COSTELLO COLLEGE OF BUSINESS

Enterprise Hall
Fairfax Campus

Phone: 703-993-1880
Website: business.gmu.edu

Administration

- Ajay Vinzé, Dean
- JK Aier, Senior Associate Dean, Academic Affairs & Global Engagement
- Cheryl Druhl, Senior Associate Dean, Faculty Affairs and Research
- Brett Josephson, Associate Dean, Executive Education
- Patrick Soleymani, Associate Dean, Outreach and Strategic Engagement
- Paige Wolf, Associate Dean, Graduate Programs
- Corey Robinson, Assistant Dean, Undergraduate Programs

College Code: BC

The Costello College 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, Costello College 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.

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.


Graduate


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.
- Mason undergraduate students may apply to the accelerated master's degree in Business Analytics (http://catalog.gmu.edu/colleges-schools/business/business-analytics-ms/#acceleratedmasterstext).
- Mason undergraduate students may apply to the accelerated master's degree in Finance (https://catalog.gmu.edu/colleges-schools/business/finance-ms/#acceleratedmasterstext).
- Mason undergraduate students may apply to the accelerated master's degree in Management (http://catalog.gmu.edu/colleges-schools/business/management-ms/#acceleratedmasterstext).
The Costello College of Business houses four centers:

- Mason undergraduate students may apply to the accelerated master’s degree in Real Estate Development (http://catalog.gmu.edu/colleges-schools/business/real-estate-development-ms/#acceleratedmasterstext).

For policies governing all accelerated degree programs, see AP6.7 Bachelor’s/Accelerated Master’s Degrees (http://catalog.gmu.edu/policies/academic/graduate-policies/#ap-6-7).

**Graduate Certificates**


**Centers**

The Costello College 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/realestate/) 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**

### Costello College of Business Faculty

#### Accounting
- Aier, Cao, L. Chen, Demirkan, Douthett, Faughnan, Ingram, Johnson, Y. Kim, Kinory, Koo, Koutney, Maex, Matthews, Nykyforovych, Park, Polat, Snyder, Stice, Tsirigotis, Visvanathan, Wentland

#### Business Foundations
- Austin, Brown, Demory, Gring-Pemble, Harris, Hendricks, K. King, Landoll, Marshall, Mink, Moteabbed, Mungai, Pierce, Plotnick, Yucken, Yuckle, Zylstra

#### Finance
- Christophe, Gao, Horstmeier, Hsieh, Hu, J. Li, Margam, Filipov, 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, Pyle, Ray, Ren, Sanyal, Singer, Vinzé, Yang, Yao, Ye

#### Management
- Cronin, Grady, Hart, Langfred, C. Lee, Mainkar, Miller, O'Neil, Parker, Peiperl, Rockmann, Rosenbusch, Song, Vough, Wittman, Wolfe

#### Marketing
- Abratt, Cheng, Harvey, Hong, Hoppner, Joiner, S. Jones, Josephson, Meamber, Mishra, Tretola, Vlastara

### Requirements & 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 Costello College 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 Costello College 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 Costello College of Business must be attempted at an institution accredited by the Association to Advance Collegiate Schools of Business (AACSB).

For additional information, see AP1.4.2 Permission to Study Elsewhere (http://catalog.gmu.edu/policies/academic/registration-attendance/#ap-1-4-2).

Undergraduate Internship Policy

The Costello College 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 Costello College of Business is committed to supporting students’ professional success, the School requires that all student internships for credit be registered with the Costello College 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 Concentration

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

Students terminated from the Costello College of Business are not permitted to declare or pursue the business minor, or any other Costello College of Business minor. For more information about this, see AP5.2.4 Termination from Concentration or Major (http://catalog.gmu.edu/policies/academic/undergraduate-policies/#ap-5-2-4). The Costello College of Business Termination Policy is separate from the University Repeat Policy AP1.3.4. (http://catalog.gmu.edu/policies/academic/registration-attendance/#text)

All Costello College of Business courses require a C or higher with the exception of FNAN 303 Financial Management for students 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 concentration required or elective course may be attempted for a C or higher than more than three times. Once a third unsuccessful attempt is made in a Costello College of Business concentration required or elective course, the student will be unable to pursue that concentration and must work with an academic advisor to declare a new concentration in the Costello College 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 Costello College 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 Costello College of Business major are limited to 9 credits of upper-level business coursework within the Costello College 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 Costello College of Business minor and are earning required credit toward that minor.

Undergraduate Course Overload Policy

The Costello College 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 Costello College 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 Costello College 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/policies/procedures/forms/)

Appeals Process
The Costello College 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 Costello College of Business BS Degree
Transfer credit is not awarded for any Costello College of Business courses completed more than ten years prior to Mason enrollment.

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>SWE 401</td>
<td>Internship Reflection</td>
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<tr>
<td>MUSI 394</td>
<td>Ethnomusicology Internship</td>
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<tr>
<td>FAVS 450</td>
<td>Internship in Film and Video Studies</td>
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<tr>
<td>COMM 450</td>
<td>Internship in Communication</td>
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<td>GOVT 480</td>
<td>Internship</td>
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<tr>
<td>MUSI 496</td>
<td>Internship</td>
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</tr>
<tr>
<td>CONF 370</td>
<td>Internship Field Experience</td>
<td>1-9</td>
</tr>
<tr>
<td>PHIL 306</td>
<td>Philosophy Internship</td>
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<tr>
<td>RELI 426</td>
<td>Religious Studies Internship</td>
<td>3</td>
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<tr>
<td>ARTH 393</td>
<td>Art History Internships</td>
<td>3-6</td>
</tr>
<tr>
<td>GCH 498</td>
<td>Global and Community Health Internship</td>
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<td>GAME 491</td>
<td>Internship</td>
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<td>HAP 498</td>
<td>Health Administration Internship (Mason Core)</td>
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<td>HDFS 499</td>
<td>Advanced Internship and Analysis in Human Development and Family Science (Mason Core)</td>
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<tr>
<td>EVPP 494</td>
<td>Internship</td>
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<tr>
<td>ENGH 459</td>
<td>Internship</td>
<td>1-3</td>
</tr>
<tr>
<td>MUSI 395</td>
<td>Teaching Internship</td>
<td>1-4</td>
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<tr>
<td>INTS 390</td>
<td>International Internship (Mason Core)</td>
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<tr>
<td>INTS 490</td>
<td>Internship</td>
<td>1-6</td>
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<tr>
<td>ASTR 409</td>
<td>Astronomy Internship</td>
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<tr>
<td>SPMT 490</td>
<td>Internship (Mason Core)</td>
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<tr>
<td>TOUR 490</td>
<td>Hospitality, Tourism, and Events Management Internship (Mason Core)</td>
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<tr>
<td>CLIM 409</td>
<td>Research Internship</td>
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<tr>
<td>CHIN 490</td>
<td>Internship in Chinese Studies</td>
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<tr>
<td>CONS 498</td>
<td>Internship</td>
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<tr>
<td>THR 455</td>
<td>Theater Education Internship</td>
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<td>AFAM 490</td>
<td>Internship</td>
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<tr>
<td>KINE 490</td>
<td>Kinesiology Internship (Mason Core)</td>
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<td>AMGT 489</td>
<td>Internship in Arts Management</td>
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<tr>
<td>HDFS 498</td>
<td>Internship and Analysis in Human Development and Family Science</td>
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<td>ANTH 495</td>
<td>Internship</td>
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<tr>
<td>GGS 480</td>
<td>GGS Internship</td>
<td>1-3</td>
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<tr>
<td>SPAN 490</td>
<td>Internship in Spanish</td>
<td>1-6</td>
</tr>
<tr>
<td>AVT 489</td>
<td>Internship in Art and Visual Technology</td>
<td>1-6</td>
</tr>
<tr>
<td>WMST 400</td>
<td>Internship in Women and Gender Studies</td>
<td>1-3</td>
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<tr>
<td>CRIM 480</td>
<td>Internship</td>
<td>6-12</td>
</tr>
<tr>
<td>HIST 399</td>
<td>Internship</td>
<td>1-9</td>
</tr>
<tr>
<td>KINE 341</td>
<td>Kinesiology Practicum</td>
<td>3</td>
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<tr>
<td>MUSI 495</td>
<td>Internship in Music Education (Mason Core)</td>
<td>6-12</td>
</tr>
<tr>
<td>KINE 441</td>
<td>Kinesiology Internship II</td>
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<tr>
<td>PHYS 409</td>
<td>Physics Internship</td>
<td>3</td>
</tr>
<tr>
<td>SOCI 416</td>
<td>Internship in Sociology I (Mason Core)</td>
<td>3-6</td>
</tr>
<tr>
<td>FRLN 490</td>
<td>Internship in Foreign Language Studies</td>
<td>1-6</td>
</tr>
<tr>
<td>ENGR 395</td>
<td>Engineering Internship</td>
<td>3</td>
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<tr>
<td>GEOL 480</td>
<td>Internship</td>
<td>1-3</td>
</tr>
<tr>
<td>AVT 453</td>
<td>Professional Practices (Mason Core)</td>
<td>3</td>
</tr>
<tr>
<td>CVPA 489</td>
<td>Field Experience in the Arts</td>
<td>3-6</td>
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<tr>
<td>GLOA 495</td>
<td>Global Experiential Learning</td>
<td>1-18</td>
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<tr>
<td>KINE 330</td>
<td>Seminar in Kinesiology</td>
<td>3</td>
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<tr>
<td>ECED 490</td>
<td>Internship in Early Childhood Education (Mason Core)</td>
<td>6-12</td>
</tr>
<tr>
<td>FRSC 406</td>
<td>Forensic Internship</td>
<td>3</td>
</tr>
</tbody>
</table>

Graduate Academic Policies
The Costello College 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/grad-programs/contact-us-graduate-programs/).

Academic Responsibilities and Expectations

Graduate Costello College 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 Costello College 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 Costello College of Business. The college'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 Costello 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 college.
- All requests for an exception received within 5 business days will be forwarded to the Chair of the Costello Graduate Policy Committee (GPC). The Chair will communicate the request to the Graduate Academic Appeals Committee (GAAC). The 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 Costello 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 Costello 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 (geappenalumni@gmu.edu). More information on Graduate Education processes can be found here.

Auditing a Course

Graduate Costello College of Business courses may not be audited.

Course Waiver Policy

All graduate Costello College of Business students are expected to follow the curricula established by the College'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

Some graduate Costello College 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 Costello College of Business Graduate Programs Office (703-993-8006).

Please note that the Costello College of Business handles grade appeals only for those classes taught by Costello College 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 Costello College of Business students may register for an independent study for academic credit 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 or Academic Director. Independent study courses may not substitute for core courses. The maximum number of independent study credits that can be applied toward a program depends on the graduate degree. See ACCT 696, MBA 796, and REAL 796 for details related to the MS in Accounting, MBA, and MS in Real Estate Development programs, respectively.

Approval is based on the student creating a detailed proposal in consultation with the lead faculty member that outlines what they will read, learn, and produce during the course. The proposal should include the following elements:

1. Statement of purpose/Rationale
2. Learning objectives and how they support the program’s learning goals
3. Course materials
4. Course schedule
5. Deliverables and assessment

As a general guideline, it takes 10-25 hours of serious effort to develop a viable proposal, and students should have a completed proposal prior to the beginning of the term. A 3-credit independent study project should amount to at least 100-150 hours of work. Students will need to submit their proposal for approval no later than one week prior to the start of the term to the Graduate Academic Services Office via gradbus@gmu.edu to be reviewed by their Program or Academic Director. The proposal should be signed by both the student and faculty member; if approved, a copy of the proposal should be provided to the faculty member as well.

Laptop Policy

All Costello College of Business graduate students must have access to a portable computing device that meets the following minimum standards (https://business.gmu.edu/current-students/graduate-resources/policies-procedures-and-forms/).

Non-Degree Status

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

Repeating a Course

Graduate Costello College 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

The Costello College of Business accepts graduate courses taken 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. Consortium courses cannot be taken if a course with similar or matching course description is offered at George Mason. For more information about taking courses through the Consortium, click here (https://registrar.gmu.edu/topics/washington-consortium/).

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 many of the graduate Costello College 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 a Mason-recognized U.S. institutional accrediting agencies (https://www2.gmu.edu/admissions-aid/apply-now/how-apply/transfer/credit-accredited-universities/) and AACSB accredited programs (https://nam11.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.aacsb.edu%2Faccreditation%2Faccredited-schools%23gsc.tab%3D0&data=05%7C01%7Cjander52%40gmu.edu%7C0%7C0%7C7C63808896517569336%7CUnknown%7CCTWFpbGZsb3d8eYWjoiMC4wLjAwMDAilCJqioiVlZiuMzliLCJBTiI6Ik1haWW%7C0%7C0%7C0%7C0&data=qVnMUNyYa8feHBE2CEKpbW3oCj45eJtEZXlB0%2F3eXM%3Dreserved%3D0). Transfer credit may be given for core courses or electives. To be considered for transfer, previous credits must have been earned at the graduate level within ten years prior to first enrollment in a Mason graduate program, earned as an admitted degree-seeking or as a non-degree student status, 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 official 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-309840812_1/) to review the requirements and process to request a retroactive drop. Click here (https://mymasonportal.gmu.edu/bbcswebdav/xid-309840811_1/) to review the requirements and process to request a retroactive withdrawal.

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

Programs

- Accounting Analytics Graduate Certificate
- Accounting Undergraduate Certificate
- Accounting for Government Contracts Graduate Certificate
- Accounting, MS
- Business Administration, MBA
- 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
- Human Capital and Human Resource Management Graduate Certificate
- 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 (CCB)
- Real Estate Development Minor
- Real Estate Development, MS
- Taxation, MS
- Technology Management, MS
- Wine and Craft Beverage Management Minor (CCB)