

Orientation Packet

School of Integrative Studies

Contact Information for Each Academic Program

Bachelor of Individualized Study: bis@gmu.edu

Environmental and Sustainability Studies: evssinfo@gmu.edu

Human Development and Family Science: hdfs@gmu.edu

Integrative Studies: ints@gmu.edu

FERPA@Mason: Student Rights under FERPA

The Family Educational Rights and Privacy Act of 1974 (FERPA) is a federal law that governs the education records of eligible students. It grants students continuous access to their education records upon request, allows students to amend their records if they feel they're inaccurate, and restricts how and when their education records can be disclosed.

When a student turns 18, or attends a postsecondary institution, FERPA rights belong to the student, not the parent.

Mason does not release non-directory information unless a student has provided consent, the release is to the parent of a dependent student, as required by § 23.1-1303.B.5 of the Code of Virginia, or the disclosure meets a qualified exception under FERPA.

Annual Notification of Rights under FERPA

The Family Educational Rights and Privacy Act of 1974 (FERPA) is a federal law that protects student privacy. Under FERPA, eligible students are granted certain rights with regards to education records:




1. The right to inspect and review their education records within 45 days of the request
2. The right to request amendment of education records if the student believes they are inaccurate
3. The right to require George Mason University to obtain written consent to disclose personally identifiable information from the student's education records unless an exception applies
4. The right to file a complaint concerning alleged FERPA violations with the Family Policy Compliance Office within the U.S. Department of Education

Students may give written consent to release their protected educational records to a third party by completing a [Consent to Release Student Information Form](#) and submitting it to the Office of the University Registrar. Students can rescind their consent at any time, which will prevent the release of that information from that point going forward.

For additional information, please visit <http://registrar.gmu.edu/ferpa/>

GMU Email

Your GMU email account is the primary way George Mason University will send and request information from you. You are held responsible for all information sent to your GMU email account. Students who do not read their email on a daily basis miss critical information about their classes, academic advising, financial aid, registration, holds on student accounts, disciplinary action, deadlines, scholarships, internships, graduation, and more.

<ul style="list-style-type: none">• Use your GMU email when conducting any university business; faculty and staff will not respond to emails from non-GMU email addresses. Set up your Mason email by following the QR code.	
<ul style="list-style-type: none">• Add your GMU email account to your smart phone by following instructions at the QR	
<ul style="list-style-type: none">• If you need help with GMU email, contact the ITS Support Center at the QR code	

When communicating with GMU faculty and staff, send an email from your GMU account using the format below. Most faculty and staff get hundreds of emails each week, so if you want a timely response make your email brief and clear. The format for an email is different than for a text, and should include the following parts:

- **Subject line** – so the recipient can quickly see what the email is about.
- **Greeting** – this is a formality that most people still expect. The recipient may consider you rude or not understand who you intend the email for if you don't use a greeting. If you are not sure how to address a faculty or staff member (Prof./Dr./Ms./Mr.), look at your syllabus or Google the person (search "GMU Samantha Smith" and find a biography).
- **Brief message** – briefly and clearly state what you expect from the recipient. The longer your email is, the more likely the recipient is to ignore it.
- **Signature** – Make sure to conclude your email with your first and last name and G number. If you don't include this information, the faculty/staff you send the email to will not know who you are and will not be able to help you.

Here is an example of a good email:

From: you@gmu.edu

To: ssmith22@gmu.edu

Subject: Question about BIOL 214_002 from Kim Jones, G01010101

Prof./Dr./Ms./Mr. Smith,

Hello, I am in your BIOL 214 section 002 class and have a question about assignment #2. Should we include a reference list with our essay?

Thank you,

Kim Jones, G01010101

Guide for Students with GPA Below 2.00

Academic Standing Categories	Academic Standing Criteria
<p>Warning</p>	<p>Students are on academic warning if any of the following conditions are met:</p> <ul style="list-style-type: none"> • The student receives a GPA below 2.00 for their first academic period of enrollment at Mason. • The student has a GPA below 2.00 for the academic period and has a cumulative GPA at 2.00 or above. • The student receives a GPA below 2.00 for the academic period, has a cumulative GPA below 2.00 and has never received an academic warning. <p>Please note: academic warning does not appear on the student's transcript.</p>
<p>Probation</p>	<p>Students are on academic probation if all of the following conditions are met:</p> <ul style="list-style-type: none"> • The student receives a GPA below 2.00 for their first academic period of enrollment at Mason. • The student has a GPA below 2.00 for the academic period and has a cumulative GPA at 2.00 or above. • The student receives a GPA below 2.00 for the academic period, has a cumulative GPA below 2.00 and has never received an academic warning.
<p>First Suspension</p>	<p>Students are on academic first suspension if all of the following conditions are met:</p> <ul style="list-style-type: none"> • The student has not previously been on academic first suspension. • The student has been on academic probation in any previous academic period. • The student receives a GPA below 2.00 for an academic period. • The student has a cumulative GPA below 2.00.
<p>Second Suspension</p>	<p>Students are on academic second suspension if all of the following conditions are met:</p> <ul style="list-style-type: none"> • The student has not previously been on academic second suspension. • The student has returned from an academic first suspension. • The student receives a GPA below 2.00 for the academic period. • The student has a cumulative GPA below 2.00.
<p>Dismissal</p>	<p>Students are on academic dismissal if all of the following conditions have been met:</p> <ul style="list-style-type: none"> • The student has returned from academic second suspension. • The student receives a GPA below 2.00 for the academic period. • The student has a cumulative GPA below 2.00.

Please schedule an advising appointment to discuss your academic standing and required actions.

GMU Academic and Support Services

Offices	Contact Information	Available Services
Learning Services SUB I, Room 3129	Phone: 703-993-2380 Web: learningservices.gmu.edu	Provides study skills workshops and academic counseling
Math Tutoring Center Johnson Center, Room 344	Phone: 703-993-1460 Web: math.gmu.edu/tutor-center.php	Free tutoring for freshmen/sophomore math courses (up to MATH 300)
The Writing Center Rob Hall A, Room 114	Phone: 703-993-1200 Web: writingcenter.gmu.edu/	Free writing support and workshops, including ESL Support & online writing guides
Career Services SUB I, Room 3400	Phone: 703-993-2370 Web: careers.gmu.edu/	Help with resume writing, job search, internships, interviewing, graduate school applications & more
Office of Disability Services (ODS) SUB I, Room 2500	Phone: 703-993-2474 Web: ds.gmu.edu	Assists students with disabilities to obtain reasonable accommodations, auxiliary aids, and support services
Assistive Technology Initiative (ATI) Aquia Building, Room 238	Phone: 703-993-4329 Web: ati.gmu.edu	Provides assistive technology assessments, support and training. The referral process is initiated through ODS above.
Homelessness & Hunger: Office of Student Support SUB I, suite 3200	Phone: 703-993-3686 Web: https://ssac.gmu.edu/services/	Helpful connection to resources for assistance with concerns around housing, food, tuition, and more.
Student Health Services SUB I, Room 2300	Phone: 703-993-2831 Web: shs.gmu.edu/services	Provides primary and acute health care, Flu shots, Women's and Men's Health, STD/STI screening, pharmacy, and more.
Contemporary Student Services HUB, Room 1012	Email: masoncss@gmu.edu Web: https://contemporary.gmu.edu/	Provides hands-on supports for students who are adult learners, off-campus students, transfer students, married, widowed, or divorced, veteran and military affiliated, and pregnant or parenting, and students who were previously in the foster-care system, or took three or more years off from college.
Counseling & Psychological Services (CAPS) SUB I, Room 3129	Phone: 703-993-2380 Web: caps.gmu.edu	Provides individual and group counseling, workshops and outreach programs
Sexual Assault Services SUB I, Room 3200	24 hours Phone: 703-380-1434 Staff Directory: 703-993-9999 Web: https://ssac.gmu.edu/interpersonal-violence/	Provides direct services for any member of the campus community impacted by stalking, intimate partner violence, sex and gender-based harassment, sexual assault, sexual exploitation, complicity and retaliation.
LGBTQ+ Resource Center SUB I, Room 2200	Phone: 703-993-3686 Web: lgbtq.gmu.edu	Provides mentoring, guidance, advocacy, support, information, and access to resources. SAFE ZONE program administrator.
Student Support & Advocacy Center SUB I, Room 3200	Phone: 703-993-3686 Web: ssac.gmu.edu	Support & programs helping with, crisis intervention, alcohol and drugs, interpersonal violence, education and more.

Fall 2023 Academic Calendar

https://registrar.gmu.edu/calendars/fall_2023/

Description	Full Semester	7.5 Week: Session I	7.5 Week: Session II
First Day of Fall Classes:	Mon. Aug 21	Mon. Aug 21	Mon. Oct 16
Last Day to Submit Domicile Reclassification Application	Mon. Aug 21	Mon. Aug 21	Mon. Aug 21
Last Day to Add: All Individual Sections Forms Due	Mon. Aug 28	Wed. Aug 23	Wed. Oct 18
Labor Day: University Closed	Mon. Sept 4	Mon. Sept 4	N/A
Last Day to Drop: With 100% Tuition Refund	Tue. Sept 5	Fri. Aug 25 (Final Drop)	Fri. Oct 20 (Final Drop)
Last Day to Drop: With 50% Tuition Refund	Tue. Sept 12	N/A	N/A
Unrestricted Withdrawal Period: 100% Tuition Liability	Wed. Sept 13 - Tue. Sept 26	Sat. Aug 26 - Fri. Sept 8	Sat. Oct 21 – Fri. Nov 3
Fall Break (Classes Do Not Meet)	Mon. Oct 9	N/A	N/A
Monday Classes/Labs Meet (Tuesday Classes Do Not Meet This Week)	Tue. Oct 10	N/A	N/A
Mid-term Evaluation Period: 100-200 level classes - Grades Available via Patriot Web	Mon. Sept 18 - Fri. Oct 13	N/A	N/A
Selective Withdrawal Period - Undergraduate Students Only (100% Tuition Liability)	Wed. Sept 27 - Mon. Oct 23	Sat. Sept 9 - Fri. Sept 15	Sat. Nov 4 – Fri. Nov 10
Incomplete Work from Spring/Summer 2023 Due to Instructor	Fri, Oct 20	N/A	N/A
Incomplete Grade Changes from Spring/Summer 2023 Due to Registrar	Fri, Oct 27	N/A	N/A
Thanksgiving Recess: No Classes (University Closed Nov. 23-26)	Wed. Nov 22 - Sun. Nov 26	N/A	Wed. Nov 22 - Sun. Nov 26
Dissertation/Thesis Deadline	Fri. Dec 1	N/A	N/A
Last Day of Class	Sat. Dec 2	Mon. Oct 9	Wed. Dec 6
Reading Day(s): Reading days provide students with additional study time for final examinations. Faculty may schedule optional study sessions, but regular classes or exams may not be held.	Mon. Dec 4 -Tue. Dec 5	N/A	N/A