

**Bachelors Accelerated Master's (BAM) Orientation
Student Handbook
*Fall 2021***

Welcome to Graduate Study in the College of Humanities and Social Sciences!

We are excited that you will continue your studies at Mason in a Bachelors Accelerated Master's program. During orientation you will have the opportunity to ask questions, meet fellow students, and learn about the expectations and opportunities before you as a graduate student.

This handbook contains information related to academic policies, important contacts, and resources both at Mason and within the College. It is designed to give you a head start and to provide you with the contacts necessary to answer any additional questions. We encourage you to continue learning about your program and connecting with your department faculty and advisors. We wish you the best in this next phase of your academic journey!

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Academic Policies for BAM Students → Graduate Students

Students enrolled in Bachelors Accelerated Master's (BAM) programs continue to have undergraduate student status and abide by the undergraduate policies within the University Catalog. The following are reminders of policies specifically for students currently enrolled in a BAM:

- **Credit Limit** – A maximum of eighteen (18) graduate credits may be taken within a BAM program. Students may apply twelve (12) graduate credits to their undergraduate degree – considered “advanced standing” courses – and take an additional six (6) graduate credits to be held in reserve and apply only to the graduate degree. Students should work with their undergraduate advisor and graduate advisor each semester as a BAM student to ensure that they are on track and balancing workloads appropriately.
- **Registration** – BAM students are classified as “Junior Plus” or “Senior Plus” and therefore have priority registration. Many graduate programs have controlled courses so students should consult with their program advisors about permission to enroll each semester.
- **Grading** – Undergraduate courses taken while a BAM student follow the undergraduate grading policies in the University Catalog while graduate courses taken in the BAM program adhere to the graduate grading expectations outlined in the table below. BAM students must be familiar with the grade requirements in both their graduate courses taken in advanced standing and their overall GPA requirement for continuing in the BAM program.

Graduate Grading Scale

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

- **Undergraduate Degree Conferral** – BAM students must work with their program advisor to submit the Bachelor's/Accelerated Master's Transition form (available on the Registrar's forms page) by the last day to add classes of their final undergraduate semester. This form designates how the graduate level courses taken while an undergraduate should be applied toward the master's program. The process includes:
 1. Apply for graduation (BA/BS) within Patriot Web
 2. Obtain undergraduate advisor signature on the BAM Transition Form
 3. Obtain graduate advisor signature on the BAM Transition form
 4. Submit form for Graduate Dean (assistant/associate) signature to CHSS Academic Affairs

It is important to become familiar with a few key graduate policies below, which are applicable once students have transitioned to full graduate student status, the semester immediately following conferral of the undergraduate degree:

- **Classification** – Graduate students are considered full time if they are enrolled in at least 9 graduate credits per semester or hold a full-time assistantship (total 20 hours a week) and are enrolled in at least 6 graduate credits per semester.
- **Credit Limit** – Graduate students may enroll in a maximum of 12 credit hours per semester.
 - Students who wish to enroll in additional hours must complete a Graduate Course Overload Request form. Students must first obtain permission from their graduate program director.
- **Time Limit** – Master's degree students have six years from the time of first enrollment as a degree-seeking student to complete their degrees. International students attending in F-1 or J-1 status also have more restrictive time limits; contact the Office of International Programs and Services for information (<https://oips.gmu.edu/>).
- **Registration**
 - Course Withdrawal – For graduate students, withdrawal after the last day to drop a course requires approval by the student's academic dean, and is permitted only for non-academic reasons that prevent course completion.
 - Selective Withdrawals are not permitted for graduate students.
 - Repeating a Course – Graduate students who have passed a course with a satisfactory grade (B-) are not permitted to repeat the course for replacement credit unless the academic program specifies a higher minimum satisfactory grade. Students must obtain permission from their program to repeat a course in which they have earned an unsatisfactory grade.
- **Grading**
 - Although a B- is a satisfactory grade for a course, students must maintain a 3.00 average in their degree program and present a 3.00 GPA on the courses listed on the graduation application.
 - Academic Warning – A notation of academic warning is entered on the transcript of a graduate student who receives a grade of C or F in a graduate course or while a grade of IN is in effect.
 - Academic Dismissal – A degree-seeking graduate student is dismissed after accumulating grades of F in two courses or a total of 9 credits of unsatisfactory grades (C or below) in graduate courses.
- **Graduation** – Students must be registered during the semester in which they intend to graduate. Graduate Intent must be filed through Patriot Web according to the semester deadlines. After filing intent, students should update their current mailing address, phone number, and email address in Patriot Web and ensure all "IP" (In Progress) and "IN" (Incomplete) grades are resolved by the end of the semester.

Plagiarism and Academic Resources

Mason's Office of Academic Integrity provides the following description of plagiarism (<https://oai.gmu.edu/mason-honor-code/what-is-plagiarism/>):

Plagiarism is defined as using another individual's ideas or words without attribution or credit. It also includes using one's own prior work that has been submitted for credit or published in another venue as a new submission without citation. Using the ideas of others without proper attribution or citation is unethical and a violation of the Honor Code. Subcategories of plagiarism include:

- Self-plagiarism: Intentionally or unintentionally using portions of one's old work for new assignments without attribution
- Failure to adequately quote and/or cite sources or material
- False citation: This includes but is not limited to referencing work that does not appear in the indicated source.

Plagiarism does not include mistakes in the format of a citation as long as the student has indicated the materials quoted or relied upon and the source of the materials.

The following campus resources are available to support students throughout their academics:

- The Writing Center: <https://writingcenter.gmu.edu/>
- University Libraries: <http://library.gmu.edu/>
- Learning Services: <https://learningservices.gmu.edu/>
- Office of Research Integrity and Assurance: <https://oria.gmu.edu/about/>

Any violations of the honor code (not limited to plagiarism) will be taken seriously and reported to the Office of Academic Integrity. For information on this process and answers to commonly asked questions, consult their website: <https://oai.gmu.edu/>.

Fall 2021 Important Dates (registrar.gmu.edu/calendars)

First day of classes	Mon Aug 23
Labor Day, University closed	Mon Sept 6
Last day to add classes	Mon Aug 30
Last day to drop with 100% tuition refund	Tues Sept 7
Last day to drop with 50% tuition refund	Tues Sept 14
Unrestricted Withdrawal Period (100% tuition liability)	Sept 15 - 27
Fall Break (Classes do not meet)	Mon Oct 11
Monday Classes/Labs meet (Tues classes do not meet)	Tues Oct 12
Selective Withdrawal Period (100% tuition liability)	Sept 28 - Oct 27
Thanksgiving recess	Nov 24 - 28
Last day of classes	Sat Dec 4
Winter Graduation	Thurs Dec 16
Degree Conferral Date	Sat Dec 18

Spring 2022 Important Dates

First day of classes	Mon Jan 24
Last day to add classes	Mon Jan 31
Last day to drop with 100% tuition refund	Mon Feb 7
Last day to drop with 50% tuition refund	Mon Feb 14
Unrestricted Withdrawal Period (100% tuition liability)	Feb 15 - Mar 1
Selective Withdrawal Period (100% tuition liability)	Mar 2 - Apr 11
Spring Break	Mar 14 - 20
Last day of classes	Sat May 7
University Commencement	Fri May 20
Degree Conferral Date	Sat May 21

Mason Resource List

Office Contact Information	What They Do
Health and Wellness	
Counseling and Psychological Services SUB I, Room 3129 703-993-2380 / http://caps.gmu.edu/	Individual and group counseling, crisis counseling, workshops and outreach programs.
Office of Disability Services SUB I, Room 2500 703-993-2474 / Email: ods@gmu.edu http://ods.gmu.edu/	Designs and implements appropriate accommodations for students with: Learning Disability, Mobility Issues, Deaf and Hard of Hearing, Blind and Low Vision, Medically related disabilities, ADHD/LD, Mental Health, Temporary disabilities
LGBTQ+ Resources SUB I, Room 2200 703-993-2702 / Email: lgbtq@gmu.edu http://lgbtq.gmu.edu/	Provides mentoring, guidance, advocacy, support, information and access to resources. SafeZone Program administrator.
Center for Culture, Equity, and Empowerment SUB I, Room 2400 703-993-2700 / Email: ccee@gmu.edu https://ccee.gmu.edu/	Leads the university in creating an inclusive learning environment through identify development and cultural competency.
Student Health Services SUB I, Room 2300 703-993-2831 / Email: shsinfo@gmu.edu https://shs.gmu.edu/	Provides a variety of healthcare services to students. See website for complete list: http://shs.gmu.edu/services/
Student Support and Advocacy Center SUB I, 3200 703-993-3686 / http://ssac.gmu.edu/	Provides support for healthy relationships, stress management, financial well-being, nutrition, sexual assault, dating/domestic violence, stalking, drug/alcohol use, and sexual health.
Women and Gender Studies Center Johnson Center, Room 240K 703-993-2896 / Email: wmst@gmu.edu https://wgstcenter.gmu.edu/	Provides a physical and intellectual space for exploring social inequalities, grounded in the concepts of gender, sexuality, race and class, across interdisciplinary lines in sciences, social sciences, arts, humanities, and policy.
Academic Support	
Office of Academic Integrity SUB I, Room 4100 703-993-6209 / http://oai.gmu.edu/	Provides resources related to the Honor Code and academic integrity, as well as opportunities to join the Honor Committee.
Learning Services SUB I Room 3129 / 703-993-2999 https://learningservices.gmu.edu/	Provides coaching on study skills, tutoring, goal setting, motivation, test anxiety, organization, time management, concentration and more.

Math Tutoring Center Johnson Center Room 344 http://math.gmu.edu/tutor-center.php	Free Tutoring for freshman and sophomore math courses (up to MATH 290).
Department of Modern and Classical Languages 703-993-1220 / Email: language@gmu.edu http://mcl.gmu.edu/	Students who need to test out of a foreign language or need to take a placement exam can find all of the information needed here: http://mcl.gmu.edu/placement-testing
Mason Libraries https://library.gmu.edu/	FAQ resource for students: https://library.gmu.edu/faq-page
Pre-Law Advising https://scharprelaw.gmu.edu/	Provides advising regarding the application and admissions procedures for law school.
Health Professions/Pre-Med Advising Johnson Center Room 228 http://prehealth.gmu.edu/	Source of information for any student considering careers in medicine, dentistry, podiatry, optometry, veterinary science, allied health, pharmacy school, PA school, occupational therapy, or physical therapy.
The Writing Center http://writingcenter.gmu.edu/index.php	Supports writers through one-to-one consultations at any stage of the writing process, from brainstorming to the final phases of polishing.
Enrollment-Related	
Mason Student Services Center SUB I, Ground Floor https://mssc.gmu.edu/	First stop and the central resource for information and solutions related to registration, enrollment, financial aid, billing, academic records and other student support services.
Office of Student Financial Aid SUB I, Ground Floor / 703-993-2353 http://financialaid.gmu.edu/	Questions about the FAFSA, scholarships, and aid disbursements.
Office of the Registrar https://registrar.gmu.edu/	Manages academic records, enrollment certification, degree conferral, domicile appeals, registration inquiries, transcripts, and more.
Office of International Programs & Services (OIPS) oips@gmu.edu / (703) 993-2970 SUB I, Suite 4300, http://oips.gmu.edu/	Supports international students from admission to graduation with all aspects of campus life.
Office of Military Services SUB I, Room 1510 (near Mason Card office) 703-993-1316 / Email: military@gmu.edu http://military.gmu.edu/	Provides services for military and veteran students and their families in the areas of: benefits, GI Bill, Tuition Assistance, processes for using benefits, verification of enrollment, career resources, veteran's orientation, and more.
Student Accounts Office SUB I, Suite 1600 703-993-2000 / https://studentaccounts.gmu.edu/	FAQ resource for students: https://studentaccounts.gmu.edu/frequently-asked-questions/
Enrichment and Connection	
Office of Graduate Student Life SUB I, Room 3324 703-993-5582 / http://gradlife.gmu.edu	Dedicated to supporting Mason graduate students by providing community-building, professional development, and personal development programs

University Career Services SUB I, Room 3400 703-993-2361 / http://careers.gmu.edu/	Career/Major Exploration, Job and Internship search, graduate school preparation, and more.
Global Education Office Johnson Center, Room 235 703-993-2154 / Email: goabroad@gmu.edu http://studyabroad.gmu.edu/	Study abroad and international learning opportunities.
Contemporary Student Services https://contemporary.gmu.edu/	Services and programs for students living off-campus, student parents, and more.
Office of Student Conduct and Judicial Affairs SUB I, Suite 4100 703-993-6209 / http://studentconduct.gmu.edu/	FAQ resource for students: https://studentconduct.gmu.edu/students/frequently-asked-questions-students/
Office of Student Media The Hub, Room 1201 703-993-9845 / Email: stumedia@gmu.edu http://studentmedia.gmu.edu/	Fourth Estate, Connect2Mason, Mason Cable Network, The George Mason Review, GMView, Hispanic Culture Review, Phoebe, So To Speak, Volition, WGMU (radio)

BAM Program Contact Information

BAM Program	Department/Program	BAM Coordinator
Anthropology MA	Sociology & Anthropology	Katy Hoepf, khoepf@gmu.edu
Art History MA	History & Art History	Robert DeCaroli, rdecarol@gmu.edu
Communication MA	Communication	Catherine Wright, cwright5@gmu.edu
Criminal Justice, MS	Criminology, Law, & Society	Brielle Manovich, clsgrad@gmu.edu Kristin Tyburczy, clsgrad@gmu.edu
Economics MA	Economics	Jason Dunick, econgrad@gmu.edu Valerie Sasser, econgrad@gmu.edu
English MA, Concentration in Folklore Studies	English	Benjamin Gatling, bgatling@gmu.edu
English MA, Concentration in Linguistics	English	Douglas Wulf, dwulf@gmu.edu
Foreign Languages MA, Concentration in Spanish	Modern & Classical Languages	Lisa Rabin, mclgrad@gmu.edu
Foreign Languages MA, Concentration in Spanish/Bilingual Multicult Ed	Modern & Classical Languages	Lisa Rabin, mclgrad@gmu.edu
Global Affairs MA	Global Affairs	Virginia Holm, globalma@gmu.edu
History MA	History & Art History	Samuel Collins, scolline@gmu.edu
MAIS Concentration in Computational Social Science	Interdisciplinary Studies	Robin Littleton, mais@gmu.edu
MAIS Concentration in Energy and Sustainability	Interdisciplinary Studies	Robin Littleton, mais@gmu.edu
MAIS Concentration in Religious Studies	Interdisciplinary Studies	Robin Littleton, mais@gmu.edu
MAIS Concentration in Social Entrepreneurship	Interdisciplinary Studies	Robin Littleton, mais@gmu.edu
MAIS Concentration in Social Justice and Human Rights	Interdisciplinary Studies	Robin Littleton, mais@gmu.edu
MAIS Concentration in War and the Military in Society	Interdisciplinary Studies	Robin Littleton, mais@gmu.edu
MAIS Concentration in Women and Gender Studies	Interdisciplinary Studies	Robin Littleton, mais@gmu.edu
Middle East & Islamic Studies MA	Middle East & Islamic Studies	Bassam Haddad, meis@gmu.edu
Philosophy MA	Philosophy	Katy Hoepf, khoepf@gmu.edu
Psychology MA, Concentration in Cognitive and Behavioral Neuroscience	Psychology	Michael Hock, psycgrad@gmu.edu
Sociology MA	Sociology & Anthropology	Katy Hoepf, khoepf@gmu.edu