graduate level courses are annotated in the catalog as "repeatable for credit." These are courses which students may repeat and receive additional credit for each time the course is taken. The maximum number of credits is specified in each course's description. Special topics and independent study courses are examples. All grades and credits earned are included in the calculation of the student's GPA up to the maximum allowable credits. In cases where the student has exceeded allowable credits in a repeatable class, the grade and credits of the earliest registration of the class for which credit was earned will not be included in the calculation of the cumulative GPA but will remain on the transcript. Effective July 1, 2011, Federal Regulations no longer allow federal student aid funds to apply to courses that a student has already taken twice with a passing grade. This limitation does not include courses that are "repeatable for credit," as described above. Students should contact the Office of Student Financial Aid (<https://www2.gmu.edu/admissions-aid/financial-aid/>) to determine how repeated coursework would affect their financial aid eligibility.

Academic programs may have more restrictive limits. A W does not count as a graded attempt. This policy applies only to repeating the same course, or courses that are designated in the catalog as equivalent. Academic programs may restrict all students from repeating certain courses. All courses taken, and their grades, remain part of the student's transcript. The exclusion of earlier grades and credits from the calculation of the graduate cumulative GPA will not change the academic standing for the earlier semester. A grade in a Mason course will not be excluded from the GPA based on taking an equivalent course at another university.

#### At the Undergraduate Level

Undergraduate students (degree-seeking or non-degree) may repeat undergraduate courses that are not repeatable for credit. There is a limit of three graded attempts for all courses. Academic programs may have more restrictive limits. A W does not count as a graded attempt. This policy applies only to repeating the same course, or courses that are designated in the catalog as equivalent. Academic programs may restrict all students from repeating certain courses or restrict students from repeating high-demand courses for the purpose of improving a satisfactory grade. Academic programs may restrict repeats of certain courses by students in their major. Excessive repeats may result in termination from the major. (See AP 5.2.4 Termination from the Major. (<https://catalog.gmu.edu/policies/academic/undergraduate-policies/#ap-5-2-4>)) Appeals to this policy begin with the student's academic advisor. The grade received in a repeated course will replace the earlier grade in the calculation of the GPA, even if the more recent grade is lower. Duplicate credit is not earned. All courses taken and their grades remain part of the student's transcript. The exclusion of earlier grades and credits from the calculation of the GPA will not change the academic standing or dean's list notations for the earlier semester. A grade in a Mason course will not be excluded from the GPA based on taking an equivalent course at another university.

#### At the Graduate Level

Graduate students who have earned a satisfactory grade in a course that is not repeatable for credit, as noted in the catalog, are not permitted to repeat the course without approval from the dean or director of the College/School and the Graduate Division. Grades of B- and higher are

considered satisfactory unless the academic program specifies a higher minimum satisfactory grade in their program requirements as noted in the catalog. Students must obtain permission from their academic program to repeat a course that is listed in the catalog as not repeatable for credit and in which they have earned an unsatisfactory grade. Each unit establishes criteria for granting such permission.

When a course is repeated by a graduate student, the last grade received will replace any earlier grade in the calculation of the graduate cumulative GPA, even if the most recent grade is lower. Duplicate credit is not earned. When a course is repeated, the grades of all credits attempted count towards eligibility for academic warning, probation, termination, or dismissal. Only one grade per course may apply towards a conferred graduate degree; however, the transcript will show grades for all courses attempted. Any earlier attempts of a course listed as not repeatable for credit are excluded from graduate cumulative GPA calculation.

#### AP.1.3.5 Auditing a Course

Auditing a course requires the instructor's permission. Audit forms are available at Office of the University Registrar (<http://registrar.gmu.edu>). A previously-audited course may be taken again for credit in a later term. Students may also audit a course previously taken and passed; however, students may not change from credit to audit status or from audit to credit status after the end of the drop period, as defined above. **The usual tuition and fees apply to audit status.**

### AP.1.4 Special Registration Procedures

#### AP.1.4.1 Advisor's Permission to Register

All newly-admitted students, undeclared undergraduates on academic warning or academic probation, and undergraduates returning from suspension, are required to obtain an advisor's approval for registration. All students are strongly encouraged to consult with their advisor concerning course registration each semester.

#### AP.1.4.2 Permission to Study Elsewhere

Currently enrolled George Mason students who wish to take courses at another regionally accredited U.S. institution must obtain advance written approval. This process permits a student to enroll elsewhere in a suitable course unavailable at Mason or through the Consortium of Universities of the Washington Metropolitan Area. Students who wish to study abroad must contact George Mason Study Abroad (<http://studyabroad.gmu.edu/>). Students wanting to pursue study through the Consortium of Universities of the Washington Metropolitan Area should contact the Office of the University Registrar (<http://registrar.gmu.edu>).

- The Permission to Study at Another Regionally Accredited U.S. Institution form can be found at the Office of the University Registrar (<http://registrar.gmu.edu>). Submission of this form does not guarantee approval.
- Catalog numbers and descriptions of courses to be taken elsewhere must be submitted with the request for approval.
- A minimum course grade must be achieved; however, grades themselves do not compute into any George Mason GPA. For undergraduate courses, a minimum grade of C (2.0 on a 4.0 scale) is required. For graduate courses, a minimum grade of B (3.0 on a 4.0 scale) is required.
- Graduate students must obtain advance written approval from the director of their graduate program and the graduate dean of their school/college. Undergraduate students must obtain advance written approval from their academic advisor and the academic dean of the school/college offering the course to be taken elsewhere.

- Upon course completion, students must submit to the George Mason Office of the University Registrar (<http://registrar.gmu.edu>) an official transcript from the visited institution for all coursework taken elsewhere.
- Advance approval to study elsewhere is required. Undergraduate students who enroll elsewhere without advance written permission will not receive transfer credit for coursework taken at other institutions unless they re-apply for admission to George Mason as a transfer applicant and meet all priority deadlines. Re-admission is not guaranteed and transfer credit is awarded based upon course equivalencies in effect at the time of re-admission.

#### **Special instructions for undergraduates:**

- Once enrolled in degree status at George Mason, students may request permission to take a limited number of credits at another regionally accredited institution.
- Students must be in good standing with a minimum cumulative GPA of 2.00 in their George Mason courses to request permission to study elsewhere.
- Individual colleges/schools/institutes determine restrictions on the number, type, mode of delivery, location and offering patterns of courses that can be taken at another institution.
- Freshmen and transfer students in their first semester at George Mason are not permitted to study elsewhere.
- Courses previously attempted at George Mason (including withdrawals) cannot be taken elsewhere.
- Students must meet the minimum 30-hour residency requirement at George Mason.

#### **AP.1.4.3 Permission to Register as Graduate Student**

Registration for courses in a graduate program is permitted only after the student has been notified of admission. Students admitted to degree programs are given preference over non-degree students through the registration process. Dual registration (for example, as a graduate student and non-degree enrollee) is not permitted. The graduate student is responsible for being properly registered and aware of all regulations and procedures required by a program of study. Regulations and degree requirements are not waived nor are exceptions granted because of ignorance of any regulations. Registration in graduate-level courses is restricted to admitted graduate degree students and non-degree graduate students (unless excluded by program). Undergraduate degree students may register for graduate courses only with special approval (see section below). Non-degree undergraduate students may not enroll in courses numbered 500 or above. Courses numbered 800 and above are available only to admitted graduate degree students.

#### **AP.1.4.4 Graduate Course Enrollment by Undergraduates**

Courses numbered 700 and above are closed to undergraduates. Undergraduates in degree programs may enroll in graduate-level courses 500 to 699 only with written permission, which must be obtained before registration. To enroll in graduate courses for credit applicable to an undergraduate degree, under this policy, undergraduates must have completed all course prerequisites. Enrollment in the graduate course is at the discretion of the course instructor and students must submit the appropriate form.

This policy is not applicable, and written permission is waived for undergraduate students admitted to George Mason combined bachelor's/accelerated master's programs. Such students are referred to AP.6.7 Bachelor's/Accelerated Master's Degrees (<https://catalog.gmu.edu/policies/academic/graduate-policies/#ap-6-7>). Undergraduates enrolled in graduate courses are eligible to receive only those letter grades

applicable to graduate grading. For more information, AP.3 Grading (<https://catalog.gmu.edu/policies/academic/grading/>). A minimum grade of B- in a graduate course is required to apply graduate credit towards a George Mason graduate degree or certificate. See AP.6.5.2 Transfer of Credits (<https://catalog.gmu.edu/policies/academic/graduate-policies/#ap-6-5-2>) for further information.

To enroll in graduate courses for credit that are not applicable to an undergraduate degree and are held in reserve to apply later toward a graduate degree, undergraduates must obtain approval through the appropriate form (<http://registrar.gmu.edu/topics/urgcr/>) for reserve graduate credit. Approval is given only to George Mason seniors within 15 credits of completing undergraduate study who have successfully completed all course prerequisites. In addition, this privilege is normally extended only to seniors who have completed at least 12 credits at the university, have a cumulative GPA of 3.00 or better, and have a major in the local academic unit (LAU) offering the course. Approval for reserve graduate credit is limited to 6 credits and does not imply approval for admission into a George Mason graduate program or that credit earned will be accepted at another graduate school.

#### **AP.1.4.5 Special Registration for Nonenrolled Students**

Degree-seeking students not enrolled in a credit-bearing course but whose academic unit certifies that they are pursuing an activity related to their George Mason enrolled program can retain active status by registering for Special Registration (ZREG 200) for a \$45 fee. Written approval from the student's advisor and the local academic unit is required. Special registration allows students to retain library and computer privileges, receive a student ID, and buy a parking decal. Students must have active status to apply for or receive a degree, take an exam, or participate in cooperative education.

#### **AP.1.4.6 Enrolling for Credit Without Grade Points (Satisfactory/No Credit)**

Courses normally graded as satisfactory/no credit (S/NC) are annotated in the catalog, however, students may elect to take credit without grade points. Undergraduates may take up to 6 credits to be graded S/NC; this option applies only to electives outside the field of the major, concentration, minor, general education requirement, or certificate program. Graduate students may elect the S/NC grade option only for courses that do not apply to the degree or certificate requirements. For more information, see AP.3.3 Additional Grade Notations (<https://catalog.gmu.edu/policies/academic/grading/#ap-3-3>).

#### **AP.1.4.7 Senior Citizen Waiver Program**

Under terms of the Senior Citizen Higher Education Act of 1974, eligible Virginia residents 60 years of age or older, with a taxable income not exceeding \$23,850 for Virginia income tax purposes for the year preceding the award year, are entitled to enroll in courses offered for academic credit on a *space available basis* without paying tuition and enrollment fees via the Senior Citizen Waiver Program. In order for this to occur, the applicant must meet all admission requirements. Senior citizens who meet all admission requirements, the income eligibility requirement, and have completed a minimum of 75 percent of degree requirements may enroll in a degree program as a full-time or part-time student, during normal registration periods without paying tuition and enrollment fees. They may register for and audit up to three courses offered for academic credit in any one academic term, quarter, or semester for an unlimited number of academic terms, quarters, or semesters. The admissions application fee cannot be waived, but students who qualify to have all tuition and fees waived will have the application fee reimbursed. For specific information about the program,



please visit the Office of the University Registrar Senior Citizen Waiver Program (<http://registrar.gmu.edu/topics/senior-citizen-waiver/>).

Citizens who wish to take advantage of this act must complete the appropriate online non-degree or degree application found at Admissions (<https://www2.gmu.edu/admissions-aid/>) and submit all required transcripts and documents. If the application for admission is approved, qualified senior citizens can request a waiver of tuition and enrollment fees by completing the Senior Citizen Tuition Waiver Form, available from the Office of the University Registrar (<https://registrar.gmu.edu/forms/>). To facilitate processing, senior citizens should provide their George Mason student identification number on the waiver form.

In addition, the act allows admissible senior citizens to enroll in up to three noncredit courses in any one academic term, quarter, or semester for an unlimited number of academic terms, quarters or semesters without paying tuition and enrollment fees. Students seeking to audit a class must notify the Office of the University Registrar (<http://registrar.gmu.edu>) when registering for classes. Fees for course materials may apply to senior citizen enrollees, and tuition may be charged for courses designed exclusively for senior citizen groups. Senior citizens must adhere to all admissions and registration policies and processes and follow normal procedures to add and drop courses within the deadline dates outlined in each semester's academic calendar.

#### **AP.1.4.8 Summer Term**

Phone: 703-993-2441

Web: [registrar.gmu.edu/summer](http://registrar.gmu.edu/summer) (<https://registrar.gmu.edu/calendars/>)

Summer enrollment provides an opportunity for eligible undergraduate, graduate, and non-degree students to begin or continue the pursuit of their academic goals. Courses are offered in intensive five to twelve-week sessions, as daytime and evening classes and as distance education courses.

Summer registration for current George Mason students begins in mid-March while registration for non-degree students begins in late March to early April. Students who are new to George Mason are required to apply and be evaluated for admission. Prospective students may contact the Office of the University Registrar (<http://registrar.gmu.edu>) at 703-993-2441.

#### **AP.1.4.9 University Consortium**

George Mason 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, Montgomery College, National Defense Intelligence University, National Defense University, Northern Virginia Community College, Prince George's Community College, Trinity Washington University, Uniformed Services University of Health Sciences, University of the District of Columbia, and University of Maryland-College Park. Eligible George Mason students may enroll in courses at any of the consortium institutions. The consortium's cross-registration arrangement permits students enrolled in eligible degree programs at one member institution to take a course at another member institution.

Participation in consortium cross registration is available to degree-seeking juniors, seniors, and graduate students in good standing and currently enrolled at George Mason. Participation is limited to courses that are approved by the student's local academic unit and dean, apply to the student's program of study, are not offered during that semester at George Mason, and have space available at the visited institution. Additional restrictions apply. Students may take one consortium course

per semester, with a career maximum of 6 credits for undergraduates (9–12 if foreign language study is approved) and 6 credits for graduate students. Credit earned through the consortium is considered resident credit, so grades count in the George Mason GPA.

Information and regulations, including restricted and excluded courses, for both outgoing and incoming George Mason consortium students are available on the web (<http://registrar.gmu.edu/topics/washington-consortium/>). Information pertaining to all member institutions is available here (<http://www.consortium.org>). Questions may be directed to the consortium coordinator in the Office of the University Registrar (<http://registrar.gmu.edu>) at 703-993-2436.

#### **AP.1.4.10 4-VA**

4-VA began in 2010 as a collaborative of four universities: George Mason University, James Madison University, the University of Virginia, and Virginia Polytechnic Institute and State University. In 2015 and 2017, Old Dominion University and Virginia Commonwealth University, respectively, joined the collaborative. In 2019, the College of William and Mary and the Virginia Military Institute joined. The presidents of these universities organized 4-VA in order to meet the needs identified by the Governor's Higher Education Commission and his Commission on Economic Development & Job Creation.

4-VA's mission is to promote inter-university collaborations that leverage the strengths of each partner university in order to accomplish much more than any individual university could achieve alone. 4-VA strives to: define instructional models, including the clear definition of instructional costs; significantly expand access for all Virginians to programs preparing them for rewarding careers; increase research competitiveness, and enhance the success rate of students in Science, Technology, Engineering, and Mathematics (STEM) courses and programs. For more information, visit their website (<https://4va.gmu.edu>).

### **AP.1.5 Withdrawal**

#### **AP.1.5.1 Course Withdrawal for Undergraduates**

Degree-seeking and non-degree undergraduate students are eligible to withdraw from courses without the dean's approval and at the student's discretion during two withdrawal periods: unrestricted withdrawal during which students may withdraw from one or more courses (after the last day to drop a course until the end of the 5th week of the semester) and selective withdrawal during which students may withdraw from a maximum of three courses during their entire undergraduate career at George Mason (from the 6th week to the end of the 9th week of the semester). For the purpose of selective withdrawal, the three courses may have any number of credits and lecture and laboratory sections in which a student is co-enrolled are not counted as separate courses. For courses that meet for fewer than 15 weeks, the drop and withdrawal periods will be set in proportion to the length of the course.

#### **AP.1.5.2 Course Withdrawal with Dean Approval for Undergraduates**

For undergraduate students, course withdrawal after the selective withdrawal period or after a student has used all three selective withdrawals requires approval by the student's academic dean. This approval is typically given for all courses at once and permitted only for nonacademic reasons that prevent course completion.

#### **AP.1.5.3 Semester Withdrawal with Dean Approval for Undergraduates**

Undergraduate students who want to withdraw from all courses for a semester after the end of the withdrawal period may do so only for nonacademic reasons with the approval of the academic dean. Undergraduates taking three or fewer classes may use the selective

withdrawal for all courses for a semester without dean approval; see AP.1.5.1 Course Withdrawal for Undergraduates. Undergraduate students who stop attending all classes without the dean's approval and without processing selective withdrawals, if eligible, will receive a grade of F in all courses.

#### **AP.1.5.4 Effects of Course or Semester Withdrawal for Undergraduates**

For undergraduate students, all withdrawals result in a notation of W on the student's transcript for the withdrawn course(s). While a W does not affect the GPA, withdrawn courses are counted as "attempted credit hours". Course withdrawals are not included in the course repeat count (see AP.1.3.4 Repeating a Course). Once processed, a withdrawal cannot be rescinded.

Course withdrawal will result in a recalculation of student time status based only on enrolled courses remaining after withdrawal. A reduction in time status could have a negative effect in such areas as Financial Aid, access to certain campus facilities, health insurance, Department of Veterans Affairs (VA) benefits, international students' status, on-campus housing, and/or financial responsibility for withdrawn courses paid by a third party.

#### **AP.1.5.5 Unrestricted Withdrawal for Graduate Students**

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

#### **AP.1.5.6 Retroactive Withdrawal with Dean or Dean's Designee Approval for Graduate Students**

For graduate students, retroactive withdrawal begins after the end of the unrestricted withdrawal period. Retroactive course or semester withdrawals are not permitted unless an academic policy exception is obtained through the process provided for by the College/School's Dean's Office. Only nonacademic reasons that prevent course completion will be considered. Please see your College/School's Dean's Office for additional guidance.

#### **AP.1.5.7 Retroactive Drop with Dean or Dean's Designee Approval for Graduate Students**

For graduate students, retroactive drop begins after the last day of the course's drop period. Retroactive course or semester drops are not permitted unless an academic policy exception is obtained through the process provided for by the College/School's Dean's Office. Only nonacademic reasons that prevent course completion will be considered. Please see your College/School's Dean's Office for additional guidance.

#### **AP.1.5.8 Effects of Withdrawal or Drop for Graduate Students**

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

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

dropping below full-time status. These students should consult OIPS before withdrawing.

#### **AP.1.5.9 Effects of Non-Attendance without Dropping or Withdrawing for Graduate Students**

Graduate students who stop or do not attend classes without dropping or withdrawing should receive a grade of F in those courses.

#### **AP.1.5.10 Program Withdrawal for Graduate Students**

See AP.6.4.4 Voluntary Resignation from Graduate Academic Program (<https://catalog.gmu.edu/policies/academic/graduate-policies/#ap-6-4-4>).

### **AP.1.6 Attendance Policies**

Students are expected to attend the class periods of the courses for which they are registered. In-class participation is important not only to the individual student, but also to the class as a whole. Because class participation may be a factor in grading, instructors may use absence, tardiness, or early departure as de facto evidence of nonparticipation. Students who miss an exam without an acceptable excuse may be penalized according to the individual instructor's grading policy, as stated in the course syllabus.

#### **AP.1.6.1 Absence for Religious Observances or Participation in University Activities**

George Mason encourages its faculty to make a reasonable effort to allow students to observe their religious holidays or to participate in university-sponsored activities (e.g., intercollegiate athletics, forensics team, dance company, etc.) without academic penalty. Absence from classes or exams for these reasons does not relieve students from responsibility for any part of the course work required during the absence. Students who miss classes, exams, or other assignments as a consequence of their religious observance or for participation in a university activity will be provided a reasonable alternative opportunity, consistent with class attendance policies stated in the syllabus, to make up the missed work. It is the obligation of students to provide faculty, within the first two weeks of the semester, with the dates of major religious holidays on which they will be absent, and the dates for which they are requesting an excused absence for participation in any university-sponsored activity scheduled prior to the start of the semester, and as soon as possible otherwise. Students requesting an excused absence for participation in a university-sponsored activity must provide their instructor with a letter from a university official stating the dates and times that participation in the activity would result in the student missing class. Faculty members are encouraged to take religious observances into consideration when constructing class schedules and syllabi.

#### **AP.1.7 Re-enrollment After Previous Attendance**

Undergraduate students who have missed one or more consecutive semesters must follow the requirements detailed in the Enrollment after Previous Attendance section in the Undergraduate Admission Policies section of the catalog. Graduate students in a master's, specialist, or doctoral program who have missed one or more semesters should refer to AP.6.4.3 (<https://catalog.gmu.edu/policies/academic/graduate-policies/#ap-6-4-3>) for guidance. Graduate certificate students and Non-Degree students who have missed two or more consecutive semesters must re-enroll. All graduate students must receive academic approval prior to re-enrollment. Students may find the re-enrollment form at the Office of the University Registrar (<http://registrar.gmu.edu>).

## AP.1.8 Undergraduate Leave of Absence

All undergraduate students who are planning an absence from George Mason must submit a formal request for Leave of Absence (<http://registrar.gmu.edu/forms/>) to the Office of the University Registrar (<http://registrar.gmu.edu>).

Students do not need to complete the Leave of Absence form if they are participating in a George Mason University sponsored study abroad program or have received permission to study elsewhere.

### Eligibility Requirements

A student must:

- Be eligible to register for classes
- Be a degree-seeking undergraduate 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
  - 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.
  - Students are not permitted to study elsewhere while on a Leave of Absence.
  - A student who was admitted as a new first semester freshman or transfer student but did not attend will not be eligible for a Leave of Absence. Instead, he or she must contact Undergraduate Admissions.
  - A student who was re-admitted but did not attend will not be eligible for a Leave of Absence. He or she must contact Undergraduate Admissions.
  - Requests for extensions on a previously submitted Leave of Absence require submission of a new Leave of Absence form.