

Mission Statement

George Mason University will be an institution of international academic reputation providing superior education enabling students to develop critical, analytical, and imaginative thinking and to make well-founded ethical decisions. The university will respond to the call for interdisciplinary research and teaching not simply by adding programs but by rethinking the traditional structure of the academy.

The university will prepare students to address the complex issues facing them in society and to discover meaning in their own lives. George Mason will encourage diversity in its student body and will meet the needs of students by providing undergraduate, graduate, and professional courses of study that are interdisciplinary and innovative.

The university will energetically seek ways to interact with and serve the needs of the student body.

The university will nurture and support a faculty that is diverse, innovative, and excellent in teaching, active in pure and applied research, and responsive to the needs of students and the community. The faculty will embody the university's interactive approach to change both in the academy and in the world.

The university will be a resource of the Commonwealth of Virginia serving private and public sectors and will be an intellectual and cultural nexus between Northern Virginia, the nation, and the world.

Approved by Board of Visitors in January 1991

Welcome!



The Student Handbook is a tool to help you find practical information about the university, its policies, procedures, and traditions. In these pages, you will find an abundance of information. You will learn most at George Mason by getting involved—in the classroom, through activities and clubs, and perhaps most of all through the people you meet. I urge you to make yourself part of the Mason community. Becoming involved in something you may not ordinarily have tried can teach you something not only about the university, but also about yourself. We urge you to take chances and strive for excellence—the results may surprise you.

As a young university with an innovative, nontraditional spirit, George Mason continues to achieve successes that enhance our reputation. For example,

Did you know...

Our student newspaper, *Broadside*, hosted two Presidential candidates this year?

Mason voters had a chance to closely examine two Democratic presidential candidates, Senator John Edwards of North Carolina and Senator John Kerry of Massachusetts, in February as part of *Broadside's* nonpartisan “One Candidate, One Vote: College Students Truly Decide,” presidential candidate forums. Edwards made a one-hour appearance in the Johnson Center’s Dewberry Hall. The next day, Kerry arrived at Mason in the evening to give a speech in the Johnson Center Atrium as the Virginia and Tennessee primary voting results came in.

Mason students represent all 50 states and 144 countries?

Princeton Review named George Mason the second most diverse university in the country. With such a diverse, multi-cultural student body, the opportunities to learn and grow are endless.

We have the most comprehensive digital archive of September 11, 2001 historic records?

The Center for History and New Media at George Mason and the American Social History Project/Center for Media and Learning at the City University of New York Graduate Center developed the September 11 Digital Archive, which contains more than 130,000 written accounts, e-mails, audio recordings, video clips, photographs, and web sites that document the attacks on New York City, Washington, D.C., and western Pennsylvania and their aftermath. The archive was recently added to the collection of the Library of Congress, *making it the first entirely digital collection the library has acquired.*

We have a nationally ranked forensics team?

The forensics team, directed by Peter Pober, is ranked fourth in the country! We also have the top individual student speaker in the nation. The team welcomes any student interested in public speech and performance to join their winning legacy.

The George Mason statue is good luck to students who believe?

George Mason the man wrote the Virginia Declaration of Rights in 1776, helping to introduce the concept of individual rights that was later declared in the Bill of Rights in the U.S. Constitution. The statue of George Mason in the center of campus serves as a constant reminder of the ideals of the man and the university: freedom and learning. Legend has it that rubbing George’s toe before an exam can bring good luck to any test-taker.

As you become adjusted to college life, be aware that you have come to a unique and extraordinary university. Use the resources, organizations, and services on campus to become involved and surprise yourself! Join us. Engage.

Alan G. Merten, President

A Letter from the Student Government

We would like to begin by welcoming each and every one of you to what is going to be an amazing college experience. Your years here at Mason will foster not only your academic growth but also your personal growth. Mason is a university full of opportunities and we encourage you to get involved. With more than 200 student organizations, Mason has something to offer every student. Student Government is an organization that is here to serve you, the student. The Executive Office of the Student Body President, the Student Senate, and the Judiciary Branch form Student Government and our doors are always open.

Student Government is here to protect and promote your best interests. From the Student Parking Appeals Board to the Patriot Express, our unique late-night transit system that will transport you to multiple locations across Fairfax City, we are committed to you and making your experience at Mason the most memorable time of your life. Should Mason not offer an organization you think it needs, Student Government will help you start it. If you want to get involved and don't know how, Student Government will point you in the right direction. Finally, if you just want to know what is going on after class, Student Government will let you know.

We are excited for you, and excited to have you as part of the Mason community. The lessons learned at college are priceless and so are the memories and friendships you will be making. So please, cheer on your NCAA basketball team, play Frisbee on the quad, and just enjoy the independence of college. The right time is now and the right place is here. Welcome to George Mason University—your new alma mater.

Stephanie M. Sauer
Student Body President

Michael P. Joyce
Student Body Vice President

Academic Calendar 2004–2005

Fall Semester 2004

First day of classes	August 30
Labor Day; university closed	September 6
Last day to add	September 14
Last day to drop without dean's permission	October 1
Columbus Day recess	October 11
Thanksgiving recess; university closed	November 24-28
Last day of classes	December 11
Examinations	December 13-20*

* (for exam times, see the *Schedule of Classes*)

Spring Semester 2005

First day of classes	January 24
Last day to add	February 8
Last day to drop without dean's permission	February 25
Spring recess	March 13-20
Last day of classes	May 7
Reading days	May 9-10
Examinations	May 10-18*

* (for exam times, see the *Schedule of Classes*)

Commencement	May 21
--------------------	--------

For a more detailed look at the academic year, consult What's Happening in the back of this book.

*The 2004–2005 Student Handbook is produced by University Relations in cooperation with Student Activities.
Revised and coordinated by Nikki Elston, Tara Laskowski, Lynn Burke, and Colleen Rich.*

Table of Contents

Mission Statement	1
Welcome!	2
A Letter from the Student Government	3
Academic Calendar 2004–2005	4
About the University	
The Man	7
The University	7
2003–2004 Facts and Figures Summary	9
Fairfax Campus	9
Arlington Campus	10
Prince William Campus	13
Traditions	15
President’s Office	17
Board of Visitors	17
Academics	
Academic Advising	18
Academic Information	18
Academic Policies	19
Academic Procedures	20
Testing Center	21
Faculty Senate	21
Ombudsman for Student Academic Affairs	21
University Services and Offices	
Academic Advising	22
Admissions	22
Alumni Affairs	22
Arlington Campus Support	22
Arts Performances	22
Audiovisual Services	24
Black Peer Counseling	24
Bookstore	24
Career Services, University	24
Cash Office	25
Center for Global Education	25
Center for Service and Leadership	25
Child Development Center—Campus Child Care	26
Computer Labs (Academic Computer Labs)	26
Computer Support Services, ITU	26
Conflict Analysis and Resolution (ICAR), Institute for	27
Counseling Center	27
Credit Union	28
Debate Union	28
Dining Services	28
Disability Resource Center	29
Diversity Programs and Services	29
Escort Service	30
Events Management, Office of	30
Events Production	30
Financial Aid, Office of Student	30
Forensics Team	32
Freshman Center	32
Graduate Study	32
Health and Wellness Center	32
Health Services, Student	33
Hemlock Overlook Center for Outdoor Education	34

Housing and Residence Life	34
Information Services	35
International Programs and Services (OIPS), Office of	36
JC LAN Assistance	36
Johnson Center and Student Union Operations	36
Learning Services	38
Libraries, University	38
Mason Mail and Residence Hall Telephone Service	40
Mason Media Lab	40
Mason Money	40
Mason Resident Technician Program	40
Mason Web	41
Meal Plans	41
Ministry	41
Multicultural Research and Resource Center	41
Ombudsman for Student Administrative Services	42
Operational Support and Classroom Technologies	42
Orientation	42
Parking Services	42
Patriot Center	43
Patriot Computers	43
Photo ID Office	43
Police Department, George Mason University	43
Postal Service	44
Prince William Campus Support	44
Print Services	44
Registrar's Office	45
ROTC Scholarships	45
Student Academic Affairs and Advising	46
Student Accounts Office	47
Student Activities	center insert
Student Technology Assistance and Resource (STAR) Center	48
Technology Assistants Program (TAP)	49
TicketMaster	49
Training in Office and Productivity Skills (TOPS) Center	49
Transfer Center	49
United Bank	49
Women's Studies Research and Resource Center	50
Writing Center	50
Athletics	
First-Class Facilities	51
Intramural, Club, and Recreational Sports	52
Intercollegiate Athletics	52
The Capital of the Sports World	54
University Policies	
Drug and Alcohol Policy	55
HIV/AIDS Policy	58
Honor Code	59
Individuals with Disabilities Policy	62
Judicial Code	62
Nondiscrimination and Affirmative Action Statement	63
Responding to Students Impaired through the Use of Alcohol or Other Drugs Policy	65
Responsible Use of Computing Policy	66
Sexual Assault Policy	67
Sexual Harassment Policy and Grievance Procedures	68
Stalking Policy	77
What's Happening	78
Index	79
Maps	81
Quick Reference Guide	84

About the University

Welcome to Mason! You are now ready to participate in the college experience. An important part of that process is getting to know the university. In this section, you will learn more about the history of George Mason—both the man and the university—our traditions, the Board of Visitors, and the university president, as well as the makeup of the student body.

The Man

When George Mason of Gunston Hall wrote the Virginia Declaration of Rights in 1776, he gave the United States the noble concept that the rights of the individual must be protected against the power of government. By placing in Virginia's first constitution a list of rights that could never be taken away from citizens, Mason sought to ensure a society in which government could not become all-powerful.

As a result of his influence, the Bill of Rights, which was based on Mason's Declaration of Rights, was added to the U.S. Constitution. The universal significance of this action made the American Revolution much more than a war for independence from Great Britain: it enshrined in our most important public document the principle that a government must always respect the rights of the people.

Mason, although a slave owner, had deeply conflicting feelings about the institution he called "slow Poison." His words were later used to demonstrate that slavery could not exist in a country that proclaimed its belief in human rights. In the United States, we have not always adhered to Mason's great ideas, but they remain the measure of the best in our national life.

The University

George Mason University's growing reputation as an innovative educational leader is rooted in Virginia's strong educational tradition. By emphasizing the needs of its region, George Mason has created a curriculum and mission to meet the needs of Northern Virginia's extraordinary cosmopolitan constituency.

The university began as the Northern Virginia branch of the University of Virginia in 1957, offering courses



in engineering and the liberal arts. Called University College, it opened in a renovated elementary school in Bailey's Crossroads with an enrollment of 17 students.

Eager to support the fledgling institution, the Town (now City) of Fairfax purchased 150 acres in 1958 and donated it to the University of Virginia for a permanent branch campus. The following year, the University of Virginia Board of Visitors selected the name George Mason College. Construction of the campus's first four buildings was completed in 1964. In September of that year, 356 students began their studies in the new classrooms.

In March 1966, the Virginia General Assembly authorized the expansion of George Mason College into a four-year, degree-granting institution and gave it the long-range mandate to expand into a major regional

university. The first senior class received degrees in June 1968. Graduate programs began in September 1970, with the first master's degrees conferred in June 1971. The George Mason College Board of Control, supported by citizens of Alexandria, Falls Church, and Arlington and Fairfax Counties, acquired an additional 442 acres. By the end of 1970, the college's Fairfax Campus covered 571 acres; it is now 677 acres.

In 1972, the Board of Visitors of the University of Virginia recommended that the college separate from its parent institution. On April 7, the governor signed the General Assembly legislation that established George Mason University as an independent member of the commonwealth's system of colleges and universities.

Since 1972, rapid growth and innovative planning have marked the university's development. In 32 years, enrollment has risen from 4,166 to 28,246 in fall 2003. In 1979, George Mason was given the authority to grant doctoral degrees and began offering programs at this level. In the same year, the university acquired the School of Law, located at the Arlington Campus.

In 1984, the first Robinson Professors, a group of outstanding scholars committed "to undergraduate teaching and interdisciplinary scholarship," joined the faculty as the result of a generous bequest from Clarence J. Robinson. Drawing prominent scholars from all fields, George Mason's outstanding faculty also includes two Nobel laureates in economic sciences, Vernon L. Smith, and James M. Buchanan; Pulitzer Prize winners; IEEE Centennial Medallists; and recipients of numerous grants and awards, including Fulbright, Templeton National Science Foundation, and National Endowment for the Arts, among others. Endowed chairs have also brought many artists and scholars to campus.

In 1985, George Mason, in partnership with area businesses, developed an engineering program geared toward the emerging information technology field

and started the School of Information Technology and Engineering (IT&E). Through IT&E, George Mason was the first institution in the country to offer a doctoral degree in information technology.

The establishment of the Institute of the Arts (now the College of Visual and Performing Arts) in 1990 solidified the university's commitment to making the arts a pervasive part of students' lives. The Center for the Arts complex, which includes art galleries, studio and rehearsal space, and performing venues such as TheaterSpace, are components of the college.

George Mason has expanded its presence to serve the entire Northern Virginia region by employing the revolutionary concept of the "distributed" university. In collaboration with county and state governments, the university established the Prince William Campus in Prince William County. A partnership with American Type Culture Collection, the world's foremost archive of living cultures, has led to academic programs focusing on biotechnology and has made Prince William County a center for medical technology. Construction of the new campus began in 1995, and the first building was opened in fall 1997. The university is also expanding its presence in Arlington, home of the George Mason University School of Law.

The innovative George W. Johnson Center opened in April 1996. By combining student life resources with educational support facilities such as an interactive library, George Mason has created the learning workspace of the future. Educational administrators from around the world have toured the center.

The university's facilities continue to grow. The university's newest building on the Fairfax Campus, Innovation Hall, contains state-of-the-art classrooms and a television studio. In addition, the successful passage of Virginia's 2002 Higher Education Bond Referendum has allowed preparatory work to begin on several new key facilities: a research building, two classroom buildings,

JON GOELL



2003–2004 Facts and Figures Summary

Fall 2003 Enrollment

Undergraduate Degree Seeking	16,579
Graduate Degree Seeking	
Master's	6,567
Doctoral	1,435
Professional (Law)	796
Extended Studies	
Undergraduate	523
Graduate	2,346
Total Enrollment	28,246
Full-Time Enrollment	14,861
Part-Time Enrollment	13,385
In-State Students	23,995

Out-of-State Students	4,251
African American	2,310
Asian American	3,717
Hispanic American	1,702
Native American	88

Freshman Class 2002

Full-Time Freshmen	2,251
--------------------------	-------

Campus Size

Fairfax Campus	677 acres
Arlington Campus	5.2 acres
Prince William Campus	124 acres

and four renovation projects. Collectively, these upcoming facilities are valued at \$80 million.

As George Mason's facilities continue to grow, so does its reputation. The university has achieved national distinction in many areas, while providing an educational, cultural, and economic resource for the people of Northern Virginia, the Commonwealth of Virginia, and the nation.

Fairfax Campus

Location

Located in Northern Virginia, George Mason is convenient to all the resources of the nation's capital and the Washington metropolitan area. Situated on 677 wooded acres near the City of Fairfax, the university's Fairfax Campus combines the quiet of a suburban setting with accessibility to Washington's libraries, galleries, and museums; Virginia's historic sites; and Fairfax County's high-technology firms. Metrorail, the Washington area's subway system, enables George Mason riders to reach the U.S. capital in 35 minutes. It also provides a quick ride to George Mason's 5.2-acre Arlington Campus.

Programs

Academic Divisions

College of Arts and Sciences
 College of Visual and Performing Arts
 School of Computational Sciences
 Institute for Conflict Analysis and Resolution
 Graduate School of Education
 School of Information Technology and Engineering
 School of Law
 School of Management
 College of Nursing and Health Science
 School of Public Policy

Tuition

Tuition and Fees 2003–2004

<i>In-State Undergraduate</i>	\$5,136/year
.....	\$214/credit hr
<i>In-State Graduate</i>	\$5,856/year
.....	\$244/credit hr
<i>Out-of-State*</i>	\$14,856/year
.....	\$619.50/credit hr

*Graduate rates may vary. Contact your graduate program office. School of Law rates differ.

Room and Board

Room	\$2,880-\$6,050/year
Board (15 meals per week, restricted)	\$2,140/year
Board (15 meals per week, flex)	\$2,740/year

Number of Buildings

Academic/Administrative Facilities	60
Student Unions/Sports and Recreation Facilities	8
Student Housing	69
<i>Total</i>	138

Spotlight

George W. Johnson Center

The Johnson Center's eight acres of floor space house a 25,000-volume book collection, media center, computer labs, bank, bookstore, convenience store, and food services. Specially outfitted spaces provide opportunities for film, dance, meetings, and private study. The center fosters university-wide learning by integrating students' curricular and extracurricular activities and by strengthening relationships between the university's communities.

Center for the Arts

The Center for the Arts complex includes the 2,000-seat Concert Hall, several theaters, dance studios, and music

and fine arts studios. Five hundred Concert Hall tickets are available free to students for each performance.

Patriot Center

The Patriot Center is a 10,000-seat sports and entertainment arena designed for basketball, concerts, and other sports and entertainment events.

Sports

More than 400 athletes compete in 22 men's and women's organized sports: baseball, basketball, cross-country, diving, golf, lacrosse, rowing, soccer, swimming, softball, tennis, indoor and outdoor track and field, volleyball, and wrestling.

Patriot men's and women's teams are members of the National Collegiate Athletic Association (NCAA) Division I, the Colonial Athletic Association (CAA), the Eastern College Athletic Conference (ECAC), and the Intercollegiate Association of Amateur Athletes of America (C4A).

Arlington Campus

Location

The George Mason University Arlington Campus is located in Arlington County, in what Arlingtonians call Virginia Square.

History and Development

The Arlington Campus was created in 1979 when the university, with the assistance of the George Mason University Foundation, established the School of Law in the former Kann's department store building. Campus development continued with the completion in 1998 of the first building of a three-phase project. The building houses the School of Law, the Mercatus Center, and the Institute for Humane Studies.

Plans for the Arlington Campus call for two additional phases of construction to accommodate the projected student enrollment of 10,000. The funding for the Phase II project, consisting of 250,000 square feet, was approved by Virginia voters as part of the 2002 Bond Referendum. This phase of the campus development will provide space for the School of Public Policy, the Graduate School of Education, the School of Information Technology and Engineering, the School of Management, the College of Nursing and Health Sciences, the Institute for Conflict Analysis and Resolution, the School of Computational Science, the College of Visual and Performing Arts, and academic and student support services. In addition, the building will feature a 300-seat auditorium, a scenic public plaza, a 500-seat multipurpose room, and two levels of underground parking. Occupancy is anticipated for 2007.



The construction of Phase III A and B of the development project will replace the original Kann's building and will bring the Arlington Campus to a total of 750,000 square feet of space on a 5.2-acre site.

The George Mason University Foundation continues to contribute to the growth of the Arlington Campus by assisting the university with its development mission and commitments to the Arlington County community. The foundation is in the process of constructing a building that will include parking to support the university's parking requirements. In addition, the building will provide 192,000 square feet of office space and 13,000 square feet of retail space, which will ultimately transfer to the university.

Web: www.gmu.edu/Arlington/about.html

Academics

The Arlington Campus is a key component of George Mason University's plan for the "distributed university." The concept of the distributed university is one university with multiple campuses, each of which has a specific focus reflected in its course offerings. The Arlington Campus programs emphasize law, policy, and economics.

Programs are offered through the following academic units. Please visit www.gmu.edu/Arlington/courses.html.

College of Arts and Sciences
College of Visual and Performing Arts
Graduate School of Education
Institute for Conflict Analysis and Resolution
School of Law
School of Management
School of Public Policy

Support Services

Student Health Insurance

Phone: 993-2827

Applications can be picked up at the information desks in the Original Building.

Student Health Services

Phone: 993-2831 (for information and appointments)

Location: Truland Building, Suite 150

Student Health Services offers a confidential health service that includes diagnosis and treatment of illness and injury, communicable disease screening, health and wellness counseling, laboratory services, immunizations, travel clinic, and referrals.

Sexual Assault Services

Phone: 993-8186

Location: Original Building, Room 308

Services available for both men and women include information on sexual assault, sexual harassment, and stalking; crisis intervention; psychological, medical, and judicial support; and volunteer and intern opportunities.

University Police and Department of Public Safety

Phone: 993-8070, 993-2810

Location: Arlington I, B-1, Room 15

University Police provides 24-hour police coverage and an escort service for the Arlington Campus.

Key control is located in the Original Building, Room 118.

University Relations

University Relations provides communications and outreach support for all three campuses. Following is a list of available services at the Arlington Campus.

Arlington Campus Information Services

Phone: 993-8999, Location: Original Building

Room 102B and Second Floor Lobby

Information about the campus, the university, and the community is available for faculty, staff, students, and visitors. This link also provides access to Arlington Campus telephone listings and hours of operation.

Community Relations

Phone: 993-8993

Speaking engagements and other activities in the Arlington community are coordinated through this office.

Creative Services

Contact: Daniel Walsch, 993-8810

Creative Services writes, edits, and designs publications to meet the needs of university departments. It also handles advertising, multimedia presentations and displays, web site design, and photography, and produces online the *Daily Mason Gazette*.

Daily Mason Gazette

Contact: Robin Herron, 993-8804

Events Management

Contact: Barbara Lubar, 993-2853

Call Events Management when planning a meeting, conference, or other activity at the university. Event managers assist clients with planning, coordinating logistical support, and representing clients onsite.

Media Relations

Contact: Amy Biderman, 993-8782

The Media Relations office works with local, regional, and national media to publicize academic programs, research, and campus events. The office also produces the *Media Guide*, a list of faculty and staff members who can offer expert analysis to the media.

University Speakers Bureau

Contact: Traci Claar, 993-8846

The speakers bureau provides a list of topics that faculty and staff members can present to community organizations free of charge.

University Services

Bookstore

Phone: 993-8170

Location: Original Building, First Floor

The bookstore provides all textbooks and school supplies for the Arlington Campus, as well as stamps, greeting cards, and gifts.



EVAN CANTWELL

Dining Services

Phone: 993-8002

Location: Arlington I, Cafe

Sodexo Services provides a variety of fresh sandwiches, salads, and grilled items. Vending machines are located in the rear of the cafeteria.

Mail Services

Phone: 993-2691

Location: Original Building, Room 105

Mail Services provides pickup, processing, and distribution of incoming and outgoing and intercampus mail, UPS and FedEx shipments, and bulk mailing support through the U.S. Postal Service.

The Arlington Campus addresses are:

Arlington I:

3301 North Fairfax Drive
Arlington, Virginia 22201

Original Building:

3401 North Fairfax Drive
Arlington, Virginia 22201

Truland Building:

3330 North Washington Boulevard
Arlington, Virginia 22201

Mason Money and Meal Plan

Phone: 993-2870

Location: Arlington I, Cafe

Several plans make eating on campus convenient for students, faculty, and staff. If you have a food service contract with Sodexo, the wide magnetic strip will access your meal plan.

Photo ID

Phone: 993-8170

Location: Original Building, Bookstore, Room 102A
A driver's license, military ID, passport or other photo ID must be presented.

Students must be registered for the current semester. Faculty and staff must be in the Human Resources database. Adjunct faculty must present a signed contract or be in the Human Resources database. Affiliate/contract employees must present a signed George Mason affiliate/contract form.

Parking Services

Phone: 993-8146

Location: Original Building, Room 104

Onsite Parking: Parking spaces are available onsite for students, faculty, and staff with valid Arlington Campus parking decals. No overnight parking is permitted without authorization from the campus operations

coordinator. Parking lot enforcement hours are 7 a.m. to midnight.

Handicap Parking

Temporary and long-term handicapped parking permits are available for students, faculty, and staff. Fees are the same as regular decal fees. A valid George Mason ID and proof of disability (i.e. a doctor's note, DMV hangtag) are required. DMV permits alone are not sufficient in George Mason handicapped spaces.

Print Services

Phone: 993-8141

Location: Arlington Law Library, Room 134

The copy center provides copy service, course material sales, transparencies, manuscripts, copying of legal briefs, and library reserve materials. Special requests are sent to the Johnson Center copy center. Coin/card operated copiers and teller machines are located in both libraries.

United Bank

Phone: 993-9090

ATMs are located in the Original Building, first floor entrance, and in Arlington I, B-1 level, near the University Police office. United Bank offers a student, faculty, or staff checking account free of monthly service charges. Students, faculty, and staff can open an account at the United Bank at 4005 Wilson Boulevard. For more information, call 703-525-1501.

Arlington Alliances

The Arlington Campus academic units and administration have partnered with many regional business and civic organizations, in addition to local, state, and federal government agencies to provide students access to employment and career opportunities, as well as expanded research and educational opportunities for the community and the university.

For more information on the Arlington Campus, its programs, and services, please contact the Office of the Vice President/Operations, Arlington Campus at 993-8754 or the Arlington Campus Information Services office at 993-8999.

School of Law

The George Mason University School of Law was established by an act of the Virginia General Assembly in 1979. It is fully accredited by the American Bar Association and is a member of the Association of American Law Schools.

The School of Law has designed a curriculum that addresses three of the most pressing requirements of contemporary legal practice: the increasing need for

specialization; a thorough grounding in the fundamental skills of legal research, writing, and analysis; and facility with economic and quantitative methods. The School of Law offers an innovative juris doctor (JD) program with varied concentrations in 10 specialty areas, as well as the traditional general law program. In addition, the School of Law offers an LLM degree with a concentration in intellectual property or law and economics and a juris master (JM) degree with a focus in policy analysis.

Students attending the School of Law may pursue full-time day study or part-time evening study. Students in the day division take three years to complete the 84-credit hours required for graduation, while evening division students normally complete the requirements in four years.

The fall 2003 entering class of 166 students was selected from a pool of more than 5,300 applicants. The median LSAT score and undergraduate GPA for matriculants were 162 and 3.47, respectively. Forty percent of entering students were female, and 18 percent were minorities. Entering students were drawn from 91 different undergraduate institutions and held a total of 42 advanced degrees.

Arlington Campus
3301 North Fairfax Drive
Arlington, Virginia 22201
993-8000
Web: law.gmu.edu

School of Public Policy

The School of Public Policy, formerly the Institute of Public Policy, is an academic unit of George Mason University devoted to the study of national governance, regional development, international commerce and policy, science and technology, organizational informatics, and culture and values. The school offers a PhD in Public Policy, an MA in International Commerce and Policy, and a Master of Public Policy, as well as other specialized master's degrees and postgraduate certificates in organizational learning, enterprise engineering and policy, transportation policy, operations and logistics, and peace operations. For detailed information about specific programs, please see our web site at policy.gmu.edu.

Arlington Campus, 993-8099

Prince William Campus

The Prince William Campus is a 124-acre site located outside the city of Manassas, near the intersection of I-66 and the Prince William Parkway. It serves all of Northern Virginia and offers convenient access to the university for citizens of Prince William, Fauquier, and western Fairfax Counties; the Cities of Manassas and

Manassas Park; and adjoining areas to the west and south. The campus currently has four buildings.

Through mutually beneficial partnerships with local government and area businesses, the campus uses the unique assets of the surrounding community while providing access to university resources and programs for students and citizens.

A major focus of the campus is the research and academic programs in the life sciences, including programs in bioscience, biotechnology, and bioinformatics. The Center for Biodefense is housed at the Prince William Campus. The Department of Health, Fitness, and Recreation Resources offers three separate degree programs: BS in Athletic Training, BSED in Health and Physical Education Licensure, and BS in Health, Fitness, and Recreation Resources (concentrations in Exercise Science, Health Promotion, Parks and Outdoor Recreation, Sport Management, and Tourism and Events Management). The Initiatives in Educational Transformation Program offers a school-based master's degree program for practicing teachers. Programs in administration of justice, business, and information technology are also offered, while professional certificate programs are available through the Office of Continuing Professional Education.

The 300-seat Verizon Auditorium and the 110,000-square-foot Freedom Aquatic and Fitness Center serve both university and community needs. The Freedom Center offers state-of-the-art exercise equipment, group fitness programs, a full gymnasium with elevated track, racquetball and basketball courts, recreational and instructional swimming in a 50-meter competition pool, a 7,000 square foot leisure pool with hot tub and a variety of water features, as well as George Mason's human performance lab, classrooms, and other meeting space.

The Prince William Campus Student and Academic Services Office (Room 202, Occoquan Building) offers a wide range of academic and university life information



EVAN CAMPBELL

and services. These include admissions and registrar services, forms, and information; financial aid and student accounts forms and services; academic and career advising; disability support; international student programs and services; learning services; student activities; diversity programs and services; and counseling and health services. Courtesy phones and computers are provided in this suite, enabling students to access an even wider range of information and services, including web registration and web payment of tuition (credit card only). In addition, a library of print and audiovisual material covering many topics in personal and academic skills and career development is available for student use. Commonly used forms from each office are available and can be processed here. Students can have class schedules, official and unofficial transcripts, enrollment verifications, and degree audits printed as well. Photo IDs are taken in this office.

The Student Health Service satellite office at Prince William Campus is staffed by a licensed nurse practitioner. The Prince William office is open when classes are in session, with the exception of the summer session. PWC Student Health Services is located in Occoquan Building, Room 202E. (The Fairfax office remains open year round.) All currently enrolled students are eligible to receive confidential primary health care services and treatment with an emphasis on health promotion, disease prevention, and self-care. There is no charge for students to be seen at the Student Health Services office; however, nominal fees are charged for vaccines, tests, and procedures.

The Prince William Campus Bookstore, located on the first floor of Occoquan Building, functions as a one-stop-shop for many university services at Prince William Campus, including textbooks, special book order services, photocopy course packets, magazines, top 10 national campus best-sellers, greeting cards, snacks and soft drinks, school supplies, semester parking decals, Prince William Campus parking day passes, convenience store items, gifts, postage stamps, and clothing.

A student lounge with satellite television is located near Randall's Cafe on the first floor of Occoquan Building. Randall's Cafe offers daily specials, salad bar, soup, grill items, deli sandwiches, coffee, and assorted beverages.

Parking is enforced on the Prince William Campus, and a valid George Mason parking sticker is required of all faculty, staff, and students. George Mason Fairfax Campus parking decals are honored at the Prince William Campus and vice versa. Arlington Campus parking decals will also be honored at Prince William and Fairfax, but Prince William and Fairfax parking decals **cannot** be honored at Arlington. Parking decals



KAREN PIRHALLA

can be purchased online at www.gmu.edu/univserv/parking. The Prince William Campus Bookstore also has a supply of parking decals and Prince William parking day passes for sale.

The Mason Express shuttle provides round-trip service between the CUE bus stop (located on Patriot Circle, Fairfax Campus), the Fairfax Physical Education Building, and Occoquan Building at Prince William during fall and spring semesters. The Mason Express schedule can be viewed online at www.gmu.edu/univserv/shuttle1.htm. The Mason Express shuttle bus provides students free transportation between the Fairfax and Prince William Campuses. Faculty and staff are welcome to ride on a space-available basis. Passengers will be requested to show their George Mason ID to the driver upon boarding the bus. For additional information on the shuttle service and schedule, please contact Bill Clark at 993-2764 or wclark2@gmu.edu.

The Prince William Instructional Resource Center (IRC) serves as a central information resource for Prince William students on all Mason-supported multimedia, Microsoft Office, WebCT, and web-authoring software and associated technologies. In addition, students are invited to take advantage of the free workshops offered by the IRC each semester on a selection of leading multimedia and web-authoring software, including Dreamweaver, FrontPage, Photoshop, and PowerPoint. The IRC office, located in Occoquan Building, Room 232, is open Monday through Friday from 9 a.m. to 5:30 p.m. Students can contact Rick Reo at rreo@gmu.edu or at 703-993-8536 for more information.

Prince William Campus' Drop-In Computer Lab (Room 231, Occoquan Building) is fully equipped with 20 Pentium III computer systems and a Power Mac. All systems will run ITU-supported applications, such as Word, Excel, PowerPoint, Access, and Netscape. In addition, all lab systems provide Internet access to George Mason e-mail accounts and servers. This facility also has available zip drives and laser printing.

The programs and courses offered at the Prince William Campus are supported by Prince William Campus Library (e-mail: pwnode@gmu.edu), located in Occoquan Building, Room 104. Its full complement of services include access to the library catalog, the libraries' networked CD ROMs, and the Internet; orientation to the collection of the George Mason Libraries system; reserves; circulation; interlibrary loan; instruction in the use of research tools; and assistance with developing strategies for conducting self-guided research. Integrating print, video, and electronic resources to meet the research needs of Prince William library patrons, the library's emphasis is on instruction in and assistance with the use of electronic resources and computing applications. Coin and card copiers are located within the Prince William Library for use by students and faculty.

*George Mason University
Prince William Campus
10900 University Drive
Manassas, VA 20110
993-8350
Web: princewilliam.gmu.edu*

*Administration of Justice, 993-8315
Bioinformatics and Computational Biology, 993-8382
Bookstore, 993-8495
Continuing Professional Education, 993-8335
DoIT's Instructional Resource Center, 993-8536
Freedom Aquatic and Fitness Center, 993-8444
Health, Fitness, and Recreation Resources, 993-2060
Information Center, 993-8350
Information Technology and Engineering, 993-8461
Initiatives in Educational Transformation, 993-8320
ITU Support Center/Help Desk, 993-8870
Library, 993-8340
Life Sciences, 993-2674
Mason Express Shuttle, 993-2764
Police, 993-8370
Prince William Campus Administration, 993-8355
Print Services, 993-8474
Randall's Cafe, 993-8438
Sexual Assault Services, 993-8423 or 8375
Student and Academic Services, 993-8375
Student Health Services, 993-8374 or 8375*

Traditions

Alma Mater

Patriots' Dreams

By Carol Boyd Leon

To the green and gold
We will ever be true
Here and wherever we roam.
And we sing of a place
Where the young and the old
Give the patriots' dreams a home.

To our alma mater,
To George Mason,
Our University,
To the place where freedom
And learning stand proud,
Where the past and the future meet.

From Pohick Creek
And around the globe,
We sing in unity,
With our voices raised
And our spirit strong,
We go forth to reach our goals.

To the green and gold
We will ever be true
Here and wherever we roam
And we sing of a place
Where the young and the old
Give the patriots' dreams a home.
And we sing of a place
Where the young and the old
Give the patriots' dreams a home.

Commencement Procession from Johnson Center North Plaza

On Commencement day, all graduates meet at the clock tower on the Johnson Center North Plaza to form a processional that winds through the campus to the Patriot Center for their Commencement ceremony. While the future graduates are mingling and getting in line, they decorate their graduation caps, take pictures that are made into buttons, and receive a yellow or green carnation to carry in the processional.

First Fridays

In its sixth year, First Fridays provides tons of free fun for everyone on the first Friday of each month in the Johnson Center from 9 p.m. to 2 a.m. Music, food, crafts, novelty acts, movies, and a midnight breakfast buffet are available for you to enjoy.

Freshman Class Spirit Bench

Every summer at Orientation, the incoming members of the freshman class sign their names on a picnic bench indicating their class year. Students often eat and hang out at the bench, and during Family Weekend, they often get their pictures taken on the bench.

George Mason Statue

History

On April 12, 1996, a seven-foot statue of patriot and university namesake, George Mason, was dedicated. The statue, sculpted by Northern Virginia artist Wendy M. Ross, was commissioned by the George Mason Fund for the Arts and the Arts Gala Committee with contributions from the Virginia Daughters of the American Revolution, students, and friends. The statue portrays the great statesman presenting his handwritten first draft of the Virginia Declaration of Rights in 1776. The writing table on Mason's right replicates the original, which can be found in the study at Gunston Hall, his home in Fairfax County, Va. The three books on the table—works by Hume, Locke, and Rousseau—depict sources of Mason's thoughts on individual liberty. The statue serves as a constant reminder of the ideals most important to both George Mason the man and George Mason University: freedom and learning.

Tradition

A few years ago, Mason's Most Motivated (MMM) student group started decorating George as a way to increase school spirit and attendance at various activities and events. It has now become a tradition for some groups to try to out-do or out-decorate one another.

Recognized student organizations, academic departments, and university offices may fill out a request to decorate George to promote an event or events they are sponsoring or to highlight a special achievement. The request form is available in the Dean of Students/University Life office in Student Union Building I (SUB I), room 302. And in case you didn't know, another statue tradition is to rub George's toe for good luck before an exam!

George Mason vs. James Madison Rivalry

The Patriots and Dukes, located just 95 miles apart, annually meet head to head to compete in 18 sports. Both schools are members of the 10-school Colonial Athletic Association.

With students from many local high schools attending the two universities, the matches offer opportunities for friendly competition between former classmates and often serve as natural high school reunions. As one of the best in-state rivalries, George Mason and James Madison basketball games are hard to match in spirit



EVAN CANTWELL

and intensity. After a James Madison loss, George Mason students can be heard chanting “66 West, 81 South” in reference to how the losers drive home.

Homecoming Block Party and Fireworks

Every year before the Homecoming basketball game, students, faculty, staff, alumni, and the community gather for a block party in the Patriot Center parking lot to socialize, cook out, and gear up for the game. Following the game, the annual Homecoming show of fireworks lights up the sky above Mason Pond in front of the Center for the Arts. Don't miss this once-a-year event!

Mason Day

This year marks the 38th annual end-of-the-year celebration of Mason Day, coordinated by the student-run Program Board. This outdoor music festival, held in Lot L, is the longest-standing George Mason tradition, outdating Commencement by two years. Past performers for the event have included Run DMC, Common, NORE, Violent Femmes, The Roots, Black-Eyed Peas, Xzibit, and Guster.

Mason Midnight Madness

Midnight Madness kicks off the men's and women's basketball seasons in mid-October. The event delivers the electricity that sparks mega-Patriot spirit for the entire season. This must-attend event at the Patriot Center attracts more than 3,000 students and fans to the festivities featuring pre-practice games, spirit events, great prizes, and interactive competitions. Mix in dance routines from the nationally recognized George Mason cheerleaders and Masonettes Dance Team, innovative multimedia introductions of the basketball teams, and an atmosphere that promotes boisterous student spirit, and the stage is set for a resounding welcome for another exciting Patriot basketball season.

Parade of Flags at International Week

A powerful and colorful illustration of the 128 nationalities represented on our campus, the parade marks the beginning of International Week and its opening ceremonies in April.

Patriot Express

Need a late night ride off-campus? Hop on this free shuttle across from the CUE Bus Stop, Physical Education Building, or Aquatic Center and go off campus to IHOP (International House of Pancakes), Denny's, PJ Skidoos or Bridge's. The Patriot Express runs Thursday through Saturday from 10 p.m. to 3:30 a.m.

School Ring

George Mason's official class ring reflects the university's roots and its future with engravings of the George Mason bronze statue, the Johnson Center, and the university seal. During the semester, a representative from ArtCarved is on campus to offer the official class ring to the next year's graduates. Contact the Bookstore at 993-2666 or visit gmu.bkstore.com for more information.

Student Organization Benches on the Quad

The student organization benches are located on the Quad outside SUB I. Every spring, recognized student organizations may apply to paint a bench. The benches provide an excellent opportunity for student organizations to recruit new members and promote campus activity at George Mason. Over the years, the process has become extremely competitive, attracting approximately 60 applicants for the 29 available benches. The selected groups paint their benches in April after Mason Day.

President's Office

The president of George Mason University is Dr. Alan G. Merten. The president's immediate staff comprises five vice presidents, the provost, a chief of staff, and an assistant.

Students who are interested in meeting with the president should make an appointment with his assistant.

Mason Hall, Room D103, 993-8700



EVAN CANTWELL

Board of Visitors

The Board of Visitors is a 16-member board appointed by the governor of the Commonwealth of Virginia to govern the university; the university president reports to this body. The Board of Visitors ensures that the university acts in accordance with state mandates. The board has three officers (rector, vice rector, and secretary) and meets five times per year, during September, November, January, March, and May. Two student representatives (nonvoting) are appointed annually by the board at its May meeting. Any full-time student may apply in March through the Office of University Life. The Board of Visitors operates through six standing committees: Audit, Equal Opportunity, Faculty and Academic Standards, Finance and Resource Development, Land Use and Physical Facilities, and Student Life.

Mason Hall, Room D103, 993-8700

Academics

Your primary reason for attending George Mason University is for the academic experience. Take time to learn about the guidelines, policies, programs, and services that will help you succeed at Mason. Learn and live by the Honor Code. Know about academic departments, advising, and the grading scale. In this section, you will find all this information, as well as graduation information and grade appeal processes.

Academic Advising

All students are encouraged to consult with their advisors concerning course registration, major and career progress, and graduation plans.

Required Advising: Students should read the Advisor's Permission to Register section in the *University Catalog* to find out when they are required to obtain their advisor's approval for registering. Advising is required for students in some schools and departments and under certain circumstances.

Department Advising: Once students have declared a major, they are advised by advisors in their departments. Since the advising process differs in each department, students should inquire about the advising procedures in their departments and see their advisors regularly.

Academic Advising Center: Professional staff members from the Academic Advising Center office advise students who have not declared a major or are considering a change of major. Pre-med advising is also provided. Undeclared freshmen are required to see an advisor during their first two semesters. Scheduled and walk-in advising is available from 9 a.m. to 5 p.m. Monday through Friday. Students may schedule appointments to meet with advisors on Tuesdays between 5 and 8 p.m. when classes are in session.

SUB I, Room 304, 993-2470
E-mail: advisor@gmu.edu

Some suggestions to make the most of advising:

1. Be assertive. Don't wait for your department to contact you. Find out about the advising process in your department and schedule an appointment with an advisor.
2. Use your advisor as a resource for learning about campus services, internships, experiential learning, and other opportunities.
3. Organize your thoughts before meeting with your advisor. Prepare some questions.
4. Get to know yourself better by clarifying goals, by evaluating verbal and math abilities and learning skills, and by considering interests and priorities.
5. Understand the language and rules of the process. To do so, become familiar with resources like the *University Catalog*, the *Schedule of Classes*, the *Student Handbook*, and advising publications such as the *Patriot's Guide*.
6. Before registration, select courses by using curriculum check sheets (located in departments or in the Academic Support and Advising Services office), the computerized degree audit, and the *Schedule of Classes*. Peruse copies of course evaluations in Fenwick Library.
7. Accept responsibility for personal decisions.

Academic Information

Schedule of Classes

This course listing is available around mid semester for the following semester's classes. You can pick up a schedule at the information kiosks in SUB I, SUB II, the



Johnson Center, and the Registrar's Office. The *Schedule of Classes* is also available on the university's web site.

Catalogs

Students receive a free *University Catalog* upon admission to the university. Additional catalogs are available for a fee from the University Bookstore. Older catalogs are available in the library's special collections division.

Transcripts and Semester Grades

Students may access and print their semester grades and other academic information from Patriot Web. Select "Login to Patriot Web Self Service," then enter your student G# and PIN, and submit to retrieve your information. Within Patriot Web you may see your course schedule, midterm grades, and final grades.

Official transcripts may be requested in person with a photo ID; otherwise, they must be requested in writing. See www.registrar.gmu.edu, then "Transcripts" to print out an official transcript request form that you can complete and fax to 993-2465. Transcript requests can also be brought in person to the Registrar's Office or mailed to the attention of Transcripts, MS 3D1. Students who have elected a private directory hold must request their transcripts or verifications in person with a photo ID or via a written, notarized, original copy request.

Summer Term

One eight-week and two five-week sessions are offered during the summer.

Academic Policies

Attendance Policy

Students are expected to attend the class periods of the courses for which they register. Although absence alone is not reason for lowering a grade, students are not relieved of the obligation to fulfill course assignments, including those that can be fulfilled only in class. In particular, a student who misses an exam without an excuse may have the course grade lowered. Students

who fail to participate (by virtue of extensive absences) in courses in which participation is a factor in evaluation may have their grades lowered.

It is the policy of George Mason University to make every reasonable effort to allow members of the university community to observe their religious holidays without academic penalty. However, absence from classes or examinations for religious reasons does not relieve students from responsibility for any part of the course work required during the period of absence. Students who expect to miss classes, examinations, or assignments as a consequence of their religious observance shall be provided with a reasonable alternative opportunity to complete such academic responsibilities. It is the obligation of students to provide faculty members with reasonable notice of the dates of major religious holidays on which they will be absent. Faculty should be sensitive to religious observances in their construction of class schedules and syllabi.

Normal Course Load Policy

Although 12 credit hours per semester represent a minimum full-time load, students wishing to graduate in four years need to carry an average of at least 15 credits per semester. A course load in excess of 16 credits incurs additional tuition charges. Course loads greater than the maximum published in the *Schedule of Classes* require dean's approval. For planning purposes, applicants for admission are asked to indicate their preferences for full- or part-time status and for day or evening classes. However, they may freely choose between evening and day selection of courses and may change their full- or part-time status.

For graduate students, a full-time academic load is 9 credit hours per semester during the regular academic year. During the summer, a normal full-time academic load is 9 credits for the entire term.

Grading Policies

University course work is measured in terms of quantity and quality. A credit hour normally represents one hour per week of lecture and recitation, or not fewer than two hours per week of laboratory work throughout a semester. The number of credit hours is a measure of quantity. The grade is a measure of quality.

Additional work of any type submitted to improve a grade after the final grade has been assigned and sent to the Registrar's Office is never accepted.

The normal grading system for undergraduate credit is A+, A, A-, B+, B, B-, C+, C, C-, D, and F. The normal grading system for graduate credit is A+, A, A-, B+, B, B-, C, and F.

Grade Point Average

Quality points for each credit hour are assigned on a scale of 4.00 for A+ or A, 3.67 for A-, 3.33 for B+, 3.00 for B, 2.67 for B-, 2.33 for C+, 2.00 for C, 1.67 for C-, 1.00 for D, and 0 for F. A grade point score is computed by multiplying the value of the letter grade by the number of credits for the course. For example, a student receiving an A in a three-credit-hour course earns 12 quality points. The grade point average is computed by dividing the quality points earned by the number of credit hours graded A+ through F (GPA hours). The grade point average computed for the current term gives the *current GPA*, which is the measure of academic performance in one semester and affects eligibility for the dean's list. The grade point average computed for all institutional credit gives the *cumulative GPA*, which is the basis for the university's retention policies, including good standing, warning, probation, suspension, and dismissal. Cumulative GPA also determines students' eligibility to graduate and to have university honors posted to their record at graduation.

Students with 90 or more overall earned credit hours before fall 2004 who graduate by May 2006 at the latest will have a *degree GPA* computed from graded courses the student completes at the university and that are applied toward the degree. For these students, the degree GPA will affect both eligibility to graduate and eligibility for graduation with university honors.

For more information, including other grade notations and appeal of grade, see the *University Catalog*, which is also available online at www.gmu.edu/catalog.

Academic Procedures

Registration

Patriot Web is the university's Internet web registration system. Registration information, including procedures, specific times, and course information, can be found in the *Schedule of Classes*. All continuing students receive a specific appointment date and time to register based on their total cumulative hours. Students can view their appointment date and time by using the banner web site <https://patriotweb.gmu.edu>. Newly admitted and transfer students must register at their assigned orientations. New graduate students are required to seek advisement before registration. New nondegree students must register on the dates outlined in the *Schedule of Classes*.

Important

At certain times in their university careers, all students are required to secure signatures from their advisors before registering. Students in certain schools and departments must always secure signatures before they may register.

Drop/Add (Schedule Adjustment)

For the first two weeks of the semester, students may modify their course schedules by adding classes (subject to availability). Classes may be dropped any time during the first five weeks of the semester, unless all courses are being dropped (see below). All schedule adjustments that do not require written permission must be processed using Patriot Web.

Withdrawals

Students may drop all, or a portion, of their courses until the *last day to drop* published in the *Schedule of Classes* for each semester. Students who wish to receive full tuition reimbursement for dropped courses must drop them by the *last day to drop with no tuition liability*, also published in the *Schedule of Classes*. Withdrawals after the final drop deadline are not permitted. An exception to this policy may be granted by the dean of the school or college from which a student is withdrawing. Exceptions are made *only for nonacademic reasons* that warrant exception.

Re-admission after Attending Another College or University

A student returning to George Mason following an absence during which he or she studied at another institution, *without prior written permission of his or her*



EVAN CANTWELL



academic dean or director, is considered a transfer student and must reapply to the Office of Admissions as a transfer student.

Re-enrollment after Previous Attendance

Students who have missed two consecutive fall or spring semesters of enrollment at George Mason may re-enter the university (providing they were in good academic standing when they left and have not attended another college or university during their absence) by completing a Re-enrollment Form available through the Registrar's Office. Graduate students must have the permission of their chairs or graduate coordinators when re-enrolling.

Refunds/Tuition Liability

A student is eligible for a refund if a course(s) is dropped within the specified refund period (see Academic Calendar in the schedule of classes).

Students withdrawing from the university before the beginning of the semester or during the first week of classes may have their tuition refunded for full semester courses.

Tuition liability is on a graduated scale for voluntary drops and withdrawals during the second and third week of classes. The calculation of the amount of liability is based on the date of the drop or withdrawal as certified by the Registrar's Office.

See Student Accounts Office section in University Services and Offices.

Graduation

Students who expect to complete graduation degree requirements must complete the Graduation Intent form online. Visit <http://registrar.gmu.edu/graduation.html> to learn the steps to complete the graduation process.

Commencement

Commencement exercises provide an opportunity for students and their families to share in the conferral of academic degrees. Students wishing to participate in

Commencement exercises should check the web site for information about reserving tickets.

Testing Center

The Testing Center is located in Krug Hall, room 101. The center offers computer-based and traditional paper-version testing services to students. Information regarding the national exams or the testing schedule is available at admissions.gmu.edu.

Computer-Based Testing

The Testing Center, in cooperation with Educational Testing Services (ETS), offers a variety of computer-based testing services. Students can schedule to take the Graduate Management Admissions Test (GMAT), the Graduate Records Examination (GRE), the Test of English as a Foreign Language (TOEFL), and the PRAXIS exam for teacher certification.

Paper-Version Testing

Traditional, paper-version exams are generally given on Saturdays in either Thompson Hall or the Lecture Hall. The Medical College Admission Test (MCAT), the Law School Admission Test (LSAT), Praxis II (Subject Assessments), and the Foreign Service Exam (FSE) are offered.

Faculty Senate

The Faculty Senate is the principal source of faculty advising to the president, and it has the primary faculty responsibility for the formulation of university-wide academic policies. It acts as the principal liaison for the faculty. Senate members include the president, provost, school and college deans, institute directors, the director of University Libraries, and 50 faculty members elected proportionately from the academic units. The senate meets monthly during the academic year.

Mason Hall, Room D109, 993-2990

Ombudsman for Student Academic Affairs

The ombudsman for student academic affairs is appointed by the provost to listen to student academic concerns, provide advice and referrals, and assist students with resolving academic conflicts. The ombudsman does not overturn academic actions but may recommend academic policy changes, where appropriate.

Johnson Center, Room 245, 993-3306

University Services and Offices

Mason offers a wide range of services that are provided to enhance your college experience, both in and out of the classroom. In this section, you will find an alphabetized listing of offices and a brief description of each of them.

Academic Advising

See the *Academics* chapter of this handbook.

Admissions

The Office of Admissions is responsible for identifying and enrolling academically talented freshmen and transfer students. The office processes all undergraduate and nondegree applications and evaluates new student transfer credit. Admissions also coordinates campus tours for prospective students. Tours are conducted Monday through Friday at 10 a.m. and 2 p.m. Saturday tours are also offered.

At Fairfax: Johnson Center, Room 213, 993-2400

At Prince William: Occoquan Building, Room 202, 993-8375

Alumni Affairs

The Office of Alumni Affairs provides George Mason alumni with opportunities for involvement with the university and, in conjunction with the Alumni Association, offers social, recreational, and cultural events; affinity products and services; student appreciation programs and the Student Alumni Chapter; and promotes traditions such as Homecoming. Among the affinity products and services are group-rate medical, auto, and life insurance plans, diploma frames, student loan consolidation, an online directory, and the official George Mason University Alumni Association credit card. In addition, all graduates receive a complimentary subscription to the *Mason Spirit* alumni magazine and the *MasonWire* monthly e-newsletter. The Alumni Association awards scholarships each year including the John C. Wood Scholarship, the John C. and Louise P. Wood Graduate Scholarship, and the Peter C. Forame Student Leadership Scholarship. They are presented at the annual Celebration of Distinction along with other alumni and faculty awards.

Alumni Association

The George Mason University Alumni Association was established in 1968 and exists to engage alumni in active participation in the university community. The Alumni Association has 15 alumni chapters including Black Alumni, *Broadside*, Civil Engineering, Computer Science, Conflict Resolution, D.C. Metro, Forensics, History and Art History, Law, Management, MPA, New Century College, Nursing, Public Policy, and WGMU. Alumni chapters bring alumni with common interests together in support of the university.

Johnson Center, Room 122, 993-8696

Web: www.gmu.edu/alumni

Arlington Campus Support Division of Instructional and Technology Support Services (DoIT)

Arlington Classroom Support (ACS) provides technical and customer service support to faculty, staff, and students using classrooms and computer labs at the Arlington Campus. ACS handles equipment reservation and support requests for classes. This office also handles event support and planning at the Arlington Campus. For room or lab reservations, please contact the Professional Center at 993-8192.

Original Building, Suite 309-O, 993-8226

Web: classtech.gmu.edu/ACS

Arts Performances

College of Visual and Performing Arts

Founded in 1990 as the Institute of the Arts as part of George Mason's commitment to the arts, the College of Visual and Performing Arts presents professional, student, and faculty performances, and grants degrees in music theater, dance, art studio, and visual information technologies, as well as advanced degrees in dance, art and visual technology, music, and arts management. Its

four performance spaces are the 2,000-seat Concert Hall; the 500-seat traditional stage of Harris Theater, which is also used for presentations and classes; the flexible, 150-seat TheaterSpace; and the flexible, 75-seat Black Box, which is used mostly for readings and workshops.

Mason Hall, Room D9, 993-8877

Web: www.gmu.edu/cvpa

Concert Hall Performances

Free tickets to most performances are available for George Mason students at the beginning of each semester. The college's 2,000-seat, state-of-the-art Concert Hall hosts an annual season of dance, jazz, theater, opera, and classical music. Watch for the schedule of internationally known performers. Tickets go quickly, so get yours early! Just take your George Mason student ID to the Box Office in the Concert Hall lobby. You can get two free tickets for each event.

Concert Hall Box Office, 993-8888

Web: www.gmu.edu/cfa/students

Center for the Arts

Offering the best in opera, dance, theater, music, films, and exhibits, the center embodies the university's commitment to cultural enrichment through the performing and fine arts. The state-of-the-art, multitheater complex encompasses the Concert Hall, TheaterSpace, Harris Theater, Dance Performance Studio, and the Johnson Center, Fine Arts, and Mason Hall Atrium galleries, all located on the Fairfax Campus. Free tickets are available to full-time Mason students.

Concert Hall Box Office, 993-8888

Web: www.gmu.edu/cfa

Dance

Take advantage of a limited number of free student tickets offered to the frequent dance events on campus by calling the Box Office at 993-8888 up to one week before the performance. The GMU Dance Company, which holds auditions in September and January, produces four concerts a year in Harris Theater, the Concert Hall, or our own state-of-the-art dance performance studios. Several of these events give dance students an opportunity to perform their own choreography. The dance program also sponsors workshops, master classes, and guest-artist residencies.

Performing Arts Building, Room A300, 993-1114

Music

The Department of Music presents more than 100 student and faculty concerts, recitals, master classes, workshops, and seminars annually, including classical



ERIC GOODMAN

music, jazz, opera, musical theater, and choral and band productions. Participation in George Mason music ensembles is open to any enrolled Mason student, based on auditions held at the beginning of each semester. Performances are held in the Concert Hall, Harris Theatre, Performing Arts Building, St. Robert Bellarmine Chapel, and at numerous off-campus venues, such as the Rachel Schlesinger Performing Arts Center, Clarice Smith Performing Arts Center, and churches throughout the metropolitan Washington, D.C., region. Free tickets are available to George Mason students through the Box Office.

Performing Arts Building, Room A417, 993-1380

Web: www.gmu.edu/departments/music

Theater

A generous number of free tickets are available on a first-come, first-served basis for full-time students at George Mason.

Student Theater—The GMU Players produce three main stage shows each year (with faculty directors) and up to six student-directed and student-written works of various lengths. Nontheater majors are welcome to audition for student productions or to sign up for backstage production work.

Professional Theater—Theater of the First Amendment, Fairfax's professional company in residence at George Mason, presents a season of performances of new plays, along with a variety of readings and workshops.

Opportunities exist for students to work with professional actors, playwrights, and designers.

Performing Arts Building, Room A407, 993-1120

Visual Arts

The College of Visual and Performing Arts operates three visual arts galleries for professional, faculty, and student exhibits. The Johnson Center Gallery is located

in the Johnson Center, the Mason Hall Gallery is in Mason Hall, and the Fine Arts Gallery is in the Fine Arts Building. Exhibits are free.

College Hall, Room C200, 993-8898

Audiovisual Equipment Distribution Division of Instructional and Technology Support Services (DoIT)

Audiovisual (AV) Services loans a variety of audiovisual equipment to George Mason faculty, staff, and students on a first-come, first-served basis. Booking ahead is recommended.

To reserve AV equipment, stop by Robinson Hall, Room A104, call 993-3428, or send a fax to 993-2208. Please contact Operational Support one week prior to the date of reservation so that it can confirm your request. Students need to leave their *valid* George Mason ID with Audiovisual Equipment Distribution for the duration of loan.

Robinson Hall, Room A104, 993-2206

Web: classtech.gmu.edu/AV_ED

Black Peer Counseling

Black Peer Counseling is a service of the Counseling Center. Peer counseling programs and activities are designed to promote the success of minority students at George Mason.

The Drop-In Center is staffed by peer counselor/educators and professional counselors. Trained peer counselor/educators provide a support network with information and resources designed to empower students personally and academically.

Akoma Circle is a student-mentoring program that pairs black students new to George Mason with upper-class mentors who assist the new students in making a successful transition to the university community.

The Health Promotion Program is a joint venture with students from the College of Nursing and Health Science. It promotes health education through projects that address health issues affecting the George Mason student population, with a focus on minority concerns.

Conversation Hour is a monthly meeting held to discuss topics related to students' personal, academic, and social experiences. The discussion is designed to help students develop effective coping skills and strategies affecting their personal growth.

Faculty and Staff Forums are monthly forum discussions with George Mason faculty, staff, and administrators

who lead topics based on their professional expertise. They also provide strategies for students that can help them achieve their academic and career aspirations.

The Weekly Film Series is dedicated to academic excellence and personal growth. These films feature influential and motivational people, history, art, and sociopolitical situations that affect students of the African diaspora.

The Certificate in Personal Empowerment for People of Color provides individuals with opportunities to develop empowerment strategies, increase self-esteem and academic motivation, and prepare for future occupational success.

Monday to Friday, 9 a.m. to 5 p.m.

Tuesday, 9 a.m. to 7 p.m.

SUB I, Room 235, 993-2377

Bookstore

The Campus Bookstore sells new and used textbooks, as well as general reading books, stationery, school supplies, imprinted clothing and gifts, greeting cards, and a variety of other convenience items. The bookstore buys back textbooks throughout the year; however, the best time to sell back textbooks is during finals when the bookstore offers the most money. In addition, the bookstore hires a large number of students for the beginning of each semester to work cash registers and help other students find books. Bookstore employees receive a 20 percent discount on textbooks and a 35 percent discount on most merchandise. Applications are available in the bookstore and online through the bookstore web site. Click on "Student Center."

Fairfax Campus, Johnson Center, first floor, 993-2666
Arlington Campus, Arlington Original Building, Room 102, 993-8170

Prince William Campus, Occoquan Building, Room 105, 993-8495

Web: gmubkstore.com

Career Services, University

University Career Services involves students in career research and decision making, encourages the pursuit of internships and co-ops, prepares students for job searches, and provides access to job leads and employers. University Career Services supports the university's academic units by providing information on career options and employment trends and by collaborating on programs that increase awareness of the skills and competencies sought by today's employers.

University Career Services offers the following programs, services, and resources:



■ careers.gmu.edu

- **Moving On: A Guide for Career Planning and Job Search**, a free guidebook produced annually that provides articles and exercises to help students achieve their academic and career goals
- **Individual appointments** for career assessment and job search consultation
- **Workshops and special events**, such as an annual job fair and internship fair, career information panels, and networking events
- **Career Network Online** (careers.gmu.edu/cn) for contacting alumni and friends of George Mason for career and job hunting information
- **Internships and co-ops**, including the Multicultural Internship Program (MINT), an internship fair, IT minor internships, and thousands of job listings
- **Career Library**, a collection of more than 1,000 books, videos, and computer programs that provide information on majors, careers, graduate schools, and employers
- **Job listings** on the web targeted to George Mason students at careers.gmu.edu
- **On-campus interviewing** for graduating seniors, alumni, and graduate students

The University Career Services staff is professionally trained and dedicated to assisting students with career exploration and job search preparation.

Monday to Friday, 8:30 a.m. to 5 p.m., and Tuesday evenings until 7 p.m. (when classes are in session)

SUB I, Room 348, 993-2370

Web: careers.gmu.edu

E-mail: careerhp@gmu.edu

Cash Office

All payments to the university are made here. Payments can be made by cash, check, Visa, or MasterCard. A payment drop box is available 24 hours a day outside of the office.

Monday to Friday, 9 a.m. to 4:30 p.m.

SUB I, Room 103, 993-2496

Center for Global Education

The Center for Global Education (CGE) is devoted to enhancing the university's firm commitment to global education by offering a wide range of study abroad programs and services to Mason students, students from other institutions, and the general public.

CGE, in close cooperation with the university's academic units, develops and administers a variety of international programs, such as unique short-term study abroad programs (winter break, summer intersession, and spring break), which are ideal for graduate and professional students and the general public; semester or yearlong programs; intensive language programs; and honors programs. CGE also provides services such as international student ID cards, Fulbright scholarship applications, travel health insurance applications, and a resource library containing study abroad, work, and travel information.

Program locations have included Albania, Australia, Canada, China, Costa Rica, Cuba, the Czech Republic, Ecuador, Egypt, England, France, the Galapagos Islands, Germany, Ghana, Guatemala, Hawaii, Hong Kong, India, Ireland, Israel, Italy, Japan, Jordan, Kenya, Malta, Mexico, the Netherlands, Peru, Russia, South Africa, South Korea, Spain, Sweden, Switzerland, and Turkey.

Johnson Center, Room 235, 993-2154

Web: www.gmu.edu/departments/cge

E-mail: cge@gmu.edu

Center for Service and Leadership

The Center for Service and Leadership (CSL) promotes positive change and civic engagement by combining academic study, leadership education, and direct community service. CSL provides courses, programs, and projects that enable students to discover, develop, and enhance their leadership styles and skills. CSL creates opportunities for students to connect service in the community with their academic study. In addition, a leadership and service resource collection of books, audiocassettes, and videotapes is available for students, faculty, and staff.

Enterprise Hall, Room 442, 993-2900
Web: www.gmu.edu/student/csl
E-mail: leadserv@gmu.edu

Child Development Center— Campus Child Care

The Child Development Center provides child care services for faculty, staff, and students. The center serves children who are two to five years of age and is open year-round from 7 a.m. to 6 p.m., Monday through Friday (closed on holidays). Children can be enrolled on a full-time or part-time basis. The program provides a nurturing and enriching environment where children are offered a variety of age-appropriate learning opportunities to foster their physical, social, emotional, and intellectual growth. The center is licensed by the Commonwealth of Virginia.

993-3750, 993-3702 (fax)
E-mail: tmorris1@gmu.edu

Computer Labs (Academic Computer Labs) Division of Instructional and Technology Support Services (DoIT)

The Computer Labs are available for student use only and cannot be scheduled for classes. They are made available for preparing assignments, conducting research, reading e-mail, and other academic-related services. Lab assistants are available for help with disks, software, hardware, or any other problem that a student may have as long as it does not violate the George Mason honor code. Lab hours are set at the beginning of each semester and are subject to change during midterms, breaks, finals, holidays, and inclement weather.

Fairfax Campus, 993-3448
Web: www.labs.gmu.edu

Arlington Campus, 993-8226
Web: classtech.gmu.edu/ACS/ArlingtonCTcomputerlab.html

Prince William Campus, 993-8499
Web: itupwc.gmu.edu/ComputerLabs.html

Computer Support Services, ITU Division of Instructional and Technology Support Services (DoIT)

The ITU Support Center provides immediate assistance for student computing issues, including connection from home or residence halls, cable TV, telephone concerns, and e-mail problems and questions. For the most recent



EVAN CANTWELL

information, visit the web site at www.itusupport.gmu.edu. Look online for the Student Technology Guide, which covers student computing, available at www.itusupport.gmu.edu/documents.asp.

Hours of Operation:
Innovation Hall, Room 233, 993-8870
Monday to Friday, 8 a.m. to 7 p.m.
Walk-in assistance is available Monday through Friday from 8:30 a.m. to 5 p.m.
E-mail: support@gmu.edu
Web: www.itusupport.gmu.edu

Remote Dial-In Access

Remote access to George Mason computers, e-mail, and most other network services is available from any Internet service provider. Alternatively, students and staff can dial in directly to the ITU's modem banks at 703-426-2468 (Fairfax area) or 703-392-7468 (Manassas area). These modems support up to 56K analog PPP connections and can be used by anyone having an active George Mason cluster or MEMO e-mail account. Please note: Internet access is not available through the ITU modems, but you are able to connect to most servers at Mason, including e-mail (<http://mail.gmu.edu>.)

Residence Hall Services

Residents in on-campus housing can connect directly to the George Mason network and the Internet from their dorm rooms. Each communications outlet is wired for a telephone in the top ("A") jack and 10Mbps Ethernet in the lower left ("B") jack. Double and quad occupancy rooms have the remaining ("C") jack active as well. Requirements are a 10BaseT Ethernet card for your computer and a valid IP address, which can be obtained from the campus computer store. For more information, visit the web site at compstore.gmu.edu/network.html. ITU also manages telephone services for students living in the residence halls.

Personal Web Pages

Students are allowed to place their personal web pages on the university web servers under certain conditions. For current information on which web server to use, the conditions, and where to get assistance, please go to www.gmu.edu/mlnavbar/webdev/student.html.

Conflict Analysis and Resolution (ICAR), Institute for University Dispute Resolution Project (UDRP)

UDRP is a volunteer student organization that helps members of the George Mason University community deal with interpersonal, intergroup, and organizational conflicts. UDRP's trained volunteer mediators provide assistance and support to those seeking a cooperative way to overcome differences and disagreements. UDRP volunteers also teach conflict resolution skills and techniques.

SUB I, 993-2887

Web: www.gmu.edu/org/udrp

E-mail: udrp@gmu.edu

ICAR Affiliate: Northern Virginia Mediation Service

Are you having a dispute with someone you know—neighbor, friend, business associate, or family member? The Northern Virginia Mediation Service is an affiliate of ICAR that provides mediation and training for individuals in the Northern Virginia community. A trained mediator can help you talk things through and reach an agreement that satisfies both parties.

You make your own decisions as to what is best. Mediators don't assign blame, judge who is right or wrong, or make decisions about what should happen. They help both parties discuss the problem openly and identify solutions that are likely to last.

Monday to Friday, 9 a.m. to 5 p.m.

Fairfax/Main Office, 993-3656

Manassas, 703-330-2476

Counseling Center

Counseling Center services are designed to promote students' successful academic progress and personal adjustment. School, work, family, and relationship responsibilities are demanding and can affect a student's ability to succeed in school. Counseling staff members consult and collaborate with students, faculty, and staff in providing a coordinated response to resolving student adjustment and performance issues. Services include individual counseling; learning and study skills programs; multicultural peer support; personal development workshops and groups; multimedia information resources; consultation with faculty, staff, and students; crisis consultation; and preprofessional training for graduate students.



Counseling Services

Individual and group counseling allow students to address issues such as educational and academic goals, academic adjustment, family and relationship concerns, traumatic experiences, managing feelings, substance abuse, and sexual identity issues. Recent counseling groups have covered such topics as relationships; managing moods; cultural adjustment for international students; food, body image, and self-esteem; the Women's Resilience group, which deals with sexual abuse or assault or other traumas; learning disability and attention deficit disorder support; and Journeys of the Heart, a sexual identity support and exploration group. Services are confidential.

Personal development workshops provide students with opportunities to develop personal management skills that will enable them to succeed academically and personally. Programs include managing procrastination, anxiety, and stress; developing communication skills; managing anger; and building healthy relationships.

Certificate in Interpersonal Skills is an individually tailored program of workshops and self-help resources to help students enhance their interpersonal skills.

Crisis intervention assistance is provided to members of the university community who are experiencing crises that affect their ability to function in the community.

The Counseling Center also includes Learning Services and Black Peer Counseling. See these sections elsewhere in this chapter.

Self-Development Center

Multimedia resource materials are available for personal development or academic projects and can be used independently or in conjunction with counseling or course work. Typical topics include managing feelings; developing effective learning skills and strategies; avoiding procrastination; setting goals; building self-esteem; developing communication, relationship, and assertiveness skills; promoting healthy relationships; and increasing motivation. Certificate programs in academic skills, interpersonal skills, and personal empowerment are also offered.

Campus Education Programs

Students, faculty, and staff may request programs for campus groups. Common topics include stress management, time management, learning styles, study strategies, exam skills, and issues of abuse and assault. Screening programs are offered for depression, anxiety, and eating concerns.

Consultation

Counselors use their expertise in the areas identified in the “Campus Education Programs” section to consult and collaborate with members of the university community. Consultations with students, faculty, or staff may address questions about how to assist others, common adjustment issues of students, and campus environment or group issues.

Center services are confidential and free for students.

*Monday, Wednesday, Thursday, and Friday,
8:30 a.m. to 5 p.m.*

Tuesday, 8:30 a.m. to 8 p.m.

*Counseling Center Main Office, SUB I, Room 364,
993-2380*

Self-Development Center, SUB I, Room 354, 993-2999

Web: www.gmu.edu/departments/csdc

Credit Union

Membership in the Apple Federal Credit Union is open to all George Mason students, alumni, faculty, and staff. Services include savings and checking accounts, loans (auto, signature, and mortgage), Visa (Classic and Gold) credit and check cards, ATM cards, and an auto buying service.

Monday to Friday, 9 a.m. to 4 p.m.

Johnson Center, Room 118, 993-3317

Debate Union

See also Forensics Team.

The George Mason Debate Union was ranked number one in the country in 1991 and 1994. This nationally prominent group competes in more than 20 inter-

collegiate tournaments each year. The activity provides students an opportunity to develop speaking, analytical thinking, writing, and research skills that prepare them for careers in law, politics, sales, government, management, and many other fields.

Thompson Hall, Room 109, 993-1093

E-mail: wdecker@gmu.edu

Dining Services

Designed to meet the different needs and lifestyles of students, the university’s dining program offers an array of multicultural cuisine in addition to high-quality home-cooking. Along with tantalizingly great food, Dining Services offers meal plans that are flexible, convenient, and excellent in value. Dining options range from fresh foods with unlimited seconds at Ciao Hall, to an assortment of comfort foods, gourmet coffees, sandwiches, salads, and a la carte selections from such places as Chick-fil-A, HotStuff Pizza, Taco Bell, Sub Connection, and many more. Special events and theme dinners such as the “Eatertainment” series throughout the semester offer a great way to socialize and meet fellow students. Dining facilities are also located at the Arlington and Prince William Campuses.

Be a Part of Our Community

Resident students are required to choose one of the Mason Resident Plans: the 19-, 15-, or 10-meal-per-week plan or the Flex 19-, 15-, or 10-meal-per-week plan. Students living in the campus apartments and townhouses, as well as seniors and graduate students, are not required to buy a plan, but are encouraged to do so. Another option, the Mason Commuter Block plans, provide a set block or amount of meals that can be carried from one semester to the next instead of a specific number of meals per week. Students also have the opportunity to open a Mason Money account, which can be used in addition to any of the resident or commuter plans. Mason Money acts as a declining balance account that makes funds available as a debit balance on your ID card. Purchase a plan today and instantly become a member of the resident dining plan community.

Enterprise Hall—Cafe a la Cart

Monday to Thursday: 8:30 a.m. to 7:30 p.m.

Friday to Sunday: Closed

Johnson Center—Jazzman’s

Monday to Friday: 8 a.m. to 2 a.m.

Saturday: 5 p.m. to 2 a.m.

Sunday: Closed

Manager: Aaron Brooks



Johnson Center—Center Court
 Monday to Thursday: 7:30 a.m. to 11 p.m.
 Friday: 7:30 a.m. to 3:30 p.m.
 Saturday and Sunday: 11 a.m. to 10 p.m.
 Manager: Sam Ramos
 Phone: 993-9065

Johnson Center—Freshens
 Monday to Thursday: 9 a.m. to 11 p.m.
 Friday: 9 a.m. to 5 p.m.
 Saturday and Sunday: Noon to 6 p.m.
 Manager: Sam Ramos
 Phone: 993-9065

La Patisserie
 Monday to Thursday: 7 a.m. to 9 p.m.
 Friday: 7 a.m. to 2:30 p.m.
 Manager: Sam Ramos
 Phone: 993-9065

Express
 Hours are the same as the Johnson Center's hours of operation.
 Manager: Sam Ramos
 Phone: 993-9065

Bistro
 Monday to Thursday: 7:30 to 10:30 a.m.; 11:30 a.m. to 7:30 p.m.
 Friday: 7:30 to 10:30 a.m.; 11:30 a.m. to 2:30 p.m.
 Saturday and Sunday: Closed
 Manager: Aaron Brooks
 Phone: 993-3305

George's Restaurant
 Monday to Friday: 11:30 a.m. to 2 p.m.
 Saturday and Sunday: Closed
 Manager: Aaron Brooks
 Phone: 993-3315

Starbucks Coffee Cart (GMU Bookstore)
 Monday to Thursday: 8 a.m. to 3 p.m.
 Friday: 8 a.m. to 1 p.m.
 Saturday and Sunday: Closed

SUB II—Campus Crossroads (Ciao Hall)
 Monday to Sunday: 11 a.m. to 8 p.m.
 Manager: James Feindt
 Phone: 993-3308

SUB I—Union Station
 Monday to Friday: 7:30 a.m. to 11 p.m.
 Saturday and Sunday: 6 to 11 p.m.
 Manager: Teymour Jafari
 Phone: 993-3304

Arlington Campus Cafe
 Monday to Thursday: 8:30 a.m. to 8 p.m.
 Friday: 8:30 a.m. to 2:30 p.m.
 Saturday and Sunday: Closed
 Manager: Brad Carpenter
 Phone: 993-8002

Randall's Cafe at Prince William Campus
 Monday through Thursday: 8 a.m. to 6 p.m.
 Friday and Saturday: 8 a.m. to 2 p.m.
 Sunday: Closed
 Manager: Brad Carpenter
 Phone 993-8038

Disability Resource Center

This office facilitates disability-related access for students who are eligible for our services. If you believe you may be eligible for disability-related services, call the center or come by the office to find out what is needed to establish a file, receive services, or to make an appointment with an advisor. If you are planning to attend an event at George Mason University and need disability-related accommodations (e.g., sign language interpreter or Braille menu), advise the department that is sponsoring the event so that arrangements can be made in advance.

SUB I, Room 222, 993-2474 or 993-2476 (TDD/TTY)

Diversity Programs and Services

The Office of Diversity Programs and Services (ODPS) serves students, cultural organizations, and the Mason community by promoting an environment that fosters and values human understanding and diversity. To this end, the office seeks to provide services and programs that will instill university-wide appreciation for diverse perspectives and ensure equitable levels of inclusion, participation, and retention of minority students in their quest for a good, quality education.

Our Goal

The goal of ODPS is to provide a campus environment where diversity is valued, appreciated, and celebrated. In addition, the office is devoted to increasing the awareness and knowledge of issues important to community harmony. ODPS is also dedicated to helping make students' hopes, dreams, and goals become a reality. A variety of programs and services are in place to aid students in becoming the best they can be.

Staff members have an open-door policy and welcome student participation in all events and services. Students are encouraged to contact the office for assistance in academic, social, or personal matters. All students are welcome to take part in ODPS activities.

SUB I, Room 224, 993-2700

Escort Service

Nighttime on-campus escort services are provided by George Mason University students who are screened and trained by the University Police Department. These cadets can be recognized by their tan uniforms bearing university insignia. Cadets provide security and support services, maintain communication with the Police Communications Center, and provide walking escorts free of charge to the university community. An escort can be requested at one of the emergency call boxes or by calling 993-HELP.

Call 993-HELP (4357)

Emergency Call Boxes

The university has emergency call boxes located on the three campuses. The orange call boxes are mounted on light poles with blue lights on top. The box has two buttons: one is for the Escort Service, and the other is for police emergency. A police communications officer monitors both calls.

Events Management, Office of

The Office of Events Management is the point of contact when planning a meeting, conference, or other activity at George Mason University. It is designed to facilitate one-stop event coordination service for all campus customers, including administration, faculty and staff, students, and community and business organizations. Event managers are available to assist clients with every aspect of their activities, from advice during the planning phase, to coordination of logistical support, to on-site representation. All space reservations for meetings, conferences, and other events are made at this office. The annual spring commencement ceremony in the Patriot Center is also organized by the office.



For events at Fairfax: SUB II, Room 2026, 993-2853 or 993-8844

For events at Prince William: Occoquan Building, Room 202, 993-8376

For events at Arlington: Arlington Original Building, Room 401, 993-8140

Events Production

Events Production is responsible for assisting student groups, academic departments, and off-campus organizations with programming. Trained staff members prepare, operate, and remove audio and/or sound reinforcement equipment. They also assist with cash handling, oversee the safety of the patrons, and serve as university representatives at events.

Johnson Center, Room G45, 993-3773

Financial Aid, Office of Student

The Office of Student Financial Aid provides a variety of services to help students finance their education. These services include financial counseling, referral and information resources, and financial assistance. Student financial assistance consists of grants, work study, and loans. Awards are based on financial need, although some alternative financial aid resources are available for those who may not qualify for need-based financial aid.

Financial aid counselors are assigned to students alphabetically on the basis of students' last names, and are available daily by appointment. Please refer to our web site.

To apply for financial aid, new and currently enrolled students must complete a Free Application for Federal Student Aid (FAFSA) each year. Priority consideration for all sources of financial aid is given to those students whose financial aid applications are on file with the Office of Student Financial Aid by March 1. To meet this priority filing date, students should file the FAFSA as soon as possible after January 1.

Financial aid for Summer Term is generally limited. Contact the Office of Student Financial Aid for specifics regarding summer financial aid eligibility. Applications are available starting April 1.

All financial aid recipients must

- be enrolled in a degree program or the TEAC certificate program for at least six credit hours in each semester in which they receive aid;
- maintain satisfactory academic progress in accordance with federal guidelines (see below) as defined by the Office of Student Financial Aid; and
- be a U.S. citizen or eligible noncitizen as defined by the U.S. Department of Education.

All aid recipients are responsible for becoming familiar and complying with applicable federal/state laws, university regulations, the George Mason student aid information resources, and the Satisfactory Academic Progress Policy, available in the Office of Student Financial Aid or on its web site at apollo.gmu.edu/finaid.

Satisfactory Academic Progress

Federal legislation governing the administration of the Federal Pell Grant, Federal Perkins Loans, Federal Supplemental Educational Opportunity Grant (FSEOG), Federal Work Study Program, Federal Direct Stafford Loans, and Federal PLUS Loans requires that colleges and universities define and enforce standards of progress for students receiving or applying for financial aid. To comply with this legislation, the Office of Student Financial Aid has established the following Satisfactory Academic Progress Policy:

If you are an undergraduate student who did not transfer into George Mason and you have attempted fewer than 30 credit hours at George Mason, you must maintain a cumulative grade point average of no less than 1.00 and must have successfully completed (no Fs, Ws, INs, NCs, or IPs) at least 50 percent of your attempted hours. Failure to meet either of the requirements results in immediate suspension of financial aid eligibility. Students in this category whose cumulative GPAs are above 1.00 but below 2.00 and whose cumulative completion rates are above 50 percent but below 75 percent will receive a warning.

If you are an undergraduate student who transferred into George Mason or an undergraduate student with more than 30 hours attempted at George Mason, you must maintain a cumulative grade point average of at least 2.00 and must have successfully completed at least 75 percent of all hours attempted at George Mason. Failure to meet either of these cumulative requirements results in a warning after the first occurrence and suspension of financial aid eligibility if the requirements are not met for two consecutive terms.

If you are a graduate or professional student, you must maintain a cumulative grade point average of at least 3.0 and must have successfully completed at least 75 percent of all hours attempted at George Mason. Failure to meet either of these cumulative requirements results in a warning after the first occurrence and suspension of financial aid eligibility if the requirements are not met for two consecutive terms.

In addition to the above grade point average and completion rate requirements, all students must complete their programs of study by attempting no more than 150 percent of the hours normally required for completion. For example, if a program of study is normally 120 credit hours, financial aid eligibility will be suspended once a student has attempted 180 credit hours or more.

Any student whose aid eligibility is suspended for failure to meet satisfactory academic progress standards has the right to submit a written appeal within 14 days of the aid suspension if there are mitigating circumstances. Documentation validating the nature of the circumstances must accompany the written appeal.

The university administers the following programs:

Federal Programs

- Federal Perkins Loans
- Federal Supplemental Educational Opportunity Grant (FSEOG)
- Federal Work Study Program (FWS)
- Federal Pell Grant
- Federal Subsidized Stafford Loans
- Federal Unsubsidized Stafford Loans
- Federal Parent Loans for Undergraduate Students (FPLUS)

For more detailed information about these federal programs, as well as general financial aid information and financial aid application status updates, refer to the Student Guide for Federal Financial Aid (available in the Office of Student Financial Aid), or visit the Financial Aid web site at apollo.gmu.edu/finaid.

State Programs for Undergraduate Virginia Residents

Eligibility for all state programs is based on the results received from the FAFSA. State grant funds are limited, so adherence to the March 1 priority filing date is critical.

Virginia Commonwealth Award

This program is open to undergraduate students who have demonstrated financial need, are enrolled at least half time, and are domiciliary residents of Virginia.

Virginia Guaranteed Assistance Program (VGAP)

This program is a component of the Virginia Commonwealth Award Program, which is open to first-time freshmen who demonstrated academic achievement in high school. VGAP awards may be renewable for up to four years.

Virginia College Scholarship Assistance Program (CSAP)

This program uses a combination of federal and state funds to provide additional assistance to undergraduate students who are enrolled at least half time, are Virginia residents, and who demonstrate significant financial need.

Graduate Student Assistance

Graduate Assistantships, Fellowships, and Scholarships

Graduate funding exclusive of the federal financial aid program identified above is administered by the individual graduate departments. Students interested in pursuing graduate assistantships, fellowships, or scholarships should contact their graduate departments.

Scholarships

Available scholarships, as well as links to national scholarship search databases, are also available through the office web site.

Monday, Wednesday, Thursday, and Friday, 9 a.m. to 5 p.m.

Tuesday, 9 a.m. to 8 p.m.

South Chesapeake Module, 993-2353

Web: apollo.gmu.edu/finaid

Forensics Team

See also Debate Union.

The George Mason University Forensic Team is the university's nationally ranked public speech team. From October through April, the team competes with other universities across the nation in public address, limited preparation, and oral interpretation events. The Forensics team continues to place nationally as a team and in individual events. It has won more than 14,000 trophies in its 31-year history.

Thompson Hall, Room 209, 993-4119

Freshman Center

See Student Academic Affairs.

Graduate Study

Graduate programs were first offered at George Mason in 1970. The university currently offers more than 100 graduate degree and certificate programs for the working professional. Evening classes start at 4:30 p.m. and 7 p.m. and some classes are offered on weekends or

online. Courses are located on all three campuses. Doctoral as well as master's and certificate programs emphasize cutting-edge research and professional training. Course offerings are available in technology; law and policy; management and business; health policy and nursing; education; science; and arts, humanities, and social science.

Consult the *University Catalog* for policies. For specific program information, contact the office of the appropriate graduate dean or institute director.

Health and Wellness Center

Health Education Services

Health Education Services strives to assist students in becoming active participants in their health and in making healthy decisions. Health Education Services fosters a learning environment in which students develop knowledge and skills to maintain healthy behavior or to modify current unhealthy behavior. Services include outreach in the areas of eating disorders, stress management, wellness, tobacco cessation and prevention, body image, sexuality, and STD/HIV prevention. Health Education Services also recruits and trains Peer Health Educators to serve as public health educators and advocates on the George Mason campus.

Health Education Services is closed during June and July. If assistance is needed during these months, please contact the Resource Room on the Fairfax Campus, SUB I, Room 220, at 993-3686.

SUB I, Room 219C, 993-3690

Web: www.gmu.edu/student/quitsmoking

www.gmu.edu/student/health

Sexual Assault Services

Sexual Assault Services offers comprehensive assistance to reports of sexual assault, stalking, and dating violence, and serves as the primary resource for a student reporting an incident. Supportive services are kept confidential until the victim or survivor requests assistance from other agencies or offices. Services include the following:

- Sexual assault crisis intervention counseling
- Information on sexual assault, sexual harassment, stalking, and dating violence to survivors as well as students doing research for class assignments
- Trained student peer companions to provide assistance and support to student survivors
- Psychological, medical, legal, and judicial support and information
- Assistance with academic intervention
- Educational programs
- Emergency housing assistance

SUB I, Room 219M, 993-3686

Web: www.sexualassaultservices.gmu.edu

Substance Abuse Programs and Services

If you have a concern related to alcohol or other drugs, Substance Abuse Programs and Services provides programs and counseling to the George Mason community. The staff conducts training seminars for faculty orientation and student organizations. Every two years, the staff conducts a drug survey to assess student attitudes, behaviors, and knowledge concerning alcohol and other drug use. It also monitors George Mason's Drug and Alcohol Policy. (See the University Policies chapter of this handbook.) The comprehensive library includes a listing for Alcoholics Anonymous meetings on campus.

SUB I, Room 219K, 993-3687

Web: www.gmu.edu/student/hwc/saps

Health Services, Student

Student Health Services offers all currently enrolled students a variety of confidential services. Emphasis is placed on health promotion, disease prevention, and self-care. Referral services are available as needed. While there is no charge for being seen, nominal fees may be charged for specific procedures and supplies. Appointments are required, although walk-in appointments are available for acute illness or injury.

Student Health Services is staffed by physicians, nurse practitioners, registered nurses, and a licensed medical technologist. Students are encouraged to stop by and meet the staff and to become familiar with the location, hours of operation, and services provided on each campus.

Hours of Operation:

Fairfax Campus, SUB I, Room 214

During fall and spring semesters:

Monday, Wednesday, Thursday, 8:30 a.m. to 7:30 p.m.

Tuesday, 10:30 a.m. to 5 p.m.

Friday, 8:30 a.m. to 5 p.m.

During summer sessions and breaks, there are no evening clinics. To make an appointment, call 993-2831.

EVAN CANTWELL



Arlington Campus

Suite 150, Room F

3330 Washington Blvd., Arlington, VA 22201

To make an appointment, call 993-4863.

Fall and spring semesters only:

Tuesday, noon to 7 p.m.

Thursday, 11 a.m. to 7 p.m.

Prince William Campus

Occoquan Building, Room 202E

Fall and spring semesters only:

Monday and Thursday, 9 a.m. to 4:30 p.m.

To make an appointment, call 993-8374.

Immunization Clinic

George Mason University follows regulations promulgated by the Commonwealth of Virginia (Sec. 23-7.5) and University policy requiring certain immunizations for all incoming students. Students who fail to comply with immunization requirements will not be allowed to register for a second semester. An immunization form outlining the requirements is included in all orientation packets and also may be obtained by visiting the following web site: www.edu/student/hcs/form.pdf. Vaccines can be obtained through a private physician's office, local health departments, or at Student Health Services during walk-in immunization clinics. Minimal fees are charged for all vaccines given. An appointment is *not* needed for the Immunization Clinic. The schedule for the Immunization Clinics on the Fairfax Campus is:

Monday, 9 a.m. to 11:30 a.m.

Wednesday, 1 p.m. to 3:30 p.m.

SUB I, Room 215, 993-2836

On the Arlington Campus and the Prince William Campus, please call to allow time for arrangements that may be needed for your immunization needs to be met.

Arlington Student Health Services, 993-4863

Prince William Student Health Services, 993-8374

Student Health Insurance

All students are strongly encouraged to obtain insurance that covers basic health and major medical costs. The university sponsors a Student Accident and Sickness Health Insurance Plan that may be purchased. International students on an F-1 or J-1 Visa are required to have health insurance and are automatically enrolled into an affordable health plan.

SUB I, Room 219A, 993-2827

The Resource Room

Services offered to the George Mason community by the Resource Room include a variety of factual and informational materials for faculty, staff, and students to

be used for class projects, research papers, in-class or student activity group presentations, and personal reference. These materials include, but are not limited to, historical documents, informational brochures, books, activity books, videos, journal articles, and handouts. Please bring your Mason ID if you plan to check out materials.

The Resource Room also offers volunteer and internship opportunities. Interns and volunteers help generate and distribute informational and promotional materials, maintain and update the Resource Room Library, and help develop promotional events. Volunteers and interns may also work with the Resource Room Manager to develop projects more specifically suited to their skills and needs.

SUB I, Room 220, 993-3686

Monday through Friday, 8:30 a.m. to 4:30 p.m.

Hemlock Overlook Center for Outdoor Education

The Hemlock Overlook Center for Outdoor Education is jointly operated by George Mason University and Northern Virginia Regional Park Authority. Students can participate in challenge course and adventure programs both as groups signing up for programs and as program staff. The center has a traditional low ropes course with a high ropes/zip complex; a new high element, the Total Team Challenge; and canoeing, orienteering, and environmental education programs—all of which are open to university students for a fee. These programs are offered Monday through Saturday, March to December. Hiking, horseback riding trails (no stables), and fishing are available throughout the year. Students comprise 30 percent of our program staff. Positions in outdoor education offer training in challenge course facilitation, high ropes management, environmental education, canoe instruction, and orienteering instruction. Positions as summer camp counselors include day and overnight camps and exciting teen adventure programs. The center is located on 225 acres of regional parkland in Clifton, Va., less than 10 miles from the Fairfax Campus.

13220 Yates Ford Rd., Clifton, Virginia 20124

Monday to Friday, 8:30 a.m. to 4:30 p.m.

993-4354

Web: hemlock.gmu.edu

Housing and Residence Life

The Office of Housing and Residence Life (OHRL) manages five residential community areas, all within walking distance of classrooms and other university buildings. They are Presidents Park, DUCC (Dominion Hall, University Commons, and Commonwealth Hall), TAP (Townhouses, Student Apartments, and Patriots

Village), Liberty Square, and Potomac Heights. These residential complexes accommodate 4,000 students and provide a stimulating and active community that promotes learning outside the classroom. As part of the Academic + Residence Life Partnership Program, students participate in scholarly and social activities that bring students together with faculty outside the classroom. In addition, there are a variety of living options designed to meet the interests of Mason's diverse student body. Mason Experience options for students include Wellness and Special Interest Floors, University 100 and University 400, Mason Topics, and Living Learning Programs. Students are encouraged to consider these unique programs while living on campus. Housing requests are honored in order of the date the Housing Application is received in the OHRL.

Presidents Park

Presidents Park houses approximately 1,200 first-year students in 12 residence halls. All rooms are furnished with beds, desks, chairs, dressers, and closets. Carpets and window treatments are provided. Each floor community comprises approximately 28 to 35 residents who reside in double, triple, and quint rooms, and share common bathrooms. Presidents Park shares with Liberty Square and Potomac Heights, the Eisenhower Community Center, which features Ike's Diner, individual study rooms, a multimedia theater, a TV lounge, professional staff offices, a 24-hour service desk, and a vending area. Presidents Park is a nonsmoking housing area.

University Commons

University Commons is part of the DUCC area, housing approximately 500 freshmen and sophomore students in eight residence halls. Each resident is provided a bed, desk, chair, closet, and dresser. All rooms are carpeted and have window treatments. Each floor has a community bathroom and houses approximately 26 to 30 residents living in double and triple rooms. Housing more than 400 students in six buildings, the two- and three-story buildings surround Hanover Hall, a central commons building. Hanover Hall features a study lounge, a TV lounge, laundry facilities, a common kitchen area, professional staff offices, a service desk and a vending area. University Commons is a non-smoking housing area.

Commonwealth and Dominion

Commonwealth and Dominion, located in the DUCC Area, are five-story buildings consisting of suite-style, double-occupancy rooms housing approximately 500 sophomore and junior residents. All rooms have beds, chairs, desks, bookshelves, closets, and dressers. Carpets and window treatments are also provided. Floors two through five are residential, each housing approximately 62 residents. Each floor has two wings with central elevators and a study lounge. The first floor of each

building includes a reception area, meeting room, lounge, vending and laundry facilities.

Patriots Village

Patriots Village, located in the TAP area, offers a unique housing option for students beyond their freshman year. The community is located on the outside of Patriot Circle on top of the hill above the Physical Education Building and the football field. The community consists of suite-style units housing approximately 140 residents. The suite-style units are designed as a double bedroom connected to a single bedroom with a shared full bathroom. All units in Patriots Village are carpeted and furnished with window treatments, beds, dressers, desks, chairs, and closets.

Student Apartments

The Student Apartments, renovated Summer 2002 and located in the TAP area, comprise nine three-story buildings that house approximately 500 students in 118 apartments. One-, two-, and three-bedroom units are available. Each bedroom accommodates two students and is furnished with a bed, desk, chair, and closet for each resident. The apartment is carpeted and contains a kitchenette, bathroom, and furnished living/dining area. Units are available to upper-class and graduate students.

University Park Townhouses

The University Park Townhouses, located one-eighth of a mile from the Fairfax Campus, comprise part of the TAP Area. There are 35 two-bedroom townhouses, each accommodating four residents. The townhouses include a living/dining room, full-sized kitchen, two full bathrooms, a washer and dryer, and full furnishings. This complex houses upper class and graduate residents and is the campus housing area most like an independent living situation.

Liberty Square

Liberty Square, Mason's new apartment complex, houses 496 students in 144 fully furnished apartments. Located between Presidents Park and the Aquatic and Fitness Center, Liberty Square features two- and four-

person apartments each with single bedrooms and one bathroom for every two students. Each apartment contains a kitchen and living area. Kitchen amenities include a refrigerator, electric stove and oven, garbage disposal and dishwasher. Liberty Square shares with Presidents Park and Potomac Heights the Eisenhower Community Center, which features Ike's Diner, individual study rooms, a multimedia theater, a TV lounge, professional staff offices, a 24-hour service desk, and a vending area. Residency in Liberty Square is limited to upper-class and graduate students. Nine- and twelve-month leases are available. Liberty Square is a nonsmoking housing area.

Potomac Heights

Located between Liberty Square and the Aquatic and Fitness Center, this brand new apartment complex will house 504 students in 128 fully furnished apartments. Apartments will accommodate two, four, or six students in single and double bedrooms. There is generally one bathroom for every two students except in the six-person units, which also have a half bath. Each apartment contains a living area and a kitchen complete with refrigerator, electric stove and oven, microwave oven, garbage disposal, and dishwasher. Potomac Heights, Liberty Square, and Presidents Park share the Eisenhower Community Center, which features Ike's Diner, individual study rooms, a multimedia theater, and a TV lounge. Upperclass and graduate students will be given preference in Potomac Heights, which will be a nonsmoking building.

993-2720

Information Services

The Office of Information Services is responsible for the following: the information centers listed below plus the printed and online Student/Faculty/Staff Telephone Directory; the electronic message boards in SUB I, SUB II, the Johnson Center, and the Field House; and the university's information radio station (1610 AM). Information Services maintains the university's master calendar of events online at Today@Mason. Information Services also maintains information such as hours of operation, area hotels, frequently asked questions, summer camps, and directions.

993-1005

Johnson Center Information Desk

The Johnson Center Information Desk serves as the primary walk-up information center for the university. Equipped with 16 computers, electronic message boards, and handouts, the desk is staffed whenever the building is open.

993-9000

JOHNNA FLAHERTY



University Switchboard and Information Center

The University Switchboard and Information Center answers all calls to George Mason on the main number and serves as a resource for information on all aspects of the university, including closings due to inclement weather.

993-1000

Finley Circle Information Kiosk

This kiosk is located on the University Drive side of campus outside the Finley Building and serves as the university's drive-up information center.

Parking Deck Information Kiosk

This kiosk is located outside the third level of the Mason Pond Parking Deck. It dispenses information about the university, especially directions to campus locations.

Arlington Information Center

An information center is staffed in the original building at Arlington. The center has general university information plus information specific to Arlington, the campus, and surrounding area.

993-8999

Inclement Weather Information

In the event of inclement weather, the university announces cancellations or delays through the University Switchboard (993-1000), the university's web site, www.gmu.edu, GMU-TV, and local radio and television stations.

International Programs and Services (OIPS), Office of

The Office of International Programs and Services (OIPS) assists international students on nonimmigrant visas with all matters pertaining to immigration status and applications for employment benefits, program extensions, transfers, changes of status, entry of dependents, and more. The office conducts a comprehensive orientation program for new international

students each semester, covering important immigration regulations, academic policies at Mason, the American educational system, registration procedures, health and wellness, and taxation. During the year OIPS organizes intercultural programs, such as a series of workshops, outings, and, most notably, Mason's annual International Week each April. OIPS staff members also act as advisors to the International Student Umbrella.

All of these activities help to encourage and support a diverse student body. International students and scholars are a vital part of the university community, strengthening George Mason's reputation as a global university.

SUB I, Room 310, 993-2970

JC LAN Assistance (Johnson Center Technology) Division of Instructional and Technology Support Services (DoIT)

JC LAN Assistance will show you how to log into the Johnson Center Network (either wireless or wired) if your laptop has an Ethernet card. Please go to Room 311 on the Johnson Center and see the technician who works at the counter. For help or to schedule an appointment, please call 993-3457. You will need to have your Mason Cluster Account activated first.

Johnson Center, Room 311, 703-993-3457

Web: www.jctech.gmu.edu

Johnson Center and Student Union Operations

Johnson Center

Designed to be the hub of the campus, the Johnson Center has a unique, multifaceted mission: to provide students with a total learning experience through interaction with books, technology, peers, faculty, and staff. The 320,000-square-foot building is the first of its kind on an American campus, combining a 100,000-square-foot, state-of-the-art, open-space library facility with the meeting, programming, and food service space often associated with a student union.

Services

Apple Federal Credit Union: Apple Federal offers a variety of credit union services to all George Mason students, alumni, faculty, and staff. An ATM machine is located right outside the office.

E-mail Express Station: E-mail and Internet-accessible computers are located on the first floor near the Information Desk.

EVAN CANTWELL



Food: Center Court, La Patisserie, the Bistro, George's, Express, Jazzman's, and vending machines are all available under one roof.

Information Desk: Students can check out a book, leave a message for a fellow student, or find out what's going on around campus at this central location.

Mailing Center: The center sells stamps, packages, and boxes, and handles outgoing mail.

Patriot Computer Store: Computer needs can be fulfilled at this convenient location.

Print Services: Photocopy services are available here.

United Bank: This independently owned bank offers complete banking services, including an ATM machine right outside its door.

Facilities

Cinema: This theater has 310 seats for movie-viewing pleasure. All shows are free for students.

Library: The open-space library allows you the convenience of using its resources, which include an expanded media collection, without confining you to one area. You may take library books anywhere in the building. Study carrels are available that allow students to plug their laptops into the Internet and other electronic information systems, including Polaris, the library's online catalog.

Instruction Room: In this location, up to 35 students can receive training in a variety of scheduled instructional classes on library research skills and in using the library's electronic resources. In addition, course-related instructional classes are conducted by the liaison librarians for specific departments.

Lockers: More than 700 lockers are available and can be rented for one or more semesters.

Meeting Rooms: All meeting rooms hold 50 to 60 people and have multimedia capabilities.

Sid and Reva Dewberry Hall: This dividable room, which features a portable stage, can provide row seating for 1,000 and table seating for 500.

Study Areas: The building has table seating for approximately 2,200 people, including 900 library table seats, 250 food court seats on the atrium floor, table and lounge seating overlooking the atrium of each level, and 10 study and meeting lounges with access to both power and the campuswide data network.

Student Union I

Student Union I (SUB I) is an 80,000-square-foot building. Built in 1971, it is home to nearly 200 student organizations and several administrative offices and serves as a center for student life.

Services

Cash Office: Students can pay all bills due the university for tuition, fees, and housing at this location.

Information Desk: The desk provides current information on campuswide events and meetings, directions, class schedules, bus schedules, lost and found, and other useful information.

E-mail Express Station: E-mail and Internet-accessible computers are located on the lower level.

United Bank ATM: An ATM is located outside building's main entrance.

Facilities

Food: Express Convenience Store, Freshens, Mean Gene's Burgers, Hot Stuff Pizza, Pretzel Logic, and vending machines are all available in SUB I.

Game Room: Billiards, table tennis, chess, and video games, accompanied by great music and several TVs, make the game room a great after-class place to relax and unwind. Offices, departments, and recognized student organizations may reserve the game room for special occasions.

Meeting Rooms: Three fully equipped meeting rooms can accommodate groups ranging in size from 6 to 166.

Patriots Lounge: This two-story lounge is the heart of SUB I. Primarily a place for students to study or visit with friends, it also serves as a venue for special programs.

Student Union II

Student Union II (SUB II) is an architecturally striking 91,000-square-foot building. Built in 1982, it was enlarged by 18,000 square feet in 1991. SUB II serves as a conference, meeting, and event center, and houses resident dining services, campus mail, and parking services.

Services

Information Desk: The information desk provides current information on campuswide events and meetings, directions, class schedules, bus schedules, lost and found, and other useful information.

Mail Boxes for Resident Students: SUB II houses residential student mail boxes.

E-mail Express Station: E-mail and Internet-accessible computers are located on the second floor.

Photo ID Office/Mason Money/Meal Plan

Administrative Office: Once class registration is in place, students can obtain their George Mason University Photo ID cards here. A driver's license, passport, military ID, or other identification is required. The first card is free; lost or stolen cards may be replaced for \$10. An updated card is required at the Computer Labs for printing purposes. All meal plans and Mason Money are accessible through the Photo ID Office.

Mason Money: See page 40 for a full description of services.

Meal Plans: See page 41 for a full description of services.

University Parking Services: See page 42 for a full description of services.

United Bank ATM: An ATM is located outside the building's main entrance.

Facilities

Ballroom: Designed for dining, dancing, and special programs, the ballroom has the space and flexibility to meet the unique needs of any organization.

Dining Services: This office offers a wide range of dining options and a variety of dining plans. Input from customers is welcomed.

Food: SUB II is home to the Campus Crossroads at Ciao Hall and assorted vending machines.

Meeting Rooms: Ten fully equipped meeting rooms can accommodate groups ranging in size from 6 to 166.

Learning Services

Learning Services is a program of the Counseling Center. All services are intended to help improve student competence and academic performance.

Skill development programs provide students with skills and strategies to improve academic competence. Typical topics include time management, exam strategies, overview of study skills, improving concentration and managing test anxiety.

Certificate in Academic Skills is an individually tailored program of workshops, self-help materials, and readings designed to enhance academic performance.

Tutor Referral Program connects students with undergraduate and graduate students qualified to assist with course content.



DAVID A. SMITH

Programs are open to all students at no additional fee. Services are confidential.

Monday, Wednesday, Thursday, and Friday, 8:30 a.m. to 5 p.m.

Tuesday, 8:30 a.m. to 8 p.m.

SUB I, Room 354, 993-2999

Libraries, University

Students have access to five George Mason libraries.

- Fenwick Library on the Fairfax Campus is the central research library in the university's library system.
- Johnson Center Library, also on the Fairfax Campus, is George Mason's teaching library and contains all nonbook media, a book collection designed to support general education, some discipline-specific collections, and course reserves.
- Arlington Campus Library is located in the Original Building at the Arlington Campus and serves the nonlaw programs of the Arlington Campus.
- Prince William Library in Manassas serves the academic programs offered at Prince William Campus.
- The Law Library for the School of Law is on the Arlington Campus, where the school is located.

Each of these libraries provides a full range of library services and specialized library material collections, and all are linked through the Library Catalog.

Through membership in the Washington Research Library Consortium (WRLC), students also have borrowing privileges at eight other Washington-area academic libraries: American University, Catholic University, Gallaudet University, George Washington University, Georgetown University, Marymount University, Trinity College, and the University of the District of Columbia. George Mason is also a member of VIVA, the Virtual

Library of Virginia, through which students have access to a vast array of electronic resources.

Using the Libraries—The university photo ID card serves as a library card for students. Undergraduates can borrow books for four-week periods; graduate students, six weeks. Books may be recalled from any patron after four weeks. Interlibrary Loan/Document Acquisition and Delivery provides interlibrary loan service for materials that are not located at our libraries. Periodicals, newspapers, and reference materials do not circulate. For assistance, contact the appropriate public service desk (telephone extensions listed below).

Access—The online library information system, Library Catalog, is available for patron use in the campus libraries, as well as remotely via the network. It includes the university's online catalog, WRLC's online catalog, and numerous periodical indexes and abstracts of interest to researchers in all fields. Through membership in VIVA, access is provided to a wide range of electronic resources, including full-text materials. Other access services include assistive technology hardware and software and TDD/TTY for individuals with disabilities.

Reference and Instruction—Reference services are available at all campus libraries to help students, faculty, and others locate books, periodicals, indexes, abstracts, reference tools, and various electronic resources on specific topics. Library staff can also assist with government publications, statistical information, and full-text electronic journals. Individual research consultations as well as instruction in classrooms and at reference desks are also available. In addition, there is a reference service available through e-mail and online chat service. The library web page at library.gmu.edu links to e-mail or chat (Ask-a-Librarian) services, or provides more information about reference services in general.

Holdings—The George Mason University Libraries collection includes more than 1,000,000 volumes, 2,772,831 microforms, 218,237 maps, 342,716 government documents, and 11,047 print periodicals as well as 15,256 electronic journals. In addition, the Johnson Center Library contains more than 34,173 musical scores and media in a wide range of formats, including videocassettes, DVDs, multimedia CD-ROMs, and compact discs. Special Collections and Archives in Fenwick Library contains primary resource materials for research. More than 87 collections are held, including the Robert Breen Theater Collection, the C. Harrison Mann Map Collection, the Ollie Atkins Photographic Collection, Planned Community Archives, the Alexander Haight Civil War and Prehistoric Collection, and the George Mason University Archives. Online image

collections, including Virginia and the Civil War, as well as an Electronic Document History of Mason, are accessible online at www.gmu.edu/library/specialcollections.

Web: library.gmu.edu

Course reserves: <http://oscr.gmu.edu>

Hours of Operation:

- *Fenwick and Johnson Center Libraries*
Monday to Thursday, 7:30 a.m. to midnight
Friday, 7:30 a.m. to 9 p.m.
Saturday, 9 a.m. to 9 p.m.
Sunday, 9 a.m. to midnight
- *Arlington Campus Library*
Monday to Thursday, 8:30 a.m. to 10 p.m.
Friday, 8:30 a.m. to 6 p.m.
Saturday, 10 a.m. to 6 p.m.
Sunday, noon to 8 p.m.
- *Prince William Campus Library*
Monday to Thursday, 8 a.m. to 10 p.m.
Friday, 8 a.m. to 7 p.m.
Saturday, 9 a.m. to 5 p.m.
Sunday, noon to 5 p.m.

Note: Hours are subject to change; they are extended at the end of each semester and shortened during semester breaks. See <http://library.gmu.edu/libinfo/hours.html>.

University Libraries Telephone Numbers

- *Fenwick Library*
Circulation, 993-2240
Renewal Line, 993-2243
General Information/Holdings, 993-2250
Hours, 993-2249
Document Acquisitions and Delivery, 993-2228
Periodicals/Microforms, 993-2202
Reference/Government Documents, 993-2210
Special Collections and Archives, 993-2220
- *Johnson Center Library*
Circulation and Reserves, 993-9060
Reference Desk, 993-9070
- *Arlington Campus Library*
Circulation, 993-8188
- *Prince William Campus Library*
Circulation, 993-8340
Reference, 993-8342

Mason Mail and Residence Hall Telephone Service

Division of Instructional and Technology Support Services (DoIT)

Mason Mail is a computerized voice-messaging service owned and operated by George Mason University. You can send, listen to, and save messages from callers, as well as reply to or send copies of messages to others via Mason Mail.

Please access the Telecom Administration web site at telecomadmin.gmu.edu for residence hall telephone service and Mason Mail information.

For additional questions or concerns regarding Mason Mail, call 993-3500. For phone problems, call the ITU Support Center at 993-8870.

Innovation Hall, Room 412, 993-3500

Mason Media Lab

Division of Instructional and Technology Support Services (DoIT)

The Mason Media Lab is a multimedia production facility that fosters collaborative learning for all faculty, staff and senior or graduate students. The Mason Media Lab is prepared to provide facilities, equipment, software, and instructional and technical support on a scheduled basis to approved projects. The Mason Media Lab facilities include the latest computer equipment and software needed for video production, sound editing, CD and DVD production, animation, 3-D modeling, and advanced Web development.

Johnson Center, Room 311

Monday to Thursday, 10 a.m. to 8 p.m.

Friday, 10 a.m. to 6 p.m.

Web: medialab.gmu.edu

Mason Money

Mason Money is a stored-value system used at George Mason University. Once a fund is established, deposits can be made online or at the Mason Money Office. Mason Money is divided into two separate funds.

The **Food Service** fund allows students to purchase food prepared on campus tax free! This fund can be used at all dining facilities on campus and at three locations off campus:

- Arlington Campus: Cafe
- Fairfax Campus: Bistro, Center Court, Crossroads, George's, Ike's, La Patisserie, Union Station
- Prince William Campus: Randall's Cafe
- Off campus: Elie's Deli, McDonald's (University Mall), Papa John's (703-352-0700)

Retail funds are accepted at the following locations and can be used at any dining facility. Purchases made with retail funds are subject to sales tax.

- Arlington Campus Cafe
- Computer labs
- Copy centers
- Copy Shop
- Express Stores
- Game Room
- GMU Bookstore
- Health Services
- Locker rental
- Parking decks
- Parking Services
- Patriot Center Box Office
- Patriot Computer Store
- Photo ID Office
- Photocopy machines
- Prince William Campus Bookstore and Randall's Cafe

Please be sure to visit our web site at www.gmu.edu/univserv/masonmoney.html.

Monday to Friday, 8:30 a.m. to 5 p.m.

SUB II, Lower Level, 993-2870

Deposits made at the office before 4:30 p.m. are available for immediate use.

Mason Resident Technician Program

Division of Instructional and Technology Support Services (DoIT)

The Mason Resident Technician (Res Tech) program is jointly sponsored and managed by the Information Technology Unit (DoIT) and Housing and Residence Life. This program is being conducted in the residence halls of the Fairfax Campus and is modeled closely after the Virginia Tech Resident Computer Consultant program that has been in place since 1997.

Res Techs come to their positions having in-depth technical experience with computer hardware, PC operating systems, the Mason network, and anti-virus software. These students live and consult in the residence halls and work closely with Residence Life staff.

Res Techs work approximately 10 hours per week providing one-on-one computer help to resident students. The Res Techs work in shifts so that consulting is available to the residents Sunday through Thursday evenings from approximately 5 p.m. to 11 p.m. or 6 p.m. to midnight, depending on the hall, while classes are in session. Res Techs are required to enter each contract into the ITU Support Center's online incident management system, currently Magic. Res Techs are also required to attend monthly, two-hour training sessions, held in conjunction with DoIT staff.



Lead Res Techs perform the same duties as Res Techs but have the added responsibility of assigning work requests to the Res Techs, maintaining staff coverage during program hours, and making follow-up calls (email or phone) to customers after work has been completed by the Res Techs in the area. This is to ensure customer satisfaction with the work performed and if necessary to reopen a call if the work is not completed to the satisfaction of the customer. There is one Lead Res Tech for each housing area (DUCC, TAP, President's Park, etc.) All duties, responsibilities, and expectations of the Res Techs apply to the Lead Res Techs.

Web: <http://itusupport.gmu.edu/ResTech>

Mason Web

Mason Web is the university's electronic, university-wide information system, allowing access to a wide range of information and electronic services provided by university offices and organizations. The following is a sampling of what is available on Mason Web: the *University Catalog* and the *Law School Catalog*; the student, faculty, and staff directory; university news and announcements; Mason's online library catalog; and access to other George Mason information systems.

Mason Web is available directly through the World Wide Web at www.gmu.edu.

Assistance on using and contributing to Mason Web is available at www.gmu.edu/mlnavbar/webdev/index.html.

Meal Plans

All resident students, with the exception of seniors (90 credit hours or more) or students residing in the university apartments, townhouses, Liberty Square, and Potomac Heights, are required to have 19-, 15-, or 10-

meal-a-week plans. Meal plans are also available for commuting students.

For more information, visit www.gmu.edu/uniserv/allunivercard/mealplans.htm.

*Monday to Friday, 8:30 a.m. to 5 p.m.
SUB II, Lower Level, 993-2870*

Ministry

Campus Ministry includes 10 spiritual groups that offer opportunities for pastoral counseling, retreats, scripture study, prayer and worship, peace and justice education, social interaction, and fellowship. These ministries include some of the most involved student groups on campus and can be contacted at the main office in SUB I, Room 207, or at 993-3322.

*Baha'i Campus Ministry, 993-1122
Baptist Collegiate Ministry, 993-3323
Campus Crusade for Christ, 993-3323
Catholic Campus Ministry, 993-3322
Hillel Jewish Center, 993-3321
Muslim Campus Ministry, 993-3323
United College Ministries, 993-3323*

*Baptist Collegiate Ministry
4601 Roberts Road
Fairfax, Virginia 22030
703-425-4522*

*St. Robert Bellarmine Chapel
and Catholic Student Center
4515 Roberts Road
Fairfax, Virginia 22030
703-425-0022*

Multicultural Research and Resource Center

The Multicultural Research and Resource Center (MRRC) consolidates information for multicultural training and research. The center promotes collaboration among campus departments, provides consultation for student projects, and facilitates effective diversity programming on campus and in the local community.

MRRC houses the George Mason University and Northern Virginia chapters of the National Coalition Building Institute, Global Nomad Programs and Services, and the University Dispute Resolution Program. These programs support faculty, staff, students, and alumni who provide programs and consultation on diversity issues to campus and community groups.

*Monday to Friday, 8:30 a.m. to 5 p.m.
SUB I, Room 225, 993-4003*

Ombudsman for Student Administrative Services

The Office of University Services assists students who are having difficulty obtaining administrative services or need help negotiating the university's administrative support structure. The director is designated as the university ombudsman for student administrative services; however, all members of the University Services staff are available to assist and advise individuals. No appointments are necessary.

Monday to Friday, 8:30 a.m. to 5 p.m.

SUB II, Room 2028, 993-2789

E-mail: cchisler@gmu.edu

Operational Support— Classroom Technologies

Division of Instructional and Technology Support Services (DoIT)

CT/OPS is the newest addition to Classroom Technologies (CT). CT/OPS act as the single point of contact for classroom reservations, special software installation requests, and AV equipment reservations. CT/OPS is also responsible for event support and planning on the Fairfax Campus.

Robinson Hall, A104, 993-3428

Web: classtech.gmu.edu/OS

Orientation

New Student Orientation is an exciting opportunity for incoming students to discover academic resources and disciplines, meet with academic advisors, register for classes, learn about University Life, make new friends, catch the Patriot Spirit, and have fun. Activities created just for families are also available to address their needs and transition issues. The Orientation staff is committed to easing the transition to college life for both new students and their family members. Orientation Leaders are students who help facilitate the transition process. They serve as mentors, facilitators, and friends for new students and their families. If you are interested in becoming an Orientation Leader for Orientation 2005, visit the Orientation Office to get more information. Check out our web site and look for advertisements starting in October.

Family Weekend

Family Weekend is an exciting event that welcomes parents, guests, and family members back to Mason on October 15 to 17, 2004, for a weekend of activities. Look for more information in September and refer to the orientation web site for details. You don't want to miss it!



EVAN CANTWELL

SUB I, Room 351, 993-2475

Web: www.gmu.edu/departments/orientation

E-mail: orientu@gmu.edu

Parking Services

For most students, commuting to and from the university becomes a regular occurrence, but it doesn't have to be a frustrating experience. Just call or stop by the Parking Services Office for parking and transportation information.

Administrative Office: SUB II, Room 1014, 993-2710

Decal Sales and Citation Payments: SUB II, Room 1014

Filing Citation Appeals: SUB II, Room 1014, 993-2711

Parking—General Information: 993-2710

To arrange parking for special events: 993-2716

Motorist Assistance Program (MAP): 993-HELP (2715)

Arlington Campus Information: 993-8146

Decals—All vehicles parked on areas owned or operated by George Mason University must display a valid decal. Vehicles without a valid decal must be parked in the Mason Pond Parking Deck. Meters are monitored from 7 a.m. to 10 p.m. Monday through Friday, and from 8 a.m. to 8 p.m. Saturday and Sunday. Fire lanes, handicapped, reserved spaces, and restricted areas are monitored 7 days a week, 24 hours a day. Parking lots are monitored from 7 a.m. to 10 p.m., Monday through Friday, and Saturday from 8 a.m. to 2 p.m. Be sure to read all signs to avoid citation. Expedited appeals are available from 10 a.m. to 1 p.m., Tuesday, Wednesday, and Thursday in SUB I, Room 319.

Decal Sales and Citation Payments—You may purchase decals or pay citations at the Parking Services Sales Office located in SUB II, Room 1014. Several decal options are available. Call 993-2710 for more information.

Parking Deck—The Parking Deck offers covered parking by the hour (\$1.50/hour, \$7.50/day maximum). Limited reserve-space subscriptions are available. Call 993-2710 for more information.

Handicapped Parking—Handicapped parking is available at a number of convenient locations, including the Parking Deck. To use handicapped parking at George Mason, a DMV permit, along with a valid George Mason handicapped permit, must be displayed. A George Mason handicapped permit can be obtained from the Parking Services Office. DMV handicapped permits alone are not valid on campus.

Motorist Assistance Program (MAP)—MAP can assist with minor car problems for anyone in need on the Fairfax Campus. Trained MAP staff members are available to help with dead batteries. MAP personnel also can contact lockout or towing services at the owner's expense. Fairfax Towing Assistance is available at the Prince William Campus. The MAP line is available weekdays from 8 a.m. to 11 p.m. Call 993-2715 for assistance.

Visitor Parking—All visitors to the Fairfax Campus are required to use the Parking Deck or short-term metered spaces. Surface lots are reserved for decal parking by students, faculty, and staff. Exceptions: occasional special event parking.

Check out the Parking Services web site at gmu.edu/uniserv/parking/index/html for parking questions.

Patriot Center

The 10,000-seat Patriot Center is one of the finest on-campus arenas in the nation. George Mason's NCAA Division I men's and women's basketball teams play home games there. In addition, the Patriot Center serves the university and the Northern Virginia community with concerts, trade shows, and other entertainment performances. REM and Linkin Park are just two of the artists that have performed at the Patriot Center recently.

The Patriot Center is managed by Centre Management, the organization that also manages the MCI Center in Washington, D.C. This unique partnership ensures top-quality entertainment yearly at the Patriot Center.

Ticket and Event Information, 993-3000

Patriot Computers

The university's computer store is a nonprofit service organization of the university. It is not a revenue source. Its mission is to encourage and enable the use of technology on George Mason campuses by providing a low-cost source for technology.

Many departments have provided the store with their recommended hardware and software requirements. These recommendations can be found in the store or on its web site. Store managers attempt to make the recom-

mended items available in the store. Generally, the store offers hardware at prices below retail, and vendors offer students generous discounts on software commonly used in academic pursuits.

Customers must be members of the university community (students, faculty, or staff) and present a valid university ID at time of purchase. Equal discounts apply for all customers, and product suggestions are welcomed.

Johnson Center, Room 115, 993-4100

Web: compstore.gmu.edu

Photo ID Office

George Mason University Photo ID cards can be obtained once class registration is in place. A driver's license, passport, military ID, or some other form of picture ID is required. The first Mason ID is free. Lost, stolen, or damaged cards can be replaced for \$10.

Passport photos are also available at the Fairfax Campus, a set of two for \$7.50.

Fairfax Campus: SUB II,

Lower Level, 993-1004

Monday to Friday, 8:30 a.m. to 5 p.m.

Arlington Campus: Bookstore, Original Building

993-8170

Prince William Campus: Occoquan Building, Room 202,

993-3875

Web: www.gmu.edu/uniserv/idindex.htm

Police Department, George Mason University

The Commission on Accreditation for Law Enforcement Agencies professionally accredits the George Mason University Police Department. Members of the University Police are state-certified police officers. They are available 24 hours a day year-round on the three campuses; they regularly patrol the streets, parking lots, and grounds on campus. In addition to motor and foot patrols, the Community Outreach Patrol uses bicycles to monitor the grounds, particularly in areas not accessible by patrol car. The University Police maintains a close working relationship with the Virginia State Police, the police departments of Fairfax, Arlington, and Prince William Counties, and the City of Fairfax. The University Police shares information with other police agencies nationwide. Monthly, the University Police reports activities and intelligence data to the Virginia State Police for inclusion in crime statistics published by the FBI.

Fairfax Campus: Police Building, Parking Lot C, near the Patriot Center, 993-2810

In case of emergency, dial 911.

Crime Victim/Witness Assistance

University Police's Crime Victim/Witness Assistance Program is designed to help students, faculty, staff, and visitors who become victims of crime. The help provided by the police includes assisting victims and witnesses who need to report crimes, preparing victims to testify against accused persons, escorting them to any and all court appearances, preparing status reports on cases, regaining property used as evidence during a trial, getting compensation for losses, and assisting with academic intervention as necessary.

The Office of Crime Victim/Witness Assistance Program also provides the RAD (Rape Aggression Defense) program for women. No cost is involved for members of the university community. Information about this program is on our web page at www.gmu.edu/police. To obtain a schedule of classes, call 993-2118 and press number 7 or e-mail rad@gmu.edu.

Police Department, 993-HELP (4357)
Web: www.gmu.edu/police

Postal Service

Students, faculty, and staff can buy stamps and mail packages and letters to both on-campus and off-campus locations through the Mail Service Center located in the Johnson Center, Room 120. The Mail Service Center processes domestic, international, certified, insured, and express mail. All transactions in the Mail Service Center are on a cash-only basis.

United States Postal Services (USPS) drop boxes are located behind SUB I, in front of SUB II, and in front of the Finley Building. Courtesy drop points for out-going, stamped mail are located at the Mail Service Center and in the Johnson Center for the convenience of students. The nearest U.S. Post Office is located at 3951 Chain Bridge Road (Route 123) in the City of Fairfax.

Most resident students are assigned mailboxes in SUB II for the entire time they are resident students. The exception to this is the population of students living in the University Townhouses. These students receive their mail on a regular USPS mail delivery route. Regular student mailboxes are keyed and, in the event the key is lost, the replacement fee is \$10. Students who do not live in a residence hall and wish to rent a mailbox may do so while boxes are available. The cost is \$25 per semester or \$40 per year.

The best way to ensure that your mail arrives in your mailbox is to ensure that it is addressed using the following format:

PMB ****
NAME
4450 Rivanna Lane
FAIRFAX, VA 22030-4441

(Note: Do **not** use the designation "P.O." and always include the **nine digit zip code**.)

Monday to Friday, 8:30 a.m. to 4 p.m.
Mailboxes are accessible at all times when SUB II is open.
993-2691

Prince William Campus Support Division of Instructional and Technology Support Services (DoIT)

Desktop Support Services provides technical and customer service support to the faculty, staff, and students using classrooms and computer labs at Prince William campus.

Events and Scheduling, Room 22D, 993-8376
Prince William Desktop Support, Room 322, 993-8412
Web: www.labs.gmu.edu/index.html

Print Services

Convenience Copiers and Pay for Print

Copies are 10 cents with cash or 8 cents each with a cash card or photo ID. Cash cards can be purchased and money added to the cards by placing them in the teller machines located in all of George Mason's libraries at the Fairfax, Arlington, and Prince William Campuses and the Photo ID office. Please read all of the instructions stated on the teller machines prior to purchasing the cards or adding money to the card—these functions are different. Because your card can be picked up and used by a different user where a photo ID is not required, we recommend keeping your card secured the same as you would a credit card. If your card malfunctions, the Photo ID office located in SUB II, Room 1013, will issue a replacement card. Pay For Print service in the University Libraries and Academic Labs costs 5 cents per print using the cash card or your photo ID. Beginning in the

EVAN CANTWELL



summer of 2004, your Mason Money account can also be used for copiers or printers.

Copy Center, Johnson Center

A full-service copy center is located in the Johnson Center, Room 135, at the Fairfax Campus for students, faculty, and staff. Services include black and white prints, color prints, transparencies, resume paper with envelopes, various types of binding, and T-shirt design. Don't leave campus for your copying needs—the staff at the Johnson Center Copy Center will be happy to assist you.

Monday to Thursday, 8:30 a.m. to 7:30 p.m.

Friday, 8:30 a.m. to 5 p.m.

993-9083

Copy Center, Arlington Law Library

Located in Room 134 of the Arlington Law Library, the copy center services students, faculty, and staff. The center performs the same services as the Johnson Center Copy Center except color prints and T-shirt design.

Sunday, 11 a.m. to 11 p.m.

Monday to Thursday, 8 a.m. to 11 p.m.

Friday, 8 a.m. to 10 p.m.

Saturday, 10 a.m. to 8 p.m.

993-8141

Copy Center, Prince William Campus

Located in Room 226 of the Occoquan Building, the copy center services students, faculty, and staff. Performs the same services as Johnson Center Copy Center except color prints and T-shirt design.

Monday, Wednesday, Friday, 9 a.m. to 3 p.m.

Tuesday and Thursday, 9 a.m. to 4 p.m.

Copyright Assistance Office

Everything you need to know about copyright compliance can be found here. Located in Johnson Center, Room 117.

Monday to Friday, 8:30 a.m. to 4:30 p.m.

Your authorized organization account is honored at all Print Services Copy Centers. Save your organization money and stay on campus for these services. Need a part-time job while on campus? Come see Print Services.

Registrar's Office

By mid-semester, this office publishes the *Schedule of Classes*, listing all courses offered in the upcoming semester. You can obtain a copy of the *Schedule of Classes* at the information desks in SUB I, SUB II, the

Johnson Center, the Information Kiosk, and the Registrar's Office. The course offerings are updated frequently, and the most current listings may be found on Patriot Web.

The Registrar's Office also establishes and maintains the academic records for all registered students at George Mason, except School of Law students. (Contact the School of Law Records Office at 993-8015.) Go to the Registrar's Office to re-enroll, request enrollment verification or a copy of your transcript, process manual registration transactions, change your name or ID number, or add or delete directory holds. Please log on to <https://patriotweb.gmu.edu> to verify or change your address, obtain your class schedule and grade report, and learn what other online registration services are available to you.

See the Academic Policies and the Academic Procedures sections of the "Academics" chapter of this handbook.

*At Fairfax: North Chesapeake Module, Room 1A,
993-2441*

*At Prince William: Occoquan Building, Room 202,
993-8372*

Certification Services

The Registrar's Office provides verification of student status for insurance, loan deferment, and employment purposes. Students eligible to receive veterans educational benefits are also certified here. Proper photo identification is required. Additional information on veterans educational benefits certification is available on the web at registrar.gmu.edu/vets.

Monday to Friday, 9 a.m. to 5 p.m., 993-2448

ROTC Scholarships

Three- and two-year campus-based Army ROTC scholarships are available to freshmen and sophomores in all majors on a competitive basis. Scholarship applications are due in April for the following fall. A student does not already have to be enrolled in ROTC to apply, and there is no service obligation during the application process.

To apply, a student must have a minimum 2.50 cumulative GPA, be a U.S. citizen at time of contracting, and be 31 years of age or less at the time of graduation. Scholarship awards cover full tuition, fees, and provide \$600 per year toward books. In addition, a stipend of \$300 for sophomores, \$350 for juniors, and \$400 for seniors per month is provided during the academic school year. All benefits received are tax free.

Students must maintain established academic standards to remain on an ROTC scholarship. For more information, contact the Army ROTC instructor group or visit the university's Army ROTC web site.

High school students may apply online for four-year scholarships, but they must apply by December 15 of their senior year to receive scholarship funds for the fall semester of their freshman year.

Monday to Friday, 9 a.m. to 5 p.m.

993-2706, 2707, 2709

Web: www.gmu.edu/departments/ROTC

Student Academic Affairs and Advising

The function of Student Academic Affairs is to aid students with their transition through college life both academically and socially and to support their academic careers through sponsored programs, resources, and services. Student Academic Affairs and Advising encompasses the following units:

- Academic Advising
- The Freshman Center
- Retention Initiatives/Supplemental Instruction
- UNIV Courses (Transition Series and Robinson Seminars)
- University Ombudsman
- University Scholars

Academic Advising

See the Academics chapter of this handbook.

The Freshman Center

The objectives of the Freshman Center are to

- assist students with their academic, social, and cultural transitions to college
- help students develop a sense of community and school spirit
- familiarize students with academic policies, rights, and responsibilities
- foster positive relationships with peers and mentors

The Freshman Center sponsors social, cultural, and academic activities throughout the academic year to help freshmen foster a sense of community within the university. During the fall and spring semesters, the Freshman Center offers UNIV100, a credit-bearing course designed to assist freshmen with all aspects of their transition to college life.

Retention Initiatives/Supplemental Instruction

One of the primary functions of Student Academic Affairs and Advising is assisting and implementing retention initiatives for the university. One of the initiatives supporting student academics is Supplemental Instruction (SI), a peer-assisted study session in historically difficult courses. An SI session is designed to provide students an opportunity to compare notes, discuss concepts, develop strategies for studying, and review material for test preparation. Students who regularly participate in SI sessions usually improve their academic standing in the course by one letter grade.

UNIV Courses (Transition Series and Robinson Seminars)

UNIV courses meet elective requirements (or general education requirements in the case of Robinson seminars) for all academic programs at George Mason University. The UNIV Transition series, offered in the fall and spring semesters, includes:

- UNIV 100, a transitions course to the academic, social, cultural, and personal aspects of college life for first-year students;
- UNIV 200, a two-track course for second semester freshmen or sophomores focusing on majors and career decision-making or responsibilities and duties of Greek leadership;
- UNIV 300, a two-track designed course for second semester sophomores or juniors: Track one is designed to aid recent transfer students to George Mason and track two is designed for students wishing to focus on their career readiness; and
- UNIV 400, designed for seniors moving on to graduate school or the workplace.

The UNIV Robinson series, 190 and 301, are taught by the distinguished Robinson faculty and offered by invitation only in the fall semesters. These courses meet specific core requirements for all academic programs and cover topics ranging from the Renaissance to the history of scientific discoveries.

University Ombudsman

The University Ombudsman for Student Academic Affairs is appointed by the provost to listen to student academic concerns, provide advice and referrals, and assist students with resolving academic conflict in a neutral manner. The ombudsman does not overturn academic actions but may recommend academic policy changes where appropriate.

University Scholars

Every year, the university selects 25 freshmen for its highest university scholarship. These students are invited to be University Scholars based on their records of academic excellence, commitment to service, community involvement, and leadership initiatives. The scholar support program provided through the University Scholars Office include the benefits of priority registration, priority housing, use of a private computer lab and study lounge, and access to exclusive academic opportunities.

Transfer Center

The Transfer Center offers the UNIV (University/Interdisciplinary Studies) 100 course during the fall and spring semesters to assist transfer students and adult learners with transition to George Mason.

Additional academic offerings include UNIV 200 courses, which are offered for students of sophomore, junior, or senior standing to address issues related to career/major decisions.

Johnson Center, Room 245, 993-9082

Student Accounts Office

The Student Accounts Office is responsible for the accounting and billing of tuition, room rent, meal plans, and other fees. This includes accepting third-party or government training vouchers for billing and processing Semester Payment Plan contracts, financial aid disbursements, and refund requests.

Students are responsible for registering properly using the Patriot Web registration system. It is important that they verify their enrollment and correct any apparent error immediately. New undergraduate and graduate students attending George Mason for the first time are charged an Orientation/New Student fee in addition to tuition and other charges. The fee helps defray the costs of orientation and new student programming throughout the first semester. It is mandatory and nonrefundable regardless of Orientation attendance or enrollment status.

Payment Schedule

Students are expected to pay by the due date for each course requested as outlined in the Payment Schedule on page 2 of the *Schedule of Classes* or via Patriot Web before requesting their courses.

If a student is on a waiting list for a seat in a course, the student is well advised to pre-pay for the course at the time he or she is placed on the waiting list. If the student is auto-enrolled in the course, the tuition for the course is due within five days. Paying early ensures that the student will not be canceled from the course. The student, of course, may request a refund if no seats become available and he or she is unable to re-enroll in the course.

Payments are received and processed by the Cash Office in SUB I, Room 104. Failure to receive a reminder bill confirming charges does not waive the requirement for payment when due.

Students can find out what they owe by logging on to Patriot Web. Accepted payment plans and future financial assistance are considered in the balance due. In addition, students may use a MasterCard or VISA to pay their balances via Patriot Web.

Tuition Liability for Dropped Courses/Refunds

Students may drop courses without academic penalty through the fifth week of the semester but will incur a tuition penalty after the first week. The Tuition Liability

Scale and Schedule for Dropped Courses is outlined on page 2 of the *Schedule of Classes*. If a student drops a course without adding another, a written request or a Refund Request form must be submitted to the Student Accounts Office. A check will be mailed from Mason after a 21-day check-clearing period. A credit card refund will be credited back to the originating credit card.

Financial Aid Disbursements

Questions about financial aid awards should be addressed to the Office of Student Financial Aid at 993-2353. Direct student loans approved for students enrolled in a minimum of six credit hours are disbursed the first week of the semester. This may result in overpayment if the student has already paid or has made arrangements for future payment (e.g., through a monthly or semester payment plan). If this occurs, the student is entitled to a refund. To expedite the refund, the student should fill out the Automatic Deposit Authorization Agreement (which all direct loan recipients receive) and return it to the Student Accounts Office 10 days before the first day of classes. If direct deposit is not authorized, a George Mason check is mailed to the student.

Other approved aid is paid on the student's account later in the semester after eligibility (sufficient enrollment of six credit hours) has been confirmed. If this results in an overpayment, a refund check is mailed to the student from the state treasurer in Richmond, Virginia.

Monthly Payment Plan

Students may budget all or part of their fall and spring tuition, room, and meal expenses in 10 equal monthly payments. Budgets are determined by the student and/or parent and must be twice the amount of fall expenses. A life insurance benefit is included in this plan. A minimum budget of \$1,000 is required, and an annual fee is due with the initial payment. Academic Management Services (AMS) payment plans should be requested by early registered students no later than June 1, which is when the first payment is due. Requests for AMS payment plans will be accepted through July 25. For complete information, call AMS at 1-800-635-0120.

Semester Payment Plan

A semester payment plan is available for students who need to budget. The plan and contract is on the web at studentaccounts.gmu.edu. The contract must be completed and submitted to the Cash Office, with the required down payment and fee, by the due date. The account balance must be received by the due date on the contract for the student to avoid a late fee and to be eligible for future contracts. The last day to submit Deferred Payment Plan contracts is published in the Academic Calendar in the *Schedule of Classes*.

Third-Party Billing Authorizations

A student must provide the third-party billing authorization or government training voucher to the Student Accounts Office before the student's individual due date, which is based upon the registration dates. The last day to submit third-party billing authorizations is published in the Academic Calendar in the *Schedule of Classes*. Call 993-2484 for a copy of the third-party billing requirements, or check the web at registrar.gmu.edu/calendars.html.

Schedule of Classes

It is recommended that students keep the *Schedule of Classes* after enrolling each semester, as it includes the complete financial policies and deadlines, and may answer future questions.

*Monday, Wednesday, Thursday, and Friday,
9 a.m. to 5 p.m.*

Tuesday, 9 a.m. to 8 p.m.

North Chesapeake Module, Room 11, 993-2484

Student Technology Assistance and Resource (STAR) Center Division of Instructional and Technology Support Services (DoIT)

The STAR Center provides training, support, and facilities for students developing information technology and media-authoring skills. Students must have a valid George Mason ID and must sign in to use the labs. Reservations for particular Main Lab workstations are taken at the front desk of the STAR Center. The center has four labs that are staffed by student mentors to help troubleshoot student problems, and it also offers a workshop series for skill development in the STAR*T Lab. STAR Center facilities are not for word processing or checking e-mail but are for creative work on student projects. Students interested in working as STAR Center mentors should contact the main lab manager.

Main STAR Lab

The STAR Center Main Lab offers both PC and Macintosh computers with various graphics and page layout software programs, scanners, and a variety of other software packages for student multimedia needs. There is a digital video-editing suite, Sundance, with Final Cut Pro and Imovie. There are two music stations with keyboards and music production software, and five analog video-editing suites for linear editing in the Main Lab. A ministudio with cameras and lights for low-level video productions is also available.

Johnson Center, Room 229, 993-8990

Web: media.gmu.edu

*Hours for all labs except STAR*Training and the Media Resource Center:*

Monday to Thursday, 10 a.m. to 10 p.m.

Friday, 10 a.m. to 6 p.m.

Sunday, noon to 6 p.m.

STAR*Services

STAR*Services offers several services for fees, including media duplication (strictly governed by copyright considerations), videography, editing, scanning, color prints, and sales of telecourse videos. Videography, editing, and other high-end projects are accepted in accordance with strict intake criteria and must be paid in full prior to delivery. For more information, contact the STAR*Services supervisor.

Johnson Center, Room 229, 993-8990

STAR*Works

The STAR*Works lab provides troubleshooting and problem solving for the Microsoft Office Suite (Word, Power Point, Excel, and Access), student MEMO e-mail accounts, and WebCT.

Johnson Center, Room 311, 993-3597

web*STAR

The web*STAR lab provides support for student web development, including HTML coding and the use of web development applications.

Johnson Center, Room 311, 993-3766

STAR*Training

The STAR*Training facility offers beginning, intermediate, and advanced workshops in an array of Web and multimedia topics, including HTML, PowerPoint, UNIX, Adobe Photoshop, Illustrator, Premiere, After Effects and Macromedia Dreamweaver, Flash, and Director. Students are required to register for workshops, but walk-ins are welcome on a first-come, first-served basis.

Johnson Center, Room 344, 993-1385

Web: <http://media.gmu.edu/>

*STAR*T hours are listed on the web site.*

Media Resource Center

The Media Resource Center (MRC) provides students with multiple ways to build technology skills. The center provides checkout of instructional books, videos, and CDs on IT and media skills, and also contains learning stations with relevant software and TV/VCRs for students to learn as they work. The center also contains collections of music and videoclips for student

media projects. See their web site for a complete list of offerings. Students failing to return materials are subject to fines and penalties; materials may be returned any time the Main STAR lab is open.

Johnson Center, Room 229, 993-3438
Web: mediaresource.gmu.edu
Monday to Thursday, 10 a.m. to 7 p.m.
Friday, 10 a.m. to 6 p.m.
Closed Saturday and Sunday

Technology Assistants Program (TAP) Division of Instructional and Technology Support Services (DoIT)

The Instructional Resource Center, in collaboration with the College of Arts and Sciences, operates a program where students can develop technology skills. Students are paired with faculty members to support their technology needs over the course of a semester. The TAP coordinator supervises student training and helps match student skills with faculty needs. Students receive credit for participating in the program and acquire valuable practical work experience while assisting the academic community.

Instructional Resource Center, TAP Coordinator,
Innovation Hall, Room 429, 993-4421
Monday to Friday, 9 a.m. to 6 p.m.
Web: www.irc.gmu.edu/tap
E-mail: tap@gmu.edu

TicketMaster

Pick up your free tickets for George Mason basketball, and purchase tickets for events at the Patriot Center, RFK Stadium, the MCI Center, and Nissan Pavilion. You must check for each Patriot Center event to see whether a discount is offered.

Patriot Center Box Office
Monday to Thursday, 10 a.m. to 7 p.m.
Friday and Saturday, 10 a.m. to 5:30 p.m.

Training in Office and Productivity Skills (TOPS) Center Division of Instructional and Technology Support Services (DoIT)

The TOPS Center provides students, staff, and faculty with training in the Microsoft Office Suite (Word, Excel, and Access) on the Windows operating system and on the MEMO e-mail system. Enrollment, by registration only at the web site below, is open to all members of the George Mason community on a first-come, first-served basis.

Hours: Workshops generally run from 8 a.m. to 5 p.m.
Johnson Center, Room 311, 993-3426
Web: tops.doit.gmu.edu

Transfer Center

See Student Academic Affairs.

United Bank

United Bank is a community bank with offices throughout Northern Virginia, Maryland, and Washington, D.C. United Bank provides banking services to all members of the George Mason community. A student may cash a personal check up to \$25 per day by showing his or her current Mason ID card and another valid ID (driver's license, etc.). United Bank also offers a student checking account free of monthly service charges. Normal banking services include savings, checking, interest checking, and money market accounts, as well as certificates of deposit, loans, Visa and MasterCard accounts, and business accounts. The eight ATMs on George Mason campuses may be used free of charge by United Bank customers. They are located on the Fairfax Campus in the Johnson Center, SUB I, SUB II, the Patriot Center, and in a drive-through outside the University Police Building; on the Prince William Campus in Occoquan Building; and on the Arlington Campus near the main entrance to the School of Law (both buildings).

Monday to Thursday, 9 a.m. to 8 p.m.
Friday, 9 a.m. to 2 p.m.
Johnson Center, Room 113, 993-9090
The bank has 22 locations throughout the Washington, D.C., metropolitan area

Women's Studies Research and Resource Center

The purpose of the Women's Studies Research and Resource Center is to educate the university community about gender issues and issues of concern to women, and to be a focal point for women's studies scholarship and research. Women's Studies is an interdisciplinary program open to the entire student body. We offer both a minor and a graduate certificate in Women's Studies.

The center offers the following annual activities and programs in the fall and spring:

- Welcome Receptions
- Take Back the Night
- The Vagina Monologues
- White Ribbon Project
- Annual Women's Breakfast
- Women's Scholars Lecture
- Women's History Month Activities
- Sojourner Truth Lecture (w/ AFAM)

In addition, the Women's Center cosponsors a number of activities with various organizations and departments on campus such as Communication, English, Cultural Studies, Pride Alliance, Office of Diversity Programs

and Services, Student Activities, fraternities and sororities, and the surrounding Northern Virginia community organizations such as the Vienna Women's Center, the International Women's Media Foundation, Victim's Assistance Network, and the Fairfax Commission for Women.

The Women's Center houses a library with more than 1,100 titles catalogued by title and subject matter. One can find classic feminist books by Simone de Beauvoir, Margaret Atwood, Patricia Hill Collins, as well as more current Third Wave titles. Race, ethnicity, sexual orientation, issues of gender, masculinity, class, and status are just some of the different topics represented at the center.

The center also supports two student groups. The Women's Coalition is a feminist organization dedicated to discussing and exploring issues pertaining to women on and off campus. They meet once a week in the Women's Center, where they plan activities and discuss issues such as current events, women's empowerment, the "isms" (i.e. sexism, racism, heterosexism, classism, ableism, lookism, etc.), pop culture, politics, body image, and a multitude of other topics. The Men's Ally Group is a group devoted to ending violence against women by promoting education-to-action on issues of gender equality, challenging stereotypes, and fostering positive relationships between men and women.

Johnson Center, Room 240K
993-2896

Web: <http://jcweb.gmu.edu/communities/wrc/>

Writing Center

The University Writing Center (UWC) provides a wide range of free writing assistance to students, faculty, and alumni. Students may drop in for tutoring but are encouraged to make an appointment in advance, as the UWC schedule usually fills in advance. Tutoring sessions in the UWC last about 45 minutes and begin on the half-hour. Tutors do not proofread papers; rather, they work with students to help them develop skills and strategies for tasks such as constructing thesis statements, reorganizing or revising text, identifying persistent mechanical errors, and brainstorming ideas. Even though all of the UWC tutors are available to assist students who write English as a second or third language, the center also has two ESL specialists from the English Language Institute. Students may be tutored alone or in groups, and their writing may be academic or personal. UWC tutoring is also available during limited hours on a first-come, first-served basis at Tutor Works in Johnson Center Room 311. The UWC provides an Online Writing Lab (OWL) to which students can send papers and receive responses via e-mail, usually within two school days. In addition to these services, the UWC provides a variety of reference materials (including MLA and APA style guides) and free handouts at the center. The UWC web site has been newly renovated and includes more detailed information, online workshops, links to other writing centers around the country, and more.

Monday to Thursday, 9:30 a.m. to 7:30 p.m.

Friday, 9:30 a.m. to 2:30 p.m.

Robinson Hall, Room A114, 993-1200

Web: writingcenter.gmu.edu

Athletics

Mason has a variety of men's and women's athletic events, which are free to all students with a current student ID. So cheer with Gunston, Mason's mascot, and support your teams!

First-Class Facilities

George Mason is home to some of the finest facilities in the country.

- The **George Mason Field House** contains an indoor track, weight and locker rooms, saunas, basketball courts, and an indoor multipurpose practice facility used by the university's baseball, softball, lacrosse, and soccer teams. Home to the indoor men's and women's track and field teams, the facility has hosted the Mobil Invitational and the USA Track and Field Golden Spike Invitational Indoor Meet.
- The **Patriot Center** is a superb 10,000-seat arena and home to the men's and women's basketball teams. George Mason fans have watched the Patriot men earn two National Collegiate Athletic Association (NCAA) Tournament appearances in the past six seasons. In 2001, the team set a facility record and had one of the largest on-campus crowds in Virginia state basketball history with 9,702 in attendance. In addition, the facility hosts more than 100 events per year including concerts and other live performances. The Patriot Center will be the site of the next two women's CAA basketball championships.
- **George Mason Stadium** is an expertly landscaped outdoor facility and home to the men's and women's soccer teams, the men's and women's outdoor track and field teams, and the lacrosse team. The stadium has grandstand seating for 5,000 spectators, lights for night contests, an all-weather track, and an electronic scoreboard. George Mason Stadium has hosted NCAA Championship soccer matches, as well as practices for the U.S. Men's National Soccer Team, the U.S. Women's National Soccer Team, and visiting teams that participated in World Cup competition in 1994 and 1999. The facility has also hosted many IC4A/Eastern College Athletic Conference (ECAC) Outdoor

Championships, featuring some of the top track and field athletes on the East Coast.

- The **Aquatic and Fitness Center** is an eye-catching, well-designed facility on the Fairfax Campus that opened in 1998. Named a 1999 Facility of Merit by *Athletic Business* magazine, it was the host facility for the past five Colonial Athletic Association (CAA) Swimming and Diving Championships and is expected to become the event's annual home. The \$11.2 million, 66,000-square-foot, two-pool complex features a 50-meter Olympic-size pool and a 25-yard recreational pool. The Aquatic and Fitness Center also includes a fitness gallery, four classrooms, whirlpool, and sauna.
- The **Freedom Aquatic and Fitness Center** on the Prince William Campus is an 18.3 million dollar building, the largest of its kind on the East Coast, and the result of a partnership among the university and local governments.
- **Raymond H. "Hap" Spuhler Field** is widely regarded as one of the top collegiate baseball complexes in the Mid-Atlantic region. It has grandstand seating for 900 spectators, an enclosed press box, and an electronic scoreboard. The field was named the 2002 Sports Turf Managers Association Baseball Field of the Year in the college/university division.
- The **George Mason Softball Complex** was selected as the site of the 2000 ECAC Division I Softball Championships. It is an outstanding, well-maintained, and high-quality playing facility.
- The **John Linn Memorial Gymnasium**, which seats 2,800 spectators, is home to the men's and women's volleyball teams and the wrestling team. It has been the site of several CAA championship events and hosted an NCAA volleyball match in 1996.

Intramural, Club, and Recreational Sports

George Mason students have the opportunity to participate in intramural sports activities that include, but are not limited to, flag football, softball, tennis, racquetball, basketball, and soccer. League and tournament play in a wide variety of sports takes place at the university throughout the school year.

Club sports are programs that are competitive in nature. Crew, field hockey, football, rugby, trap and skeet, and men's lacrosse are club teams that compete on a nonvarsity level against other collegiate club teams. For other clubs, see Student Activities, Special Interest Umbrella.

If you are interested in any type of sports or recreation activity, George Mason will try to accommodate you.

*Intramural, Club, and Recreation Sports Office,
993-GMUI*

Field House Court Reservations, 993-3222

Intercollegiate Athletics

The Department of Intercollegiate Athletics, as a Division I member of the NCAA, sponsors 22 varsity sports and provides services for more than 400 student-athletes with more than 300 intercollegiate athletic events per year. George Mason competes in the CAA, which includes James Madison University, the University of North Carolina at Wilmington, the College of William and Mary, Old Dominion University, and Virginia Commonwealth University. In 2001, the CAA expanded to 10 teams with the addition of the University of Delaware, Hofstra University, Drexel University, and Towson University.

George Mason provides student-athletes the opportunity and encouragement to progress toward a degree of their choice with the opportunity to develop athletic abilities in an environment consistent with high standards of academic scholarship, sportsmanship, leadership, and institutional loyalty. The student-athlete at George Mason University is a bona fide student pursuing a degree program.

It is recognized that the university's intercollegiate program

- is an important part of a well-rounded university dedicated to the service of a broad range of students, faculty, and public interest;
- is important in generating community support for the institution at state and local levels;
- fosters pride in the university among faculty, students, and citizens of Virginia;



- can and should develop character, maturity, and a sense of fair play in its student-athletes; and
- is committed to fair and equitable treatment of men and women, providing equitable opportunities for minority students and institutional personnel, and the fair treatment of student-athletes, particularly in their academic role as students.

The program's objectives are to have the university represented by men and women whose conduct brings credit to the institution and who are bona fide students making normal progress toward a degree with appropriate academic counseling, advisement, and support. These men and women field disciplined and competitive amateur teams recruited, coached, and supported by highly qualified individuals who are dedicated to the spirit and intent of all George Mason, CAA, and NCAA rules, and strive for improvements in the system of intercollegiate athletics by cooperating with individuals and institutions to reduce pressures toward improprieties.

National-caliber teams highlight the sports landscape at George Mason. The overall athletic program features quality and balance, with proportional opportunities for men and women. Athletic scholarships are available in all intercollegiate sports.

In just the past three years, the men's basketball team won the CAA championship and competed in the NCAA



Tournament and the National Invitational Tournament, women's basketball competed in the Women's National Invitational Tournament, men's track earned three All-American honors, wrestling won the CAA championships and competed at the NCAA championships, women's swimming won the CAA championship three times and featured an All-American in the NCAA championships. A relatively young department, George Mason Athletics has garnered an impressive number of achievements since 1968. These achievements include 13 team national championships, 35 individual national champions, five national coaches of the year, four Academic All-Americans, an average of 43 CAA scholar-athletes per year, 110 NCAA postseason appearances, 288 All-Americans (an average of more than 8 per year), 40 CAA team championships, 38 CAA coach of the year honors, 43 CAA players of the year, and 37 CAA rookies of the year. In 1985, the women's soccer team won the NCAA championship and in 1996, the men's indoor track and field won the NCAA championship.

Intercollegiate Sports Offerings

Men	Women
Baseball	Basketball
Basketball	Cross Country
Cross Country	Indoor and Outdoor
Golf	Track and Field
Indoor and Outdoor	Lacrosse
Track and Field	Rowing
Soccer	Soccer
Swimming and Diving	Softball
Tennis	Swimming and Diving
Volleyball	Tennis
Wrestling	Volleyball

A Leader in Gender Equity and National Issues

George Mason is a national leader in gender equity and opportunities for women. According to the most recent Equity in Athletics Disclosure Survey,

- George Mason ranks second in scholarship budgets for men and women in proportion to enrollment (+0.95);
- George Mason ranks 14th in proportion of salaries

spent on women's teams (49.0 percent); and

- George Mason is tied for 21st in operating budgets for women's programs (49.1 percent).

The university has had representatives on a number of prestigious NCAA committees, including the Management Council, the Executive Council, the Division I Swimming and Diving Committee, and the Division I Wrestling Committee.

A Commitment to the Student-Athlete

George Mason is properly staffed to meet the needs of its student-athletes. The athletic department has a full-time strength and conditioning coordinator/nutritionist, a full-time sports psychologist, a full-time life skills coordinator, and full-time personnel in the athletic training, academics, facilities and events, marketing, sports information, and weight training areas. In addition, the department has access to a wide range of university-sponsored resources to provide comprehensive and up-to-date student services.

Tickets and Information

Tickets to all athletic events are available through the George Mason Ticket Office at 993-3270. Schedules and information about George Mason's athletic teams are available online at www.GMUsports.com or by calling the Patriot Sports Hotline at 993-4074.



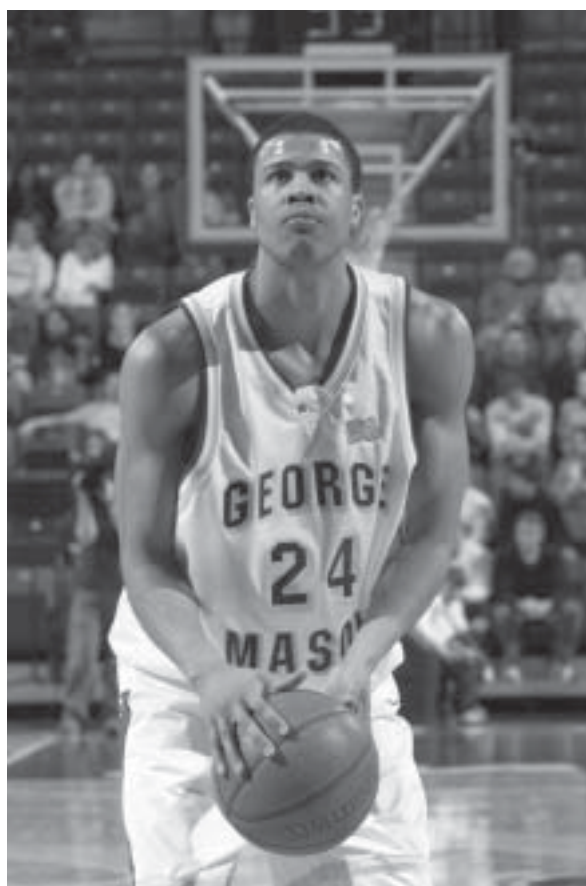
Mason Athletics by the Numbers

Patriots Athletic Success

- 13 National championships
- 35 National champions
- 5 National coaches of the year
- 4 Academic all-Americans
- 43 Average number of CAA scholar-athletes per year
- 110 NCAA post-season appearances
- 250+ All-Americans (average of over 8 per year)
- 40 CAA championships
- 38 CAA coaches of the year
- 43 CAA players of the year
- 37 CAA rookies of the year
- 21 States represented by George Mason opponents
- 19 States George Mason teams will travel to
- 12 Countries represented by George Mason student-athletes
- 22,000 Total seating capacity of George Mason Athletics facilities
- 16,000 Gallons of water in the Aquatic and Fitness Center's Olympic-size pool
- 500 Meters around the length of the track
- 1,800 Yards in length measuring George Mason's competition fields

The Capital of the Sports World

The Washington, D.C., metropolitan area provides several options in terms of top-level professional and collegiate sports. Washington alone offers the Redskins of the NFL, the Wizards of the NBA, the Mystics of the WNBA, the Capitals of the NHL, and D.C. United of MLS. The Baltimore Orioles and the former Super Bowl Champion Ravens are only about an hour away.



JOHN ARONSON

University Policies

This section contains important George Mason policies and procedures, which include many of the rules and regulations of the university. Take time to read and become familiar with them.

Drug and Alcohol Policy

Adopted by the Board of Visitors, May 1987; updated by the Board of Visitors, May 1991; revised August 10, 1998

This policy is annually distributed to all employees and students as a means of informing the campus community of alcohol and other drug laws, health risks, and campus and community resources. A committee of faculty, staff, and students has developed university regulations regarding the Drug and Alcohol Policy. This policy statement is available in Substance Abuse Programs and Services, SUB I, Room 252D. This policy is also distributed through the *University Catalog*, student and faculty/staff handbooks, and the university's two newspapers, the *Broadside* and the *Mason Gazette*.

The abuse of drugs and alcohol by members of the George Mason University community is incompatible with the goals of the university. By defining standards of behavior and by providing educational programs to create an awareness of drug and alcohol-related problems, the university attempts to prepare individuals to act responsibly. Those in need of assistance are encouraged to seek the confidential services of the university's Substance Abuse Programs and Services.

Drugs

1. Use and/or possession of illegal drugs and drug paraphernalia are prohibited on the campuses of George Mason University. Violation of this community standard will be considered a serious offense. Implementation of this policy will be in accord with established university procedures as contained in the university Judicial Code.
2. The University Police will enforce all applicable local, state, and federal laws in accord with established standing orders, procedures, and guidelines.

3. There will be a university judicial review of all reports of drug offenses occurring on campus. Action under the university Judicial Code will neither prejudice nor be prejudiced by action taken either in the criminal justice system or by the management of university housing.

4. Any student found responsible for a violation of law or regulation involving illegal drugs will be required to undergo an evaluation administered by personnel of the university's Substance Abuse Programs and Services.

5. A resident student found in violation of a campus drug regulation while in a residence hall will be issued a trespass order prohibiting his or her presence in any and all residential buildings on the George Mason University campuses. This trespass order will be in effect for a minimum of one calendar year.

6. In addition to any action taken by the university's Housing and Residence Life, the standard sanction for a student's first on-campus violation involving possession or use of marijuana or possession of drug paraphernalia will be suspension from the university for a minimum of one academic semester. However, based on the result of an evaluation by Substance Abuse Programs and Services and any mitigating circumstances, the judicial administrator may reduce the sanction to one-year probationary status with any future violation resulting in permanent separation from the university. Additional educational sanctions may be included in the conditions of probation.

7. Any student found responsible for a violation involving sale or possession of an illegal substance with intent to distribute will be permanently separated from the university.

8. Any student found responsible for use or possession of an illegal drug other than marijuana will be suspended from the university for a minimum of one year. The

suspended student must provide evidence of successful participation in a drug treatment program prior to reinstatement.

Alcohol

1. The possession and consumption of alcoholic beverages is limited to those locations and circumstances authorized by university policy.
2. No alcoholic beverages are permitted in Presidents Park.
3. Students 21 years of age or older are permitted to possess alcohol in residence hall rooms other than those located in Presidents Park. The quantity of alcohol may be limited by residence hall regulations.
4. No alcoholic beverages may be consumed in public areas of a residence hall. This includes, but is not limited to, hallways, study rooms, and lounges.
5. All first-time offenses of this policy by resident students, except those involving severe intoxication and/or a police or emergency medical response, will be adjudicated through the housing judicial system. All offenses by nonresident students will be referred to the university judicial administrator.
6. Housing discipline sanctions will be primarily educational, but may include a housing assignment change, referral to the university judicial administrator, and/or removal from housing.
7. All cases involving severely intoxicated students and/or a police or emergency medical response will be referred to both the university judicial administrator for disciplinary action and Substance Abuse Programs and Services for appropriate evaluation and referral.
8. All students referred to the university judicial administrator will have their alcohol abuse evaluated by personnel of Substance Abuse Programs and Services. The sanctions imposed in these cases will be designed to offer assistance in overcoming any identified problem. While the purpose of the judicial action will be educational and remedial, it may be appropriate to remove the student from campus housing or from the university.
9. The university will encourage parental involvement whenever there is a repeat offense or when the first offense indicates a serious problem. This involvement will be in accord with provisions of the Family Education Rights and Privacy Act.

Notice to State Employees

The federal Drug-Free Workplace Act and Virginia state law requires that we inform you that the unlawful

manufacture, distribution, possession, or use of alcohol or other drugs is prohibited in the workplace. This policy prohibits the impairment of an employee in the workplace from the use of alcohol or other drugs. The workplace consists of any state-owned, controlled, or leased property, or the site where state work is performed. Any employee who violates this prohibition or violates any alcoholic beverage control law, or law that governs driving while intoxicated on the basis of actions occurring in the workplace, will be subject to disciplinary action up to and including discharge and/or will be required to satisfactorily participate in a drug abuse assistance or rehabilitation program at the discretion of management. As a condition of employment, employees must abide by the terms of this prohibition and notify their supervisors of any criminal drug statute conviction occurring in the workplace no later than five days after such conviction.

I. General Laws and Regulations

- A.** Those who choose to purchase, possess, and consume alcoholic beverages on campus must do so responsibly and be of legal age (21). All members of the university community, to include students, faculty, staff, alumni, and their guests, are expected to comply with federal and state laws regarding the use of alcohol and university-related regulations contained in this policy. This compliance also extends to events held off campus that are sponsored by recognized university organizations. Students and employees are expected to take personal responsibility for their own conduct when making decisions regarding the use of alcohol.
- B.** Virginia state law prohibits the purchase, possession, or consumption of beer, 3.2 beverages, wine, or distilled spirits by persons under the age of twenty-one (21). It is also prohibited to purchase for, or to serve such beverages to, a person under twenty-one (21). Underaged persons who use or attempt to use a driver's license that has been altered, forged, borrowed from another, or is in any way deceptive in an attempt to obtain beverages prohibited to them shall have their driver's licenses revoked for not fewer than thirty days but not more than one year. Consuming alcohol in nonlicensed public places or offering a drink to another in a nonlicensed public place is also a violation of Virginia law. The sale of alcoholic beverages to an intoxicated person is prohibited. It is also unlawful for an intoxicated person to purchase or possess alcoholic beverages. While this purchase or possession is a misdemeanor, violators are also subject to having their driver's licenses revoked for a year. It is illegal to operate a motor vehicle—and boat or moped—while a person has a blood alcohol concentration (BAC) of .08 percent or higher. For drivers under 21 who drive with a BAC of .02 percent but less than .08 percent, the driver's license is suspended



for six months and a fine of up to \$500 is imposed. For those arrested for driving on a license suspended or revoked under a prior DUI conviction, the offender's car is immediately impounded for 30 days. The court can impound the vehicle for an additional 90 days following conviction. If the car does not belong to the offender, the car owner may petition the court for release of the vehicle. Your driver's license will automatically be revoked for seven days if you refuse a breath test or if your BAC is .08 percent or higher. You no longer have the option of requesting a blood test instead of a breath test for an alcohol-related offense. Sobriety spot-checks to detect drunken drivers are legal. It is illegal to serve alcohol from an unregistered keg (common container holding four gallons or more). Only university Dining Services or authorized entity may serve alcohol from kegs.

C. Possession, use, sale, or distribution of controlled substances, including marijuana, is a violation of both federal and state laws and university regulations. The 1988 federal Drug-Free Workplace Act also prohibits the unlawful manufacture, distribution, possession, or use of a controlled substance in the workplace.

D. Students, faculty, staff, and sponsoring organizations found in violation of state and/or university regulations may be subject to disciplinary action, civil action, and/or loss of the privilege to reserve or use university facilities. Disciplinary action for students or student organizations will be conducted in accordance with the George Mason University Judicial System for Student Conduct; civil proceedings may occur in certain situations. University sanctions are intended not to punish individuals but to provide education and rehabilitation services. Faculty and staff found in violation may be subject to action by their appropriate administrative offices.

II. Health Risks

For many people in our society, the use of chemicals is a daily reality. These chemicals include over-the-counter medications, prescription drugs, and illegal drugs such as marijuana, cocaine, and LSD. They also include legal chemicals such as alcohol, nicotine, and caffeine. Many

chemicals have the potential to improve our health and enrich our lives. Yet many of these chemicals also have the potential to cause serious health, legal, and economic problems.

Alcohol is a depressant that slows down brain activity. Like any drug that affects the mind, alcohol has the potential to be abused. Decision-making abilities can be impaired by alcohol use, which can cause negative consequences such as risky sexual behavior. It is expected that all students and employees respect those who choose not to drink. Particularly, pregnant women and anyone taking prescribed medications or operating a motor vehicle should avoid drinking alcohol. Long-term or heavy use of alcohol is linked to cancer, heart and liver damage, and other serious illness. Tolerance and physical and psychological dependence can develop. The potential for health problems can also develop from the use of nicotine or caffeine products. Illicit drugs have more than legal consequences; they create specific health and ethical risks that can lead to dangerous consequences and/or unhealthy dependent behavior. Use of alcohol or any other drug in a manner that leads to impairment or intoxication is unhealthy and risky, and should be avoided and discouraged. Those in need of assistance in dealing with alcohol and other drug problems are encouraged to seek the confidential services of Drug Education Services.

III. General Regulations for University Offices, Student Organizations, or Contract Groups

A. University regulations prohibit the possession or consumption of any alcoholic beverage on university ground unless the university has sanctioned the location and/or conditions for possession or consumption (e.g., Bistro, CrossRoads).

B. Alcohol consumed in licensed facilities must be purchased and consumed within the area designed for the event.

C. For events occurring in either of the two Student Union Buildings or the Johnson Center, the university Dining Services holds the Alcohol Beverage Control Board License for beer and wine. The beer or wine must be sold by Dining Services. A cover charge may not be imposed for alcohol.

D. Attendance at university-sponsored events where alcohol is being served is limited to George Mason University students, faculty, staff, and their invited guests. Guests should be registered by the sponsor. Guests of university community members are subject to the same regulations as their hosts while on campus, such as complying with legal drinking laws and the use of legal IDs. Hosts are responsible for the conduct of their guests.

E. When alcoholic beverages are present at an event, nonalcoholic beverages must be available in sufficient quantity and at a price equal to or less than that of the alcoholic beverage. It is recommended that food also be available.

F. No state funds (including university and student fees) may be used to purchase alcohol.

G. Regardless of whether alcohol is served, advertising may make no reference in written or picture form to alcoholic beverages. This includes official university events held on or off campus.

H. For events sponsored by a student organization where alcohol is being served, a representative of that organization must meet with appropriate staff members from the Student Activities office before a facilities use request form will be approved.

I. Student organization leaders or alumni having questions or concerns regarding this policy may address them to the Student Activities director. Faculty, staff, and others having questions or other concerns may address them to the director of Events Management.

IV. Policies for Residential Areas

A. All resident students and all visitors to on-campus housing facilities must abide by federal and state laws as well as university regulations concerning the purchase, possession, and consumption of alcoholic beverages.

B. Alcohol may be consumed only within individual private living areas by persons of legal drinking age, unless the living area is designated “alcohol-free.” The consumption of alcohol in public areas is strictly prohibited. All alcohol that is transported through public areas must be unopened.

C. See “Alcohol and Other Drug Policies for Residence Halls” for detailed regulations for residential areas.

V. Other Campus Facilities

Professional staff members, in consultation with university officials, will make decisions regarding approval for the service of alcohol in the other campus facilities.

VI. Campus and Community Resources

*Substance Abuse Programs and Services, 993-3686
Kara Bowling, Coordinator*

*Health and Wellness Resources, 993-3686
SUB I, Room 238*

*State Employee Assistance Service
(804) 786-6741*

*Alcoholics Anonymous—campus meetings
993-3686 or (703) 281-7501*

Narcotics Anonymous, (703) 281-8638

Web: www.gmu.edu/personal/adpolicy.html

HIV/AIDS Policy

George Mason is committed to creating an environment that supports the intellectual and personal development of its community. A primary goal of the university is to ensure that the quality of life for students, faculty, and staff is conducive to and facilitates the learning process at all stages of personal growth and development. George Mason University recognizes the concern of its students, faculty, and staff about acquired immunodeficiency syndrome (AIDS), and has adopted the following policies for the education and protection of the campus community.

AIDS is a result of infection with the human immunodeficiency virus (HIV). Persons who are HIV-positive or who live with AIDS are susceptible to bacteria, fungi, and diseases that would not normally affect others so adversely. The virus breaks down and eventually destroys the immune system. Currently, there is no cure for HIV or AIDS; therefore, comprehensive education is recognized as the key strategy in AIDS prevention.

The university is taking an active role in making current information available to the members of its community about the transmission of HIV and the means to minimize the risk of developing AIDS. George Mason University will have an educated constituency that is aware of prevention, risk behaviors, coping strategies, and other related issues surrounding HIV and supportive of HIV prevention. The HIV/AIDS Education Program has been developed to accomplish this task. Goals of the education program include information distribution about prevention and risk reduction of HIV and AIDS. Development of the skills and support needed to change risk behaviors is a significant component of the program. Another purpose of this university-wide education program is to ensure the protection of the individual rights of all members of the campus community and the preparation of individuals to act in a responsible manner. Discrimination against persons who are HIV-positive or who may have AIDS is incompatible with the goals of George Mason University and will not be tolerated.

Persons in the university community who need assistance in dealing with issues related to HIV/AIDS are encouraged to seek the confidential services of the university’s Counseling Center, Student Health Services,



Health Education Services, future HIV/AIDS personnel, and a variety of community agencies. Students, faculty, and staff who are HIV-positive or who live with AIDS will be able to remain in the university community as long as they are physically and mentally able to perform their roles. The confidentiality of any person with HIV and AIDS will be protected. Information concerning an individual's HIV status will not be provided to students, faculty, staff, administrators, or even parents without the express written permission of that individual.

Health Education Services, SUB I, Room 252B, 993-3690

Honor Code

To promote a stronger sense of mutual responsibility, respect, trust, and fairness among all members of George Mason University and with the desire for greater academic and personal achievement, we, the members of George Mason University, have set forth the following code of honor.

I. The Honor Committee

The Honor Committee is a group of students selected from the student body whose primary and indispensable duty is to instill the concept and spirit of the Honor Code within the student body.

The secondary function of this group shall be to sit as a hearing committee on all alleged violations of the code.

II. Extent of the Honor Code

Duties of the Honor Committee: The Honor Code of George Mason University shall deal specifically with

- A. cheating and attempted cheating,
- B. plagiarism,
- C. lying, and
- D. stealing.

A. *Cheating encompasses the following:*

- The willful giving or receiving of an unauthorized, unfair, dishonest, or unscrupulous advantage in academic work over other students.

- The above may be accomplished by any means whatsoever, including, but not limited to, the following: fraud, duress, deception, theft, trickery, talking, signs, gestures, copying from another student, and the unauthorized use of study aids, memoranda, books, data, or other information.

- Attempted cheating.

B. *Plagiarism encompasses the following:*

- Presenting as one's own the words, work, or opinions of someone else without proper acknowledgment.

- Borrowing the sequence of ideas, the arrangement of material, or the pattern of thought of someone else without proper acknowledgment.

C. *Lying encompasses the following:*

- The willful and knowledgeable telling of an untruth, as well as any form of deceit or fraud in an oral or written statement relating to academic work. This includes but is not limited to

- lying to administration and faculty members;

- falsifying any university document by mutilation, addition, or deletion; or

- lying to Honor Committee members and counsels during investigation and hearing. This may constitute a second charge, with the committee members who acted as judges during that specific hearing later serving as accusers.

D. *Stealing encompasses the following:*

- Taking or appropriating without the permission to do so, and with the intent to keep or to make use of wrongfully, property belonging to any member of the George Mason University community or any property located on the university campus. This section is relevant only to academic work and related materials.

III. Responsibility of the Faculty

It is the responsibility of all professors, to the best of their ability, to maintain the integrity of the learning and testing process, both in the classroom and outside of it, and to maximize conditions that foster academic integrity. Faculty members may actively proctor examinations in situations that they believe warrant it.

To alleviate misunderstandings, each professor is required to delineate at the beginning of each semester what constitutes a violation of the Honor Code in the class. This should include an explanation of the following:

A. The extent to which collaboration or group participation is permissible in preparing term papers, laboratory exhibits or notebooks, reports of any kind, tests, quizzes, examinations, homework, or any other work.

B. The extent to which the use of study aids, memoranda, books, data, or other information is permissible to fulfill course requirements.

C. Guidelines on what constitutes plagiarism, including requirements for citing sources.

All professors are encouraged to send the Honor Committee a written copy of their Honor Code policies, which will be kept on file. These requirements should also be stated before each test, examination, or other graded work to clarify what is permissible. Faculty members who witness an Honor Code violation should proceed as outlined under “Procedure for Reporting a Violation.”

IV. Responsibility of the Students

Students should request a delineation of policy from each professor if none is given at the beginning of each semester. Students should also request an explanation of any part of the delineation that they do not understand. It is the responsibility of the students to understand their professors’ policies with regard to the Honor Code. It is also the responsibility of the students to understand the provisions of the Honor Code.

All students in the university have the duty as participating members of this community to report to a member of the Honor Committee any violations of the Honor Code within the prescribed time as outlined under “Procedure for Reporting a Violation.” This duty is important not only because it enforces the Honor Code, but also because it gives all students the opportunity to express their respect for personal integrity and an honest academic community.

V. Procedure for Reporting a Violation

All students, faculty, or staff witnessing or discovering a violation of the Honor Code shall enlist, wherever and whenever possible, one or more corroborating witnesses to the overt act.

The accuser(s) (student, faculty, or staff) will, within 15 working days from date of realization, notify the Honor Committee. The Honor Committee will, within five Honor Committee working days, mail a letter of accusation to the suspected party. This letter will be addressed to the student’s current mailing address listed with the Registrar’s Office. The Honor Committee shall retain a copy of the accusation letter. The letter will inform the suspected party that he or she has five Honor Committee working days to contact the Honor



Committee Office and make an appointment to see the chairperson to be advised of his or her rights and options. The Honor Committee shall commence an investigation that will not involve a presumption of guilt on the part of the accused. Any member of the George Mason University academic community who has knowledge of, but does not report, an Honor Code violation may be accused of lying under the Honor Code.

VI. Counsel for the Accused and Accuser

Counsel for the accused and accuser may be provided by any member of the George Mason University student community, including members of the Honor Committee, but not including students of the School of Law.

VII. Appearance of Witnesses

The Honor Committee may require any member of the university community to appear as a witness before the committee at the time of the hearing. All requests for such appearances shall be issued by the counsel appointed to that case. The appearance of the accuser is required.

VIII. Verdict

To find a student guilty of an honor violation, there must be a four-fifths majority vote (four to one) for a verdict of guilty. Clear and convincing evidence must be presented to find the student guilty. A student may not be tried more than once for the same offense except when an appeal is granted.

IX. Penalty

If the accused is found guilty of an honor violation, the Honor Committee shall determine the nature of the penalty by majority vote. The Honor Committee is not restricted to any one kind of penalty but will determine a penalty commensurate with the seriousness of the offense. The typical range of penalties that may be given are the following:

A. Oral Reprimand. An oral statement to the student given by the chairperson of the hearing. No entry is made on the student's scholastic record.

B. Written Reprimand. A written censure that is placed in the confidential files of the Honor Committee and in the student's academic file but is not made part of the student's scholastic transcript records.

C. Nonacademic Probation. Exclusion from holding or running for an elected or appointed office in any organization or activity associated with the university, ineligibility to participate in any athletic or other activity representing the university on either an intercollegiate or club level, and ineligibility to serve as a working staff member of any student organization. This action is noted in the judicial administrator's file but is not made a part of the student's scholastic record.

D. Service Hours. Library or other supervised university service hours to be completed by a specific time. Upon completion, the hold on the student's record will be removed.

E. Failing Grade. Recommendation in writing to the instructor for a grade of F for the work involved or for the entire course. The student's permanent record will reflect the academic evaluation made by the instructor.

F. Recommendation of Suspension from the University for One or More Semesters. A student's record would read, "Nonacademic suspension from _____ to _____" (dates). The recommendation is made to the associate provost and dean for undergraduate studies, or the dean of the appropriate center, school, or institute.

G. Recommendation of Expulsion from the University. A student's scholastic record would read: "Nonacademic expulsion as of _____" (date). The penalty will

be recommended to the associate vice provost and dean for undergraduate studies, or the dean of the appropriate center, school, or institute only under extraordinary circumstances, such as for repeated offenses.

X. Appeal

A written request for an appeal detailing new evidence, procedural irregularities, or other grounds that may have sufficient bearing on the outcome of the trial must be presented to the chairperson of the Honor Committee within seven working days after the date on which the verdict was rendered.

The written request will be reviewed by at least three voting members who are not involved with the original case. If a new hearing is granted, no voting member from the original hearing may vote in a second or subsequent hearing.

XI. Keeping of Records

The records of the hearing shall be kept in the files of the Honor Committee. These records shall include a tape or a full transcript of the hearing and all the evidence presented at the hearing. If the evidence belongs to any person other than the accused, the original shall be returned to the owner and a copy shall be kept with the records of the Honor Committee.

XII. Composition of the Committee

The Honor Committee shall be proportionately composed of students from each school and faculty advisors, although the latter shall be nonvoting members. Undecided majors, BIS students, and continuing education students shall be considered together as a school. The total number of members shall be as close to one-half of one percent of the student body as practicable. Freshmen will be appointed in the fall to serve until the following spring election. One or more clerks from the student body will be appointed by the committee. Clerks will serve as aids to the chairperson. The chairperson and the vice chairperson of the committee will be elected by majority vote of the committee members. For a particular hearing, five members of the Honor Committee will be designated as voting members.

The faculty hearing advisor, as a nonvoting member of the committee, must sit with and advise the committee at all hearings. The faculty advisor and faculty hearing advisor shall be chosen by the Honor Committee.

Previous Honor Committee members may serve during the Summer Term.

XIII. Eligibility of Members

Any student who maintains a 2.00 cumulative grade point average and is in good academic standing with

the university shall be eligible for the Honor Committee. A committee member must maintain a 2.00 cumulative average to continue in office.

XIV. Election of the Honor Committee

The Honor Committee shall be elected in the spring semester. The term of office shall begin upon election and run until the following spring election. In the fall semester, the chairperson shall appoint new members to fill any vacancies that occur and to fill the freshman seats on the committee.

All appointments made by the chairperson are subject to a majority vote of approval by the remaining members.

XV. The Challenging and Voluntary Withdrawal of a Member of the Committee from Participation in a Particular Hearing

An accused who challenges the right of any member of the Honor Committee to sit in judgment of him or her must present cause to the chairperson of the hearing.

The hearing committee shall then decide the validity of the challenge with the challenged member abstaining from voting. A simple majority shall decide the validity of any challenge. A successfully challenged committee member shall not be present during the hearing.

A member of the Honor Committee who feels prejudiced as to the facts of the case, is a close friend or relative of the accused, or would not be able to render an impartial judgment shall withdraw from a specific hearing.

XVI. Provision for Amendments

Upon petition of 20 percent of the student body, amendments to or revisions of the Honor Code may be proposed for ratification, with said amendments and/or revisions to be voted on by the student body as a whole. A two-thirds majority of the votes cast shall be necessary for acceptance of any amendment or revision.

The Honor Committee may also propose amendments to be voted on by the student body as described in the preceding paragraph.

Approved amendments will take effect immediately, except that new provisions will not be applied in cases initiated prior to amendment.

SUB I, Room 302, 993-2884

Individuals with Disabilities Policy

The university is committed to complying with the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 by providing reasonable accommodations for applicants for admission, students, applicants for employment, employees, and visitors who are disabled. Applicants for admission and students requiring specific accommodations for a disability should contact the Disability Resource Center at 993-2474, or the University Equity Office at 993-8730. Applicants for employment and employees should contact Human Resources at 993-2600 or call the University Equity Office at 993-8730 or go to www.gmu.edu/equity/ada.htm.

Judicial Code

George Mason University Judicial System for Student Conduct

The University Judicial Code is revised annually during the summer. The 2000–2001 code is printed for illustrative purposes. A copy of the 2001–2002 code will be available after August 1 in the office of the dean of students, SUB I, room 302.

I. Underlying Purpose of the University Judicial System

As a public institution of higher education, George Mason University has as its primary mission the transmission of knowledge, the pursuit of truth, and the development of its students into productive citizens who contribute to the well-being of society. It is the purpose of the University Judicial System to foster a supportive climate by protecting the community from conduct that is destructive to the learning/teaching environment and by encouraging conduct that is supportive of learning.

II. Statement of Community Values

Underlying the university's mission are basic values that must be respected if the goals are to be achieved. These indispensable community values include

- importance of personal integrity;
- the right of every individual to be treated with respect and dignity;
- the freedom of intellectual inquiry in the pursuit of truth;
- the freedom of speech and open exchange of ideas;
- the acceptance and appreciation of diversity with regard to race, gender, religion, sexual orientation, age, disability, ethnicity, and political views;
- the freedom from violence aimed at limiting freedom of, interfering with, or disrupting university activities; and

- the recognition that public service is an important component of the intellectual development of students.

III. Behavior Expectations

George Mason University believes that, through active participation in an intellectually and culturally diverse learning community, students will be better prepared to deal with the issues they will face in a rapidly changing, ethnically diverse society.

In the presentation of ideas, the university encourages a balanced approach and respect for contrary points of view. Being open to the ideas and opinions of other members of the university community will lead to discussion that is characterized by courtesy, mutual respect, and charity, no matter how offensive or unpopular the idea may be. Congruent with these ideas is the principle that all members of the George Mason University community enjoy the right to freedom of speech and expression.

The right of free speech and expression does not include unlawful activity or activity that endangers or threatens to endanger the safety or well-being of any member of the community. Further, it does not include any activity that materially interferes with the education of other students or the mission of the institution. Prohibited conduct consists of the following:

- all illegal activity;
- actions that are expressly prohibited by published university regulations;
- conduct that is disruptive of the learning/teaching environment; and
- conduct that is obscene, or is a breach of peace, or that is intended to insult another member of the university community on account of race, ethnicity, religion, gender, age, or sexual preference, provided it is addressed directly to a specific individual and uses words or symbols that, by their very utterance, tend to incite or encourage an immediate breach of the peace

It is expected that members of the community will actively participate in programs and activities of the university and will support efforts to foster the identified values of the community.

IV. Authority for Judicial Process

The authority for establishing rules and regulations affecting student conduct at George Mason University is provided for under Section 23–9.2:3 of the Code of Virginia, which states that state institutions of higher education have the authority “to establish rules and regulations for the acceptance of students, to establish rules and regulations for the conduct of students while

attending such institutions, and to establish rules and regulations for the dismissal of students who fail to abide by such rules and regulations.”

Nondiscrimination and Affirmative Action Statement

The policy and procedures outlined herein attempt to assist individuals at George Mason University who believe that, contrary to the university’s Equal Opportunity and Affirmative Action Statement, they have been subjected to discrimination. The university’s nondiscrimination policy prohibits discrimination based on race, color, religion, national origin, disability, sexual orientation, veteran status, sex, or age.

George Mason University is committed to providing faculty, staff, and students with an environment where they may pursue their careers or studies free from discrimination. The cornerstone of this policy is the university’s Nondiscrimination Policy Statement, which reads as follows:

George Mason University is an equal opportunity/affirmative action institution committed to the principle that access to study or employment opportunities afforded by the university, including all benefits and privileges, be accorded to each person—student, faculty or staff member, or applicant for employment or admission—on the basis of individual merit and without regard to race, color, religion (employees), national origin, disability, sexual orientation, veteran status, sex, or age (except where sex or age is a bona fide occupational qualification).

George Mason University shall maintain a continuing affirmative action program to promote equal opportunity and to identify and eliminate discriminatory practices in every phase of university operations. Furthermore, affirmative action will be taken to ensure that opportunities afforded by the university are fully available to persons with disabilities, women, disabled and Vietnam-era veterans, and minorities. The university will make every reasonable accommodation to enable students and employees with disabilities to undertake work or study for which they qualify.

As required by the Civil Rights Act of 1964, as amended, the university is committed to the broad application of Title IX of the Higher Education Amendments of 1972, Title VI of the Civil Rights Act of 1964, the Americans with Disabilities Act of 1990, Section 504 of the Rehabilitation Act of 1973, and the Age Discrimination Act of 1975.

Students and employees should bring allegations of discrimination/sexual harassment/retaliation to the attention of someone trusted. Examples include the

supervisor, department chair, the vice president for University Life, an academic dean, the director of Human Resources, the university ombudsman, a trusted staff or faculty member, the Counseling Center, the Women's Studies Research and Resource Center, or the vice president and university equity officer. The individuals listed above may assist you in seeking the help and guidance you deserve. To file a charge, contact the University Equity Office. Students with disabilities may also contact the Disability Resource Center, SUB I, Room 234, 993-2474, or the Americans with Disabilities Act specialist, Mason Hall, Room D105, 993-8730.

Retaliation

Members of the George Mason University community or applicants for admission to or employment at George Mason University have a fundamental right to express their beliefs that they have been discriminated against as long as they use the proper channels. Further, these individuals have the right to file charges with the University Equity Office or with the federal and state offices charged to hear and investigate issues of discrimination.

Any retaliation against individuals in the George Mason University community who exercise their right to file charges of discrimination or who have filed charges that later prove to be inaccurate is strictly prohibited by federal law and university regulations. No agent of the university can retaliate against an individual who exercises his or her right to file allegations of discrimination.

Charges of retaliation shall be treated as separate and distinct from the original charges, and allegations will be investigated by the University Equity Office.

Section I. Procedures for Complaints of Discrimination

(except allegations of sexual harassment)*

The University Equity Office will be responsible for administering this policy and its procedures on behalf of the university. It is the responsibility of the university's executive vice presidents to ensure that all supervisors on the campus receive information concerning the university's nondiscrimination policy, those factors that constitute discrimination, and, particularly, the role and responsibilities of supervisors when complaints are received.

A. Purpose and Scope

This complaint procedure is intended to provide a fair, prompt, and reliable determination about whether the university's nondiscrimination policy has been violated. It is available to anyone who, at the time of the alleged incident, was either employed by or enrolled at George Mason University or was an applicant for either employment or enrollment at George Mason University.



No university employee or student is exempt from the jurisdiction of this policy.

In most instances, the complainant will be the victim of the alleged discrimination. However, the university reserves the right to initiate formal proceedings against an employee or student who has demonstrated a continuing pattern of discrimination. The university equity officer will determine when the university should pursue the charges against an alleged discriminating person(s) (ADP).

In determining whether an alleged incident constitutes discrimination, those entrusted with administering this policy will look at the totality of the circumstances, such as the nature of the incidents and the context in which the alleged incidents occurred. The determination of a suitable penalty will be made from a finding of fact on a case-by-case basis and from any record of previous discrimination by the ADP.

As in any complaint procedure, justice requires that the legal rights, as well as the right to academic freedom, of the complainant and the ADP be fully ensured. The university will make every effort to protect these rights.

This procedure is not intended to impair or limit the rights of an individual to seek a remedy available under state or federal law, or through the internal, administratively guaranteed processes such as the classified grievance system, the faculty grievance process, or the student judiciary system. A complainant may file a complaint through one of the internal processes or with an external agency within state and federal agency deadlines. However, if a complainant utilizes another internal grievance process or seeks relief outside the university (e.g., EEOC, OCR, state or federal courts), the university reserves the right to suspend this process or hold it in abeyance.

B. Time Lines

Complainants are encouraged to file a charge as soon as possible after an alleged incident of discrimination has occurred. However, the university is aware that this is not always possible. Therefore, George Mason University strongly encourages individuals who believe that they have been discriminated against to file a complaint with the university administration within four months or 120 calendar days following an incident. If the complainant can show good cause to do so, the timeline may be waived by the vice president and university equity officer. This waiver should normally not exceed six months or 180 calendar days from the date of the last incident of alleged discrimination.

C. Filing a Complaint

Any individual who chooses to file a discrimination complaint should do so with the University Equity Office in accordance with the time lines outlined in Section B. The University Equity Office will advise complainants about the formal and informal complaint procedures, as well as possible sanctions and forms of remedy. When appropriate, the University Equity Office may also recommend counseling or other support services that provide assistance to the complainant. One of the goals of the University Equity Office is to work fairly with all parties and advise all parties of their rights and responsibilities under these and similar procedures.

Persons alleging discrimination may be more comfortable attempting informal resolution of the matter and, therefore, are encouraged to consult and seek an informal resolution through their immediate supervisors, department chairs, the vice president for University Life, an academic dean, the director of Human Resources, or the vice president and university equity officer to learn about the options and resources available to them. In some circumstances, informal resolution of a complaint may prove to be more beneficial than the protracted formal process.

If all attempts at informal resolution are unsuccessful, the complainant, if he/she chooses to file internally, must file a formal complaint within the established time lines with the University Equity Office. Complainants will have the right to present witnesses in the formal process and appeal findings on particular grounds. Please contact the University Equity Office or the vice president for University Life for a complete copy of the more detailed procedures regarding the process of filing a grievance alleging discrimination.

Complainants are also reminded that they may file with any of the outside agencies responsible for these types of allegations, such as the U.S. Equal Employment Oppor-

tunity Commission or the U.S. Department of Education's Office for Civil Rights. If you need additional information regarding these and other agencies, please feel free to contact the University Equity Office at 993-8730 or go to www.gmu.edu/equity/equity.htm.

**Allegations of sexual harassment are reviewed under a separate process at George Mason University. That process, as delineated on pages 64–72, is also administered by the University Equity Office. Contact the University Equity Office in Mason Hall, Room D105, or call 993-8730 for more information.*

Responding to Students Impaired through the Use of Alcohol or Other Drugs Policy

(Adopted January 18, 1995)

George Mason recognizes that students attain legal majority at age 18. If a student who has attained this age becomes impaired as a direct result of using a controlled substance, or through the excessive use of alcohol, the university will offer assistance but assume no liability for the student's health or safety.

The university will make every reasonable effort to provide assistance through Police/Department of Public Safety, university support staff, or medical personnel. However, if the student refuses treatment offered by university or community medical or police personnel, that student assumes full responsibility for his or her own health, safety, and resulting behavior.

Students should be aware that regardless of their decision to accept or refuse assistance, they will be subject to the laws of the Commonwealth of Virginia and the rules and regulations governing student conduct on the campuses of George Mason University.

Police/Department of Public Safety Response to Situations Involving Intoxicated Residential Students

The response protocol is applicable to all incidents in which residential students are found to be intoxicated in university housing areas.

Public Place: Areas outside students' rooms, such as residence halls, lobbies, lounges, hallways, stairwells, sidewalks, etc.

A. Housing and Residence Life staff assesses the situation and takes the appropriate corrective action(s).

1. Calls Fairfax Fire and Rescue EMTs (911 or 703-691-2131) if the student is unconscious, passed out, or unable to communicate rationally; and then

2. Calls Police/Department of Public Safety (993-2800 or 993-2810/11) to respond and assist Housing and Residence Life staff and EMTs.

3. Calls Police/Department of Public Safety (993-2800 or 993-2810/11) if the intoxicated student is disruptive, combative, or violent.

B. Police/Department of Public Safety staff assesses the situation and takes appropriate corrective action(s).

1. Orders the removal of unconscious student for medical treatment off campus, in consultation with the EMTs and Housing and Residence Life staff.

2. If warranted (and at the lawful discretionary authority of the police officer), arrests and incarcerates the conscious, combative, or disruptive intoxicated student.

3. Obtains an Emergency Custody Order from the court, in consultation with EMTs and mental health officials, and removes student at threat or risk of self-destruction or violence. (Alcohol/drugs may or may not be a factor.)

Private Place: Areas inside students' rooms (in own or in another's as an invited guest).

A. Housing and Residence Life staff assesses the situation and takes the appropriate corrective action(s).

1. Calls Fairfax Fire and Rescue EMTs (911 or 703-691-2131) if the student is unconscious, passed out, or unable to rationally communicate; and then

2. Calls Police/Department of Public Safety (993-2800 or 993-2810/11) to respond and assist Housing and Residence Life staff and EMTs.

3. Calls Police/Department of Public Safety (993-2800 or 993-2810/11) if the intoxicated student is being disruptive, combative, or violent.

B. Police/Department of Public Safety staff assesses the situation and takes the appropriate corrective action(s).

1. Orders the removal of unconscious student for medical treatment off campus, in consultation with the EMTs and Housing and Residence Life staff.

2. If warranted (and at the lawful discretionary authority of the police officer), arrests and incarcerates the conscious, combative, or disruptive intoxicated student.

3. Obtains an Emergency Custody Order from the court, in consultation with EMTs and mental health officials,

and removes student at threat or risk of self-destruction or violence. (Alcohol/drugs may or may not be a factor.)

4. Strongly encourages the conscious intoxicated student to cooperate with the Housing and Residence Life staff and the EMTs' efforts to provide medical assistance and transportation by voluntarily leaving his or her residence for treatment.

Follow-Up Procedure:

1. Housing and Residence Life staff will be notified of the removal of any residential students from campus housing for medical treatment.

2. Students treated by professional health care providers will be allowed to return to university housing after being determined "not at risk."

3. Housing and Residence Life staff members and Police/Department of Public Safety staff members are to advise each other of the status and disposition of intoxicated residential students removed from university housing under their respective authority.

4. Housing and Residence Life staff refers the intoxicated student to the university judicial administrator for adjudication, Substance Abuse Programs and Services for education, and Counseling Services for counseling.

5. Police/Department of Public Safety staff refers the arrested intoxicated student to the university judicial administrator for assistance and adjudication.

Responsible Use of Computing Policy

Web: www.gmu.edu/srp

Any updates or additions to this information are on the above web site and take precedence over any printed matter. This policy applies to all of the George Mason University community, including students, faculty, administrators, staff, contract employees, and those who may be granted a guest computer account on a request basis by a system administrator. For purposes of this policy, computer systems include all computers and software owned by the university, any communications hardware and software provided by the university for the purpose of accessing its computers, and any computer network governed in part or whole by the university.

Computer systems at George Mason University support students, faculty, and staff as they carry out the educational mission of the university. The institution encourages and promotes uses of computing and network resources by the university community that are in keeping with its mission. Computing activities that do

not support instruction, research, or administration are subject to regulation and restriction to ensure that they do not interfere with this legitimate work.

Access to any university computer system is provided with the understanding that the recipient is personally responsible for proper use of the resources, thereby respecting the work of others. The only way to ensure that limited resources are utilized fairly and that privacy is protected is to rely on the integrity of each computer user. Improper use of computer or network resources is not acceptable.

Examples of improper computer use include (but are not limited to) the following:

- Accessing, modifying, or attempting to access or modify any computer system, network, or program you are not authorized to use. (Authorization must be provided by the system administrator.) This includes allowing/enabling anyone else to use your user ID.
- Attempting to provide or providing computer or network resources to unauthorized users inside or outside the university community. (Authorization must be provided by the system administrator.) This includes allowing/enabling anyone else to use your user ID.
- Using or attempting to use the computer to harass, threaten, or abuse others, or to transmit obscene or fraudulent messages.
- Attempting to access or accessing data without explicit permission from the owner.
- Attempting to use or using university computer or network resources for personal or commercial profit, except when explicitly authorized by the Provost.
- Tampering with, stealing, disabling, or destroying university hardware or software, or attempting to commit any of these acts.

EVAN CANTWELL



- Violating software license agreements, copyrights, or intellectual property rights. This includes copying software without permission from the copyright holder or continuing to operate software for which the license has expired.
- Launching viruses, impersonating others by obtaining passwords, and initiating denial-of-service attacks.

The university is committed to promoting ethical and responsible use of computer and network resources and will not tolerate their misuse. Improper use may lead to one or more of the following consequences: loss of access privileges; requirement to reimburse George Mason University or the Commonwealth of Virginia for misappropriated computer or network resources; disciplinary action under faculty standards, employee policies, or student judicial or honor codes; and/or prosecution under civil or criminal laws.

Sexual Assault Policy

Revised Fall 2003

This policy applies equally to all members of the George Mason University community: students, faculty, administrators, staff, contract employees, and visitors.

The university is committed to providing an institutional environment where all persons may pursue their studies, careers, duties, and activities in an atmosphere free of threat of unwelcome and unwanted sexual actions. It strongly condemns sexual offenses, will not tolerate sexual offenders, and supports those who have been victimized.

Sexual assault includes the attempt or act of rape (sexual intercourse without consent or with a child under the age of 13, by a stranger, an acquaintance, or an intimate), forced sodomy (forced oral or anal sex), or the forced penetration by a foreign object either animate, such as a finger, or inanimate. Nonpenetration sexual assault includes the act of touching an unwilling person's intimate parts such as genitalia, anus, groin, breast, or buttocks, or the clothing covering these parts, or forcing an unwilling person to touch another's intimate parts.

The above acts constitute sexual assault when they are committed against a person's will as evidenced by refusal of consent or through the use of force, threat, manipulation, or intimidation, or against a person who, by virtue of mental incapacity or physical helplessness, is unable to give or withhold consent. This includes, but is not limited to, incapacity or helplessness caused by alcohol or other drugs. Intoxication of the assailant shall not diminish the assailant's responsibility for the sexual assault.

The university will respond promptly, fairly, and decisively to all reports of sexual assault. Members of

the university community accused of sexual assault will be subject to disciplinary procedures when the alleged incident has occurred on campus or when the incident has occurred off campus and materially affects the learning environment or operations of the university.

Sexual assaults are serious violations of the university's student judicial code, faculty standards, and university employee policies. They are crimes under state law and punishable by fines and/or imprisonment. In addition, these actions are subject to civil suits for damages.

George Mason University is compliant with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (the Clery Act) as amended in 1998, which requires all postsecondary institutions to publish and distribute certain information regarding campus crimes, including reports of campus sexual assault, sexual assault policies and security programming to all current students, employees, and any applicant who so requests.

George Mason University shall make 24-hour assistance available through the Office of Sexual Assault Services to those who have been affected by sexual assault.

This sexual assault policy was revised by the George Mason University Sexual Assault Services Campus–Community Council and approved through the university review process. For more information on sexual assault or this policy, please contact Sexual Assault Services at 993-4364.

Sexual Harassment Policy and Grievance Procedures

(1998)*

George Mason University is a publicly funded institution of higher education in Northern Virginia committed to providing the finest education possible for our students and the most productive environment possible for the faculty and staff. Mason is committed to creating an environment in which students, faculty, and staff can live, work, and explore new and old ideas and knowledge freely and without fear. Integral to this effort is the relationship between our faculty and students. Anything that erodes the respect and confidence that Mason students and staff have in our university is a serious problem for the university. Sexual harassment is one such problem, and it can destroy a university's efforts to create and maintain the sort of environment necessary for learning and scholarship to occur.

Sexual harassment is a form of misconduct that fundamentally compromises the integrity of human relationships, affects morale and performance, and threatens an individual's sense of security and well-being. George Mason University is committed to

creating and maintaining a harassment-free environment. This policy and procedure attempts to assist in the creation of such an environment at George Mason University, as well as to assist individuals who believe that they have been subjected to sexual harassment in contradiction to the university's policy.

The Office of the Vice President and University Equity Officer (a.k.a. University Equity Office) is specifically charged to assist in the investigation and resolution of allegations of discrimination and harassment, including sexual harassment. Further, the office exists, in part, to ensure that members of the campus community understand their responsibility to create and maintain an environment free from discriminatory actions and behaviors.

Sexual Harassment Policy for Faculty, Staff, and Students

*(as adopted by the Executive Council on February 8, 1994)***

Sexual harassment is unacceptable conduct and will not be condoned in any form at George Mason University. This policy is part of the university's effort to maintain a learning and work environment free from sexual harassment. While this problem can seriously affect all members of an educational community, sexual harassment can be particularly devastating for our student population. A sexual harassment experience can affect a student's emotional well-being, impair academic progress, and even inhibit the attainment of career goals. This problem can likewise affect employees and applicants for both employment and admission to the university. Therefore, George Mason University must move to eliminate this problem from our community.

Sexual Harassment Defined

It is generally agreed that what constitutes and defines sexual harassment can vary under particular circumstances and events. Nevertheless, using the definitions of the U.S. Equal Employment Opportunity Commission (EEOC) and the U.S. Department of Education's Office for Civil Rights (OCR), the university defines sexual harassment as follows:

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute harassment when (1) submission to or rejection of such conduct is made either explicitly or implicitly a term or condition of an individual's academic performance or employment; (2) submission to or rejection of such conduct by an individual is used as the basis for decisions about academic evaluation, employment, promotion, transfer, selection for training, performance evaluation, or selection for academic awards or benefits, etc.; (3) such conduct has the



purpose or effect of creating an intimidating, hostile, or offensive educational or work environment or substantially interferes with a student's academic or an employee's work performance."

While the definition quoted above reflects the historical fact that the majority of sexual harassment complaints involve a male harasser and a female complainant (or victim), the definition applies equally to female harassers and male victims, as well as same-sex harassment. As described by the U.S. Office for Civil Rights, "Sexual harassment consists of verbal or physical conduct of a sexual nature, imposed on the basis of sex by an employee or an agent of a recipient [of federal funding] that denies, limits, provides different, or conditions the provision of aid, benefits, services, or treatment protected under Title IX. . . . Generally, harassment at its extreme occurs when a person, in a position to control, influence, or affect another individual's education, grades, job, or career, uses his or her authority and power to coerce an individual into sexual relations, or to punish that individual for refusing sexual relations."*** For example, sexual harassment may include demands for sexual favors, accompanied by implied or overt threats concerning one's job, grade, or letter of recommendation; subtle pressure for sexual activity; unwelcome physical contact; sexual comments and innuendoes; visual displays of degrading sexual images; up to and including physical assault and rape. As these examples indicate, sexual harassment can be very damaging to an individual and to an organization. As this policy and the following procedures demonstrate, George Mason University is committed to eliminating sexual harassment from the campus while ensuring basic protection for all parties. The procedure described below exists to implement this basic commitment and replaces all previous policies and procedures.

Procedures for Complaints of Sexual Harassment

The University Equity Office is responsible for administering this policy, its procedures, and receiving and investigating any complaint of sexual harassment on behalf of the university community. It is the responsibility of the university's executive vice presidents (EVPs) to ensure that all supervisors on the campus receive information and training concerning sexual harassment and, particularly, the role and responsibilities of supervisors when complaints are received. In determining whether an alleged incident constitutes sexual harassment, those entrusted with administering this policy will consider the totality of the circumstances, such as the nature of the sexual advances and the context in which the alleged incidents occurred. The determination of a suitable penalty will be made solely from the facts of the case and from any record of previous sexual harassment by the respondent.

I. Purpose and Scope

This grievance procedure is intended to provide a fair, prompt, and reliable determination about whether the university's sexual harassment policy has been violated. It is available to anyone who, at the time of the alleged harassment, was either employed by or enrolled at Mason, or was seeking employment or enrollment at the university. No university employee or student is exempt from the jurisdiction of this policy.

This process is not meant to copy or mimic a judicial court proceeding; rather, it is an administrative process to ensure the integrity of the university as a viable academic community. This process attempts to protect both the accused and the accuser. However, truth and fairness are paramount in this process and must take precedence over procedural mechanisms.

**The procedures were revised by suggestion of the Faculty Senate, May 4, 1994, and again June 30, 1995.*

***Original procedures approved by Executive Council, February 8, 1994. (Please note that a revision of these procedures was accomplished in conjunction with the Faculty Matters Committee of the Faculty Senate, September 9, 1994, and then published on campus in October 1994.) Procedures revised August 28, 1995. Procedures revised again with the assistance of Office for Civil Rights (OCR), September 1998.*

**** as quoted from the OCR policy memorandum dated August 31, 1981, from Antonio J. Califano, then-director of litigation for OCR to the regional directors*

of OCR and cited in an educational brochure published by the agency titled "Sexual Harassment: It's Not Academic," distributed by the U.S. Department of Education, Office for Civil Rights, dated September 1988.

In every allegation of sexual harassment, there are at least three parties: the complainant, the respondent, and the university. The university encourages informal resolution of allegations of sexual harassment through informal means wherever possible. Before such claims may be considered resolved through an informal process such as mediation, however, the university, as represented by the University Equity Office, must agree to any "informal resolution" before the parties can consider a matter concluded or resolved.

In most instances, the complainant will be the victim of the alleged harassment. However, the university reserves the right to act as the complainant and initiate formal proceedings against an employee or student. The co-chairs of the Sexual Harassment Board and the vice president and university equity officer will determine when the university should pursue the charges against a respondent and, in such instances, the co-chairs, with the approval of the president, will jointly designate who will present the university's case.

As in any grievance procedure, justice requires that all legal rights, as well as the right to academic freedom of the complainant and the respondent, be fully ensured. The university will make every effort to protect these rights.

This procedure is not intended to impair or limit the right of anyone to seek a remedy available under state or federal law. A complainant may file a complaint with an external agency to meet state and federal agency deadlines without jeopardizing his or her right to a university hearing. Classified employees of the university may also choose to use one of the other administrative procedures available to them under the Virginia Personnel Act. Contact the university's Office of Human Resources for more information on these procedures.

EVAN CANTWELL



In any case, if a complainant seeks relief outside the university, particularly through the courts, the university will not be obligated to continue processing a grievance unless the complainant continues to cooperate with the procedures set forth herein.

II. Retaliation

No individual will be penalized by the university or by any person associated with the university for participating in the procedures described herein. Any act of retaliation by any party directed against either a complainant, a respondent, witnesses, or participants in the process will be treated as a separate and distinct charge and will be subject to this grievance procedure. Complaints of retaliation should be addressed to the university equity officer, who will advise the grieving party of his or her rights in this matter. The University Equity Office will assist individuals claiming retaliation in the preparation of their complaints.

III. Time Lines

Complainants are encouraged to file a charge as soon as possible after an alleged incident of sexual harassment has occurred; however, the university is aware that this is not always possible. Therefore, George Mason University strongly encourages individuals who believe that they have experienced sexual harassment to file a complaint with the university administration within four months or 120 calendar days following an incident. If the complainant can show good cause to do so, the time line may be waived by the vice president and university equity officer in consultation with the co-chairs of the board. This waiver should normally not exceed six months or 180 calendar days from the date of the last incident of sexual harassment.

Complainants must also be aware that they have the right to file with an outside agency such as the Equal Employment Opportunity Commission (EEOC) (for applicants or employees of the university and/or visitors to the campus), the Office for Civil Rights of the U.S. Department of Education (OCR) (for students), or with the Commonwealth of Virginia. Please note that the time lines for filing with any of these agencies is six months or 180 days (depending on the agency) from the latest alleged incident. Interested parties should contact the specific agency to determine its time line requirements. (For a list of outside agencies, contact the University Equity Office.)

All time limits outlined in this procedure are designed for the expeditious resolution of complaints. Failure to strictly adhere to time limitations shall not be grounds for objection or appeal of findings by any parties involved in this process unless the parties can demonstrate prejudice to their abilities to present their case. Time lines cited in this document are intended to



serve as outside limits for actions to occur. Time lines may be waived by the mutual agreement and consent of all parties to this matter. However, in the interest of all the parties concerned, all matters should be handled as expeditiously as possible. If a respondent fails to answer a charge or to participate in a hearing concerning sexual harassment, his or her executive vice president (EVP) will be notified of that fact by the cochair of the Sexual Harassment Board. A respondent will not prevent this process from proceeding by his or her silence or absence. Failure to respond may result in the hearing proceeding solely on the basis of the complainant's testimony. A complainant may withdraw a charge after it has been filed, provided the respondent agrees to the withdrawal.

However, a complainant's failure to cooperate with the process in a timely manner may negate the university's obligation to continue with these procedures. The University Equity Office will make every effort to work closely and cooperatively with the complainant and respondent to ensure due process. However, the University Equity Office may administratively close a complaint if the complainant fails to fully cooperate or participate in the process.

IV. Filing a Complaint

Persons with sexual harassment complaints are encouraged to consult with the vice president and university equity officer or their immediate supervisors, department chairs, the vice president for University Life, an academic dean, the director of Human Resources, or the members of the Sexual Harassment Resource and Referral Network to learn about the options and resources available to them. All department heads and supervisors, and particularly members of the Resource and Referral Network, are required to contact the University Equity Office when they become aware of allegations of sexual harassment within the university community. Names of complainants do not necessarily become part of the record at this time.

Resolutions of complaints of discrimination based upon sexual harassment within the university may be achieved

by using an informal or formal procedure. Both procedures begin with the notification of the University Equity Office. The procedures used by both processes are different, but the intent for both is to stop the offending behavior, protect individuals' rights and reputations, and resolve the complaint in a manner that is timely and equitable to all parties.

Any individual who chooses to file a formal sexual harassment complaint should do so with the University Equity Office in accordance with the time lines outlined in Section III (Time Lines) above. The University Equity Office will advise complainants about the informal and formal complaint procedures, as well as about possible sanctions and forms of remedy available to complainants. When appropriate, the University Equity Office may also recommend counseling or other support services that provide victim assistance. One of the goals of the University Equity Office is to work fairly with all parties and advise all parties of their rights and responsibilities under these and similar procedures.

Once an actual formal or informal complaint is filed with the University Equity Office, the office will conduct a preliminary investigation to establish the factors necessary to substantiate an allegation and to ensure that the allegations warrant a board hearing. A preliminary investigative report will become part of the record and may be used in either the informal or formal proceedings as defined below.

The University Equity Office may determine through the preliminary investigation that a complaint alleges facts that could not be substantiated or result in a finding of sexual harassment by the panel and, therefore, may not pursue the formal hearing process. However, the informal resolution process may still be an option. If a complainant wishes to appeal the University Equity Office's decision not to use the formal hearing process, then she/he may appeal the decision to the chair or cochair of the Sexual Harassment Board, who will discuss the decision with the University Equity Office at its monthly meeting. Any resulting decision after that meeting is the final decision regarding the appropriateness of the formal process for that specific complaint. As in all situations, the complainant always retains the right to seek redress from outside agencies or courts.

Additionally, the University Equity Office will maintain a record of all complaints received, including complainants' and respondents' names, and the outcome of proceedings, including sanctions imposed. At the end of every academic year, the University Equity Office will prepare an annual report of statistics and relevant commentary for the president. As far as possible, the report will contain no information that could lead to

identification of the parties. The annual statistical report will be available to faculty, staff, and students upon request to the President's Office.

V. Informal Process

In some circumstances, informal resolution of a complaint may be more satisfactory than directly proceeding to a formal hearing. There are essentially two types of informal resolution: (1) an intervention by a department head or an administrative supervisor responsible for either party, and/or (2) a formal mediation between the parties arranged by the University Equity Office.

In a direct intervention, the department head or supervisor, vice president for University Life, academic dean or director, or other university official takes some action to eliminate the causative factors precipitating the original complaint. This direct intervention may take many forms. In each case, however, the university official taking this action is required to contact the University Equity Office regarding the existence of the allegation, as well as regarding any steps taken to eliminate or resolve the matter.

If the complainant and respondent agree to pursue formal mediation, the University Equity Office will arrange for a mediator who is mutually acceptable to the parties. The mediator will consult and advise both the complainant and the respondent about the mediation process. If the mediation results in a mutually acceptable agreement, copies of the agreement will be forwarded to the vice president and university equity officer for review and monitoring. If the mediation does not result in an agreement, the case will be returned to the University Equity Office for a formal hearing at the earliest opportunity. In no instance will this mediation take more than thirty (30) calendar days from the day of first referral.

VI. Formal Procedure

A complainant may file a formal complaint immediately after an incident or may do so after efforts to reach an informal settlement regarding the allegations prove unsuccessful.

The complaint will be written on a standard form available in the University Equity Office and will be filled out by the complainant. The form will state clearly and concisely the complainant's description of the incident and it will also indicate any remedy sought. The complaint must be signed by the complainant. The University Equity Office will send the respondent a copy of the complaint within five (5) working days after it is received. A copy of the complaint will also be sent to the respondent's executive vice president (EVP).

The respondent will have ten (10) working days to respond in writing. This statement, written on a standard form, will contain full and specific responses to each claim or complaint, admitting, denying, or explaining the complainant's allegations. The respondent must sign his or her statement, which will then be appended to the original complaint. Within three (3) working days, the University Equity Office will forward both statements to the complainant, the respondent, the respondent's EVP, and the cochair of the Sexual Harassment Board.

As described in Section IV, paragraph 4 (above), the University Equity Office will conduct a preliminary investigation into the allegations. The University Equity Office, in consultation with the board cochair, will review the preliminary investigative report to determine whether a formal hearing is warranted. This preliminary investigative report attempts to substantiate the necessary factors that would allow a Hearing Panel to reach a substantive conclusion about whether sexual harassment has or has not occurred. If the University Equity Office cannot establish that these factors are present, then a formal hearing is not an option. A written response will be forwarded to the parties within five (5) working days of the decision.

If a formal hearing is warranted, the cochair of the board will name five (5) members from the board to constitute a Hearing Panel within ten (10) working days after receiving the request.

VII. The Sexual Harassment Board

The Sexual Harassment Board comprises various members of the university community. The board is trained in the process of, and charged with the responsibility of, listening to the allegations and any responses, making a decision as to the validity of the charge, and making a recommended finding and penalty.

The president will appoint a Sexual Harassment Board of forty (40) members, which will represent the diversity of the university and will serve as a pool from which to draw to create a five-person Hearing Panel. Board members will be appointed for renewable staggered terms of three years. The members will include at least ten (10) instructional faculty members; eight (8) administrative faculty members; five (5) classified employees; three (3) wage employees; seven (7) undergraduate students; and seven (7) graduate students. Two (2) cochair of the board will be elected by the members of the board. The board cochair will meet monthly with the University Equity Office compliance officer to be advised about progress on current formal and informal complaints. Board members will be provided training to educate them about the issues encompassing sexual harassment, as well as the procedures for conducting sexual harassment hearings, which are described below.



VIII. The Sexual Harassment Hearing Panel

Normally, within ten (10) working days of receiving the preliminary investigative report and the request for a formal hearing, the cochairs of the board will name five (5) members from the board to constitute the Hearing Panel (hereinafter referred to as panel). Two (2) members of each panel will be drawn from the complainant's and respondent's respective constituencies (that is, graduate or undergraduate student; teaching or administrative faculty member; or wage or classified employee). The cochairs will designate the one member from the unrepresented constituencies to serve as the presiding hearing officer. The members of the panel will act at all times to preserve confidentiality.

The cochairs and the University Equity Office will endeavor to schedule the hearing within ten (10) working days from the preliminary meeting between the parties and the presiding hearing officer. A mutually convenient time for the hearing will be established at the preliminary meeting. However, should the complainant be unavailable after three (3) documented attempts at scheduling a hearing, the University Equity Office will be notified and the complaint may be dismissed due to noncooperation. If the respondent fails to participate in a hearing, the hearing may be held without his or her participation. The respondent's executive vice president will be notified of the noncooperation of the respondent.

IX. The Hearing Panel

The Hearing Panel will hear testimony and consider evidence related to the complaint. The panel will determine whether the university policy on sexual harassment has been violated, and, if so, will recommend appropriate penalty and remedy to the cochairs of the board, the university equity officer, and the respondent's executive vice president.

Before a panel is convened, each party to the proceeding will have the right to object to the appointment of any panel member on the grounds that the member's participation would preclude a fair hearing. The cochairs of the board will determine whether objections have merit and will judge whether a panel member will be seated.

Before any case is heard by the panel, the complainant and the respondent, along with their advocates (if desired, in accordance with Section X, A3), will meet with the presiding officer of the Hearing Panel to attempt to clarify the issues and to define the areas of disagreement. To encourage a fair and focused hearing, the presiding officer will notify the Hearing Panel at the start of the proceedings about the points of agreement and disagreement.

Duties and Powers of the presiding officer and the Hearing Panel:

A. The presiding officer will

1. ensure an orderly presentation of all evidence;
2. ensure that the proceedings are accurately recorded; and
3. ensure that a fair and impartial decision, based on the issues and evidence presented at the hearing, is issued by the Hearing Panel no later than ten (10) working days after the conclusion of the hearing, or when written arguments are submitted, ten (10) working days after the submission.

B. The Hearing Panel will

1. conduct a fair and impartial hearing, which ensures all the rights of all parties involved and maintains confidentiality of the matters discussed in the hearing;
2. define issues of contention;
3. receive and consider all relevant evidence that reasonable people customarily rely upon in the conduct of serious business;
4. ask pertinent questions of the complainant, respondent, and any witness that elicit information that may assist

the Hearing Panel in making a decision;

5. ensure that the complainant and respondent have full opportunity to present their claims orally or in writing, and to present witnesses and evidence that may establish their claims;
6. continue the hearing to a subsequent date, if necessary, to permit either party to produce additional evidence, witnesses, or other relevant materials;
7. change the date, time, or place of the hearing on its own motion or for good reason shown by either party, and with due notice (at least two (2) working days) to all parties;
8. permit both parties to submit written arguments within ten (10) working days from the conclusion of the hearing;
9. rule by majority vote on all questions of fact; interpretations of rules, regulations, and policies; recommendations for penalties and remedy; and any requests that are made during the hearing.

All Hearing Panel deliberations will be conducted in closed executive sessions. The panel may also consult with the liaison for University Legal Affairs for assistance at the hearing.

X. The Hearing Procedures

The hearing is intended to provide an opportunity to determine whether university policy has been violated. All parties will be given a full and fair hearing. The proceeding, although formal, is not a court proceeding, and the Hearing Panel will not be bound by the procedures and rules of evidence of a court of law. In most instances, complainants and respondents will be expected to speak for themselves. The Hearing Panel will hear and admit evidence that it believes is pertinent to the case.

A. The Hearing Panel will conduct its hearings by the following procedures:

1. A closed hearing will be held within ten (10) working days after the Hearing Panel has been appointed.
2. The complainant and respondent will have the opportunity to hear all testimony, to examine all evidence, to respond to any testimony, and to present evidence and witnesses who advance arguments relevant to the issues in contention.
3. Each party will have the right to be accompanied and advised by two (2) people at any stage of the proceedings; one or both may be an attorney. However, advisors will not address the Hearing Panel

or any of the witnesses. (See Section XVI for more detail.)

4. The actual Hearing Panel proceedings will be recorded on tape by the Hearing Panel, and the tapes will become the property of the university. Subsequently, either party may have supervised access to the tapes by application to the University Equity Office. Copies of these tapes may also be obtained by either party at the expense of the requesting party.

B. The proceedings before the Hearing Panel will be as follows:

1. The presiding officer will read the charge(s) and ask the respondent to either admit or challenge the allegation(s).
2. The complainant may present a brief opening statement, followed by the same for the respondent.
3. The Hearing Panel will give each party the opportunity to present all relevant evidence.
4. Each party may make a concluding statement to the Hearing Panel.
5. If either party wishes to submit any written argument after the hearing, he or she will notify the presiding officer within two (2) working days after the hearing. The written argument will be submitted within ten (10) working days after the hearing's conclusion.
6. A Hearing Panel, by a majority vote of its members, may make other rules concerning the procedure of a hearing that it deems appropriate and consistent with this sexual harassment policy.

XI. Standard of Proof

A violation of this sexual harassment policy will be found only where there is a preponderance of evidence that a violation has occurred. The panel is charged with receiving and considering all relevant evidence that reasonable people customarily rely upon in the conduct of



ERIC GOODMAN

serious business. The Hearing Panel, the EVPs, and the president will be bound to make their determinations based on this standard of proof.

XII. Decision of the Hearing Panel

After all the evidence and testimony is presented, the Hearing Panel will convene for private deliberations to determine whether the university's sexual harassment policy has been violated. All communications to the cochairs, University Equity Office, and, ultimately, the respondent's executive vice president are in the form of detailed recommendations and/or discussions of its deliberations.

If the panel finds that the policy has not been violated, the fact will be registered in all university records pertaining to the case in the President's Office, the University Equity Office, and the office of the respondent's executive vice president.

If the policy has been violated, the Hearing Panel will prepare recommended findings and penalty for the respondent and remedy for the complainant. The findings of fact, as well as the recommended penalty and remedy, will be based solely on the testimony and evidence presented at the hearing.

Any sanction and/or penalty should reflect the severity of the harassment. The penalties may include, but will not be limited to, any one or combination of the following: verbal admonition, written warning placed in the respondent's personnel or student file, probation, suspension with or without pay, demotion, removal from administrative duties within a department, expulsion, and dismissal or termination. The Hearing Panel may also make appropriate recommendations, such as professional counseling, and may recommend a remedy for the complainant, which reinstates and restores, as much as possible, the aggrieved party.

XIII. Review and Implementation of Findings

The Hearing Panel will forward its findings, recommended penalty, and any remedy to the vice president and university equity officer. A meeting will be held between the vice president and university equity officer and the cochairs of the Sexual Harassment Board to review the recommended penalty and any university records of the respondent's past sexual harassment violations. At this meeting, the Hearing Panel's recommended penalty may be adjusted to take into account any record of previous sexual harassment by the respondent. Any revision of the penalty, along with written reasons for the revision, will be affixed to the Hearing Panel's decision. The Hearing Panel will be notified of any modifications of its decision and recommendations.

Within three (3) working days after receiving the panel's findings and recommendation, the vice president and university equity officer will forward a record of the hearing, and any recommended adjustment of the penalty, to the respondent's executive vice president (EVP). The EVP may accept the decision, or may remand the decision to the University Equity Office after reviewing the decision and the record of the proceedings. The EVP may **not** reject the decision or reduce the intended relief proposed by the University Equity Office and the cochairs.

If the executive vice president remands the case to the University Equity Office, the EVP may only do so on the following grounds: (1) new or material evidence unavailable to the panel; (2) a procedural irregularity not previously discovered in the process; or (3) the EVP's decision to modify the penalty. In cases where the EVP remands the case to the University Equity Office on the above grounds, a meeting will be held between the vice president and university equity officer, the EVP, the board cochairs, and the presiding officer of the panel. The result of that meeting will be the final disposition of this matter before going to the president. Either party may appeal the decision reached at this stage to the president.

If the EVP accepts the decision, he or she must notify the complainant. (Please note, the EVP may never reject or modify the recommended penalty without remanding the case to the University Equity Office and thus having a meeting to discuss the reason for changing the recommended penalties.)

If the EVP accepts the decision, he or she must notify the complainant, the respondent, the board cochairs, and the University Equity Office of its actions and proposed time lines for implementation of the recommendations no later than fifteen (15) working days after receiving the complete record of the hearing. The EVP will be responsible for implementing both the penalty and remedy in a timely manner.

If the Hearing Panel finds that no discrimination based upon sexual harassment has occurred, the EVP will provide the parties with a written explanation as to the reasons for the Hearing Panel's findings and the university's acceptance of that recommendation.

XIV. Appeal by Written Petition to the President

Within ten (10) working days after the complainant and the respondent receive a written copy of the EVP's decision, the respondent or the complainant may request a review by submitting a written petition to the president or designee. (When the respondent is an employee in the executive vice president's immediate staff, the president will automatically review the decision.) The petition

will set forth, in detail, the specific grounds upon which review is sought. The president will forward a copy of the petition to the cochairs of the board, the Hearing Panel, and both parties. The president or his/her designee may review the record of the case—including the taped record of the hearing, any documents considered by the panel, the panel’s findings and recommendations, and any record of previous offenses—and may modify or vacate the decision in the matter. The president may, for example, decide that the panel’s findings are unsupported by a preponderance of evidence, or that some aspect of the process violated an individual’s legal rights, academic freedom, or these procedures.

The president may (1) affirm or revise the decision of the EVP; (2) request specific findings from the panel; or (3) remand the case to the board cochairs for a new hearing. In the course of review, the president may consult with either the commonwealth’s Attorney General’s Office or the liaison for Legal Affairs, who will have access to the complete record of the case.

The president will render a written decision within fifteen (15) working days after receipt of the petition for review, the decision of the EVP, and the complete record of the Hearing Panel. The president’s decision will be sent to the EVP, the complainant, the respondent, the Hearing Panel, the board cochairs, and the University Equity Office. The president’s decision will constitute final university disposition of the matter.

XV. Records

Records of all formal mediations, hearings, and reviews will be kept by the University Equity Office. The records will be available to board cochairs, the respondent’s EVP, the president, the commonwealth’s Attorney General’s Office, and the liaison for Legal Affairs only in the following circumstances: (1) when determining an appropriate procedure or penalty for a subsequent sexual harassment complaint; (2) when a complaint of retaliation is made; (3) when a decision is reviewed; or (4) when a respondent is a candidate for a supervisory position.

The records will also be available to university counsel if needed for any proceeding related to these policies or procedures, whether internal to the university or in any judicial or administrative proceeding in which the university, its trustees, officers, employees, or agents are a party. Any records concerning students will be maintained in accordance with all pertinent federal and state laws and regulations.

The complainant or the respondent may obtain copies of the Hearing Panel portion of the process by paying for any copying or processing costs associated with this effort.



XVI. Advisors Group

These procedures make room for the creation of an Advisors Group to assist those individuals who find themselves in the midst of these sexual harassment procedures. This group is separate and distinct from the Sexual Harassment Board and may be convened by the cochairs of the board to (1) assist both complainants and respondents in preparing their cases; (2) be knowledgeable about these policies and procedures; and (3) understand the difficulties presented by such a process. This group will participate in the same annual training as the Sexual Harassment Board.

This is a voluntary group; however, it is nonpartisan in its intent. Only those individuals willing to assist **both** a complainant and a respondent will be allowed to participate in the Advisors Group. At the request of either party, the board cochairs will assign an advocate or advisor to the requesting party or parties. The advisors may decline the assignment, but in no case will they be allowed to decline more than two (2) assignments in a calendar year without risk of removal from the advisors list. In any case, when this occurs, the board cochairs will talk to the individual involved

to ascertain the reasons for declining and to impress upon the individual his or her obligations in this matter.

Advisors are expected to thoroughly understand the process outlined above and any other policies and procedures used on the campus that may have an impact on the parties in such a proceeding. **There is no expectation that the advisor must accept or believe the version of the events of the party with whom he or she is working. The advisor only offers information to the parties regarding the process.**

Stalking Policy

This policy applies equally to all members of the George Mason University community: students, faculty, administrators, staff, contract employees, and visitors.

The university is committed to protecting the right of all individuals to pursue their intellectual, vocational, and personal interests without harassment or interference. The university is also committed to providing an environment in which visitors to and members of the campus community are treated with dignity, respect, and regard for their welfare and learning needs.

George Mason University defines stalking as any behaviors or activities occurring on more than one occasion that collectively instill fear in the victim and/or threaten his or her safety, mental health, or physical health. Such behaviors and activities may include, but are not limited to, the following:

- Non-consensual communication or contact, including face-to-face, telephone calls, voice messages, electronic mail, instant messaging, written letters, unwanted gifts, etc.
- Harassment, either by the individual or through a third party
 - Use of threatening or obscene gestures
 - Pursuing or following
 - Surveillance or other types of observation
 - Use of electronic devices or software to track or obtain private information
 - Trespassing
 - Vandalism
 - Nonconsensual touching

Stalking behavior will not be tolerated. Incidents occurring on or off campus are subject to University discipline when such actions materially affect the learning environment or operations of the University.

Stalking is a crime under Virginia state law. Incidences of stalking outside the Commonwealth of Virginia may be admissible in court if they are relevant to the case and may be punishable as a Class 1 misdemeanor or a felony. Legal options available to victims of stalking include reporting to the local police, seeking a remedy through civil proceedings, and/or utilizing the campus judicial process. For more information on stalking issues or this policy, please contact Sexual Assault Services at 993-4364.

** These offenses may result in additional criminal charges.*

What's Happening

Know what's happening! There are many events at Mason throughout the year. At the time of the printing of this handbook, some activity dates had already been set. These are highlighted below. Remember to keep your eyes and ears open for many more.

August

New Student Days, Aug. 26–29
Welcome Week, Aug. 30–Sept. 4
First Day of Class, Aug. 30
Meet the Greeks, Sept. 2

September

Labor Day (No Class), Sept. 9
Panhellenic Recruitment, Sept. 9–13
Patriots' Day, Sept. 23
Hispanic Heritage Month, Sept. 15–Oct. 15

October

HIV/AIDS Awareness Month
Breast Cancer Awareness Month
Job Fair, Oct. 6–7
Turn Off the Violence Week, Oct. 5–11
Take Back the Night, Oct. 5
Fall Break, Oct. 11
Mason Midnight Madness, Oct. 15
Family Weekend, Oct. 15–17
National Coming Out Day/Week, Oct. 12–16
Greek Debut, Oct. 18
Halloween Beach Bash, Oct. 30

November

Black Student Leadership Conference, Nov. 5–7
American Indian Heritage Week, Nov. 8–12
Great American Smoke-Out, Nov. 18
Hunger Banquet, Nov. 18
Help the Homeless Walk-a-thon, Nov. 20
Greek Speak, Nov. 22
Thanksgiving Break, Nov. 24–28

December

World AIDS Day, Dec. 1
Winterfest/De-stress for Final Exams Week,
Dec. 6–10
Last Day of Classes, Dec. 11
George Mason's (the Man) Birthday, Dec. 12
Exams, Dec. 13–20

January

Martin Luther King Jr. Day, Jan. 17
First Day of Class, Jan. 24
Martin Luther King Jr. Celebration, Feb. 2

February

Black History Month
Healthy Relationships Week, Feb. 7–11
Homecoming, Feb. TBD
Internship Fair, TBD
Body Image Awareness Week, Feb. 28–March 4

March

Women's History Month
Greek Week, March 4–10
Safe Spring Break, March 7–11
Spring Break, March 13–20

April

Asian Pacific American Heritage Month
International Week, April 10–17
Mason Day, April 21
Pride Week, April 25–30
Victims' Rights Awareness Week, TBD

May

De-stress for Final Exams Week, May 2–6
Last Day of Class, May 7
Exams, May 10–18
Commencement, May 21

Weekend Programming

Weekend Events Line: 993-WKND

Watch for the Metro Express shuttle running from the Fairfax Campus directly to the Vienna Metro Station on Friday, Saturday, and Sunday nights!

Index

A

Academic
 Advising, 18
 Calendar 2004–2005, 4
 Empowerment Umbrella, center insert
 Policies, 19
 Procedures, 20
 Testing Center, 21
Admissions, 22
Alumni Affairs, 22
Arlington Campus, 10
Arlington Information Center, 36
Arts, College of Visual and Performing, 22
Arts Performances, 23
Athletic Facilities, 51
Athletics, Intercollegiate, 52
Attendance Policy, 19
Audiovisual Services, 24

B

Ballroom (SUB II), 38
Bank, United, 49
Black Peer Counseling, 24
Board of Visitors, 17
Bookstore, 24

C

Calendar, 4, 78
Career Services, 24
Cash Office, 25
Catalog, University, 19
Center for Global Education, 25
Center for Service and Leadership, 25
Center for the Arts, 23
Child Development Center, 26
Cinema, 37
Commencement, 21
Computer Labs, 26
Computer Store, 37
Computer Support Services, ITU, 26
Concert Hall Performances, 23
Conflict Analysis and Resolution, Institute for, 27
Copy Center, 40
Counseling Center, 27
Course Load Policy, 19
Credit Union, 28
Crime Victim/Witness Assistance Program, 44

D

Dance, 23
Debate Union, 28

Dining Services, 28
Disability Resource Center, 29
Diversity Programs and Services, 29
Drop/Add (Schedule Adjustment), 20
Drug Abuse, See Substance Abuse Programs and Services, 33
Drug and Alcohol Policy, 55

E

Emergency Call Boxes, 30
Escort Service, 30
Events Management, Office of, 30
Events Production, 30

F

Facilities, 36-38
Facts and Figures Summary, 9
Faculty Senate, 21
Fairfax Campus, 9
Family Weekend, 42
Financial Aid, 30
Food, 28
Forensics Team, 32
Freshman Center, 32

G

Gameroom, 37
Grade Point Average, 20
Grading Policies, 19
Graduate Management Admissions Test (GMAT), 21
Graduate Records Examination (GRE), 21
Graduate Study, 32
Graduation, 21

H

Health and Wellness Center, 32
Health Education Services, 32
Health Services, Student, 33
Hemlock Overlook Center for Outdoor Education, 34
HIV/AIDS Policy, 58
Honor Code, 59
Housing and Residence Life, 34

I

Immunization Requirements, 33
Inclement Weather Information, 36
Individuals with Disabilities Policy, 62
Information Desk, Kiosk, and Services, 36
Instruction Room, 37
International Programs and Services (OIPS), Office of, 36

Intramural, Club, and Recreational Sports, 52

J

JC LAN Assistance, 36

Johnson Center, 36

Judicial Code, 62

L

Law School Admission Test (LSAT), 21

Law, School of, 12

Learning Services, 38

Library Facilities, 38-39

M

Mason Mail and Telephone Service, 40

Mason Media Lab, 40

Mason Money, 40

Mason Resident Technician Program, 40

Mason Web, 41

Meal Plans, 41

Medical College Admission Test (MCAT), 21

Meeting Rooms, 37

Ministry, Campus, 41

Mission Statement, 1

Multicultural Research and Resource Center, 41-42

N

Nondiscrimination and Affirmative Action Statement, 63

O

Organizations, Student, center insert

Orientation, 42

P

Parking Services, 42

Decal Sales and Citation Payments, 42

Decals, 42

Handicapped Parking, 43

Motorist Assistance Program, 43

Parking Deck, 42

Visitor Parking, 43

Patriot Center, 10, 43

Patriots Lounge, 37

Photo ID Office, 43

Police Department, 43-44

Policies

Academic, 19

Drug and Alcohol, 55

HIV/AIDS, 58

Honor Code, 59

Individuals with Disabilities, 62

Judicial Code, 62

Nondiscrimination and Affirmative Action, 63

Responding to Students Impaired through the Use of

Alcohol or Other Drugs, 65

Responsible Use of Computing, 66

Sexual Assault, 67

Sexual Harassment, 68

Stalking, 77

Postal Service, 44

President's Office, 17

Prince William Campus, 13

Print Services, 44

R

Refunds/Tuition Liability, 21

Registrar's Office, 45

Registration, 20

Responding to Students Impaired through the Use of

Alcohol or Other Drugs, 65

Responsible Use of Computing, 66

ROTC Scholarships, 45-46

S

Schedule of Classes, 45

Science and Technology Umbrella, center insert

Sexual Assault Policy, 67

Sexual Assault Services, 32

Sexual Harassment Policy, 68

Sid and Reva Dewberry Hall, 37

Sports, 10, 51

Stalking Policy, 77

Student Academic Affairs and Advising, 46

Student Accounts Office, 47

Student Activities, center insert

Student Technology Assistance and Resource

(STAR) Center, 48

Student Union I (SUB I), 37

Student Union II (SUB II), 37

Study Area, 37

Substance Abuse Programs and Services, 33

Summer Term, 19

Switchboard and Information Center, 36

T

Technology Assistance Program (TAP), 49

Training in Office and Productivity Skills

(TOPS) Center, 49

Test of English as a Foreign Language (TOEFL), 21

Theater, 23

TicketMaster, 49

Traditions, 15

Transfer Center, 49

Tuition, 9, 21

U

United Bank, 49

V

Verification/Veterans Services, 45

Visual Arts, 23

W

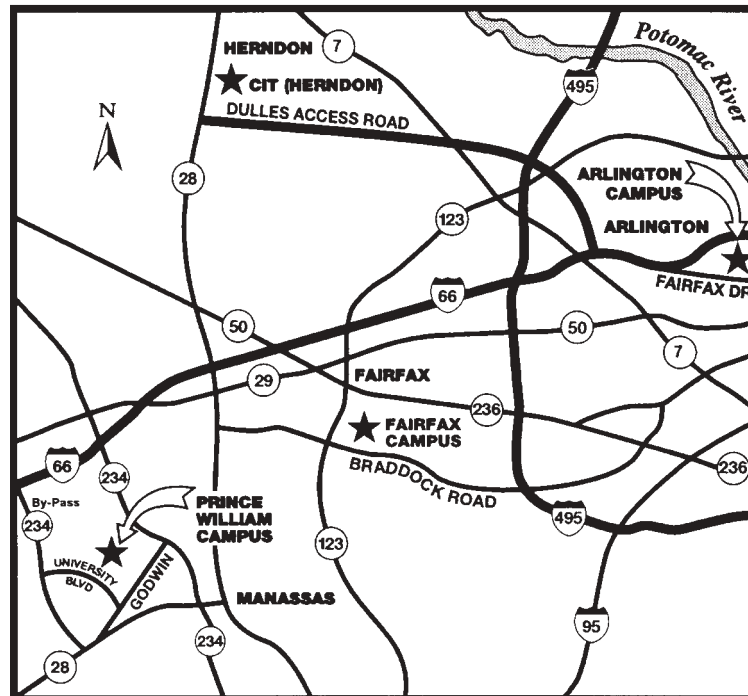
Web Pages, Personal 27

Withdrawals, 20

Women's Studies Research and Resource Center, 50

Writing Center, 50

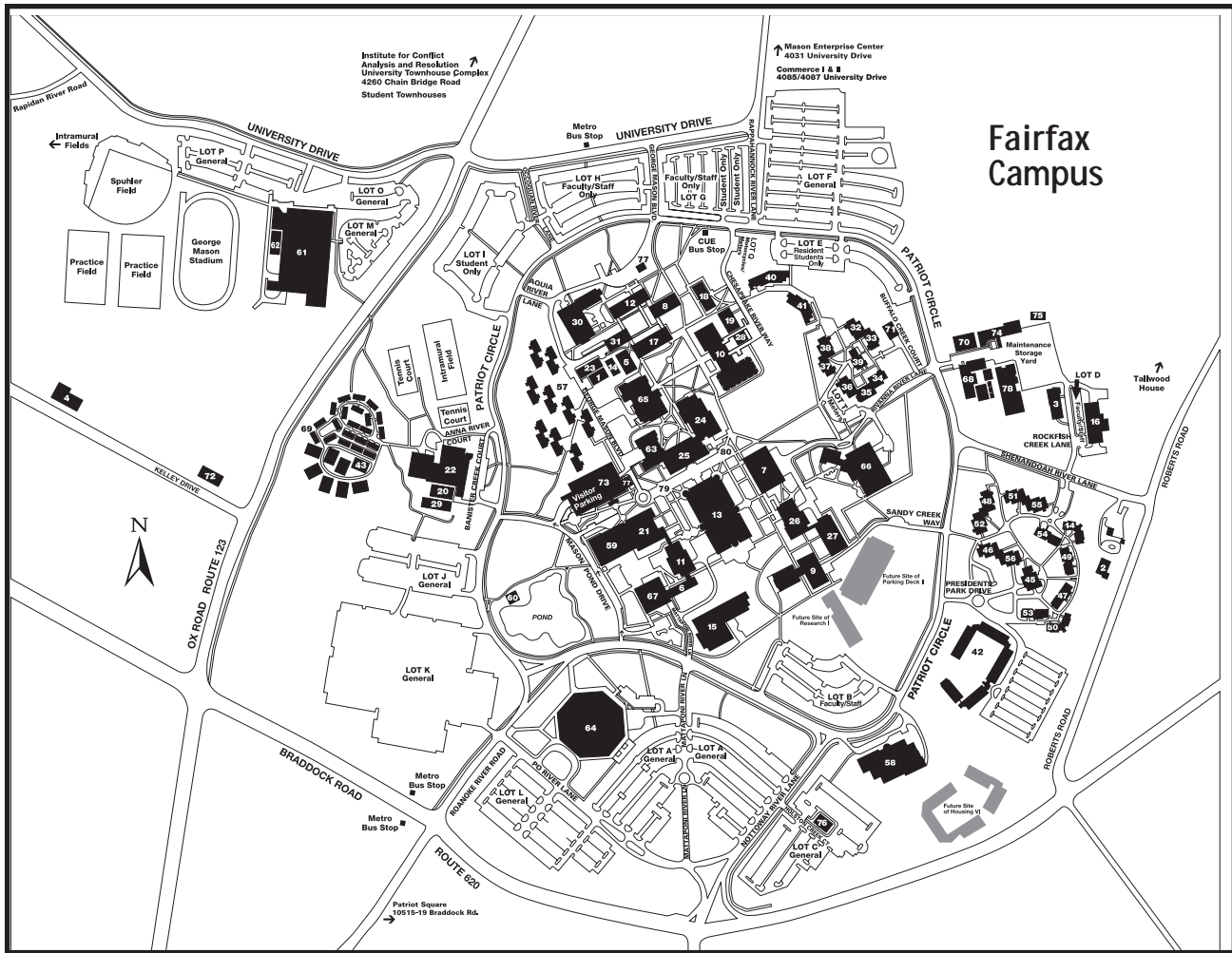
Northern Virginia Area



George Mason University has emerged in the past decade as a major university in the commonwealth and in the nation. Its development has been shaped in response to the educational needs of a cosmopolitan constituency. By emphasizing high technology, public policy, and the fine and performing arts, the university has formed links with the community and the commonwealth.

George Mason's innovative programs and visionary outlook have attracted a faculty of renowned scholars and teachers. Enrollment is now more than 28,000 students studying in more than 100 degree programs at the undergraduate, master's, doctoral, and professional levels.

Fairfax Campus Map



KEY TO MAP

ACADEMIC

- 1 Aquia Module
- 2 Buchanan House
- 3 Carow Hall
- 4 Carty House
- 5 Central Module
- 6 College Hall
- 7 David King Hall
- 8 East Building
- 9 Enterprise Hall
- 10 Fenwick Library
- 11 Fine Arts Building
- 12 Finley Building
- 13 George W. Johnson Center
- 14 Greenhouse
- 15 Innovation Hall
- 16 Krasnow Institute
- 17 Krug Hall
- 18 Lecture Hall
- 19 North Chesapeake Module
- 20 North P.E. Module
- 21 Performing Arts Building
- 22 Physical Ed. Building
- 23 Pohick Module
- 24 Robinson Hall A
- 25 Robinson Hall B
- 26 Science & Tech I
- 27 Science & Tech II
- 28 South Chesapeake Module

- 29 South P.E. Module
- 30 Thompson Hall
- 31 West Building

RESIDENTIAL

- Commons*
- 32 Amherst Hall
- 33 Brunswick Hall
- 34 Carroll Hall
- 35 Dickenson Hall
- 36 Essex Hall
- 37 Franklin Hall
- 38 Grayson Hall
- 39 Hanover Hall
- 40 Commonwealth Hall
- 41 Dominion Hall
- 42 Liberty Square
- 43 Patriots Village
- Presidents Park*
- 44 Adams Hall
- 45 Eisenhower Hall
- 46 Harrison Hall
- 47 Jackson Hall
- 48 Jefferson Hall
- 49 Kennedy Hall

- 50 Lincoln Hall
- 51 Madison Hall
- 52 Monroe Hall
- 53 Roosevelt Hall
- 54 Truman Hall
- 55 Washington Hall
- 56 Wilson Hall

- 57 Student Apartments

CULTURAL & RECREATIONAL

- 58 Aquatic & Fitness Center
- 59 Concert Hall
- 60 Cross Cottage
- 61 Field House
- 62 Field House Module
- 63 Harris Theatre
- 64 Patriot Center

STUDENT LIFE FACILITIES

- 13 George W. Johnson Center
- 65 Student Union I
- 66 Student Union II

ADMINISTRATION

- 67 Mason Hall

SUPPORT FACILITIES

- 68 Central Heating & Cooling Plant

- 69 Child Development Center
- 70 Facilities Administration
- 71 Housing Office
- 72 Kelley II
- 73 Parking Deck (Visitors)
- 74 Physical Plant/Customer Services
- 75 Recycling Center
- 76 University Police
- 77 Visitor Information
- 78 Warehouse

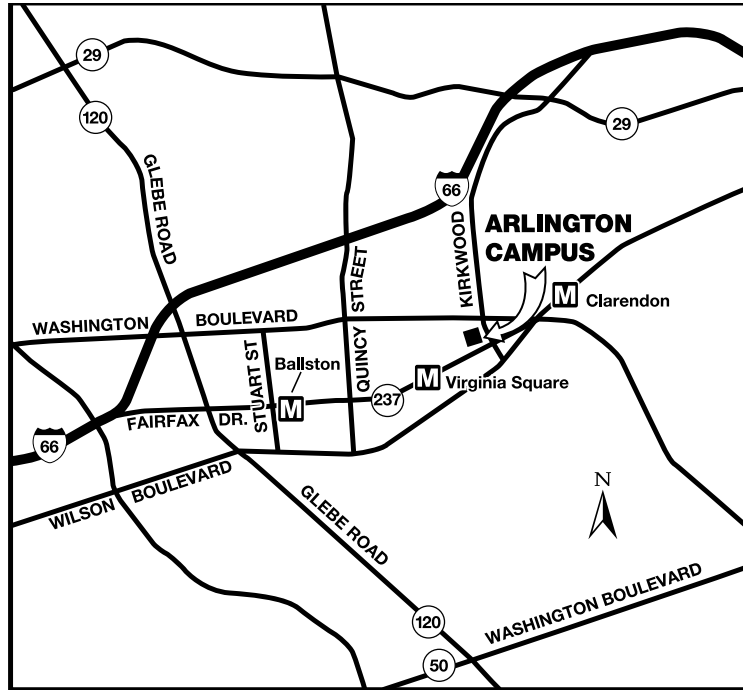
KEY OFFICES

- 13 Admissions, Johnson Center
- 28 Financial Aid, S. Chesapeake Module
- 19 Registrar, N. Chesapeake Module
- 65 Student Health Services, Student Union I

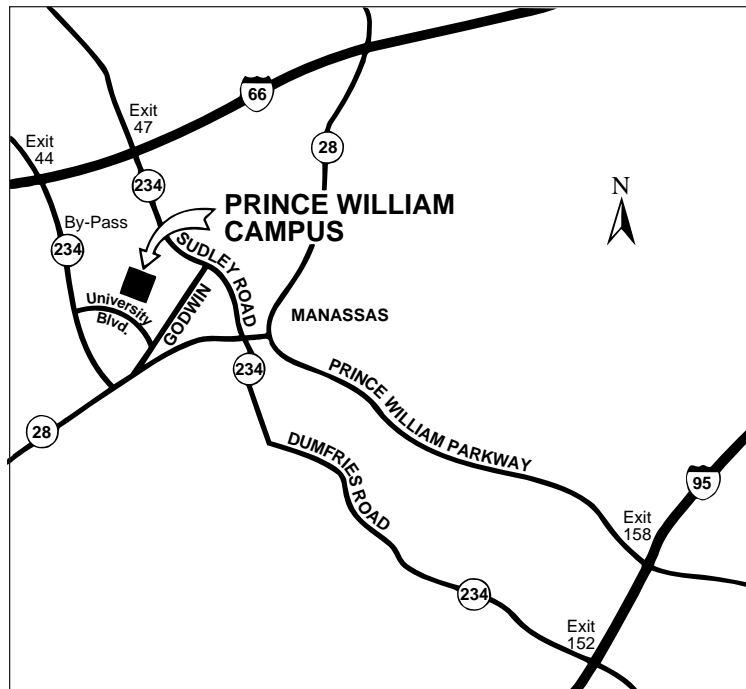
LANDMARKS

- 79 George Mason Statue
- 80 Clock

Arlington Campus Map



Prince William Campus Map



Quick Reference Guide

If you are...	Please refer to...
Changing name or address or securing veterans benefits paperwork	Registrar's Office, p. 45
Securing academic transcripts	Academic Information, p. 19
Withdrawing from the university or appealing a grade	Academic Policies, p. 19
Interested in information specific to Arlington Campus	Arlington Campus, p. 10
Interested in information specific to Prince William Campus	Prince William Campus, p. 13
Looking for involvement opportunities	Student Activities, center insert
Planning to study abroad	Center for Global Education, p. 25
Experiencing a personal problem	Counseling Center, p. 27
A student with a disability requiring special consideration	Disability Resource Center, p. 29
Wanting to avoid walking alone after dark	Escort Service, p. 30
Concerned with financing your education	Financial Aid, p. 30
Exploring your on-campus dining options	Dining Services, p. 28
Seeking information about housing	Housing and Residence Life, p. 34
Concerned about your career or employment future	Career Services, p. 24
An international student needing assistance with immigration status	Office of International Programs and Services, p. 36
Seeking a tutor or study tips	Learning Services, p. 38
Concerned about a university bill	Student Accounts Office, p. 47
Experiencing problems with a computer or computer connection on-campus	ITU Support Services, p. 26
Seeking free writing assistance	Writing Center, p. 50