

Academic Actions Workshop

This is a self-paced program designed to provide tools and resources for students who are on Warning, Probation, or Suspension



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Agenda

During this program we will review the following:

1. Academic standing at Mason
 1. How Mason determines academic standing
 2. Ramifications of Warning, Probation, Suspension, and Academic Dismissal
2. Common challenges
3. Resources for success
4. Repeating Courses
5. Next Steps

The Program should take approximately 30-40 minutes to complete.



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Getting Started

Have the following materials on hand:

- Your Academic Transcript from [Patriot Web](#)
- Three worksheets (all in PDF format)
 - [Reflection Exercise](#): How Was Last Semester?
 - [Strategy Exercise](#): Build a Plan for Success
 - [Check-up](#) on Academic Actions Workshop

Academic Status

Mason's minimum academic standard is a 2.0 cumulative grade point average (GPA). You cannot graduate from Mason with a cumulative GPA below 2.0.

If your GPA is below 2.0, the University will place you in one of three academic status categories: **Warning, Probation or Suspension**. The category you are in will depend on two factors: your Mason GPA and the overall number of credits you've attempted (this includes hours attempted at Mason and credits transferred from elsewhere or obtained by testing).

Next we'll show you how to determine your academic status on Mason's Retention Chart.



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How to Determine Your Academic Status

Look at your Patriot Web transcript.
Towards the bottom, you'll find a grouping that looks like this:

TRANSCRIPT TOTALS (UNDERGRADUATE)						-Top-
	Attempt Hours	Passed Hours	Earned Hours	GPA Hours	Quality Points	GPA
Total Institution:	56.000	50.000	50.000	50.000	152.69	3.05
Total Transfer:	59.000	0.000	59.000	0.000	0.00	0.00
Overall:	115.000	50.000	109.000	50.000	152.69	3.05

You'll use Overall Attempt Hours and GPA to determine your academic standing

Mason's Retention Chart

1. Find your Overall Attempted Credit hours

Credit Level	Warning	Probation	Suspension
Overall Attempted Credit Hours	Cumulative GPA Range	Cumulative GPA Range	Cumulative GPA Range
7–16	0.00–1.99	–	–
17–29	1.75–1.99	1.00–1.74	0.00–0.99
30–59	1.85–1.99	1.25–1.84	0.00–1.24
60–89	1.95–1.99	1.55–1.94	0.00–1.54
90+	–	1.85–1.99	0.00–1.84

A student with 75 overall attempted hours and a 1.65 GPA at Mason would be on Probation

2. Find your Mason Cumulative GPA to determine your academic standing

First Semester at Mason?

- Students in their first semester at Mason cannot be placed on Suspension, but can be placed on Probation or Warning.
- GPA levels, as shown in the Retention Chart, apply in all subsequent semesters.
- If you've just finished your first semester and would be on Suspension based on the Retention Chart, you'll be on Warning (if you're a freshman) or Probation (if you're a transfer student), and will need to make up ground in order to avoid suspension in future semesters.



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General Information

The University does not impose an academic action to punish you. It means that we are concerned about your academic progress.

Things to keep in mind if you're on Warning, Probation, or Suspension:

- Your status (Warning, Probation, Suspension) appears on your transcript
- You should check for possible restrictions:

Office of Financial Aid – about your eligibility

Office of International Programs and Services – if you are an international student

Student Clubs/Organizations – some clubs/organizations may require a higher minimum GPA than Mason does for you to remain a member



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If You Are on Warning

1. You are **limited to 13 credits** the following fall or spring semester
2. You are still **in good standing** with the University. This means you can still:
 - Be an officer in a student organization
 - Compete in athletic or other activities representing Mason on either an intercollegiate or a club level
 - Serve as a working staff member of a student organization



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If You Are on Probation

1. You are **limited to 13 credits** the following fall or spring semester
2. You are **not in good standing** with the University. This means you:
 - May not hold or run for office in any organization associated with Mason
 - Cannot compete in any athletic or other activity representing Mason on either an intercollegiate or a club level
 - Cannot serve as a working staff member of any student organization.



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If you are on Suspension

1. You cannot take courses during the period of Suspension. The Registrar will drop you from any courses for the semester(s) of suspension
2. You must complete this program and meet with a School of Business Academic Advisor to discuss strategies for academic success prior to the School's deadline:

August 1 for a Fall semester return
December 1 for a Spring semester return
March 15 for a Summer term return
3. You are limited to 13 credits in the semester you resume study



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If you are on Suspension (continued)

4. You are **not in good standing** with the University. This means you:

- May not hold or run for office in any organization associated with Mason
- Cannot compete in any athletic or other activity representing Mason on either an intercollegiate or a club level
- Cannot serve as a working staff member of any student organization.

5. You are not permitted to study at another institution while on suspension. If you take courses at another institution while you are on suspension you will be required to reapply to the University and those credits will not be accepted for transfer to Mason.



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How long does Suspension last?

With a 1 st Suspension at the end of...	Student may not take courses until the following.....
Fall	Fall
Spring	Spring
Summer	Spring
With a 2nd Suspension	Student may not take courses for one full calendar year: 2 semesters + a summer term

For example:

- A student placed on first suspension after Fall 2016 could not return until Fall 2017
- A student placed on second suspension after Fall 2016 could not return until Spring 2018

On Suspension? Be Proactive!

We encourage you to use your Suspension as a chance to resolve areas that might be affecting your academic performance. Some suggestions include:

- **Improve your learning skills** by completing the Academic Skills Certificate
- Work to **gain career related experience** and build your resume
- **Earn money** so when you return you can work fewer hours

I don't want to sit out a semester. Can I get an override to take classes while on suspension?

George Mason University considers academic suspension to signify that a student is in serious academic difficulty. While it is possible to request a Suspension Override, the School generally does not consider a suspension override to be in a student's academic best interests.

To request an override:

Prepare a formal letter requesting the override and explaining your circumstances. Attach any supporting documentation you have.

Submit your override request to the Office of Academic and Career Services (in person: Enterprise Hall, Suite 008, or faxed: 703-993-1886 or e-mailed to busreqst@gmu.edu) by:

August 1 for a Fall semester return

December 1 for a Spring semester return

March 1 for a Summer term return

Requests are reviewed by the Academic Appeals Committee, and the student will be notified of the decision by the Assistant Dean for Undergraduate Programs.



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Academic Dismissal

A 3rd Suspension results in an Academic Dismissal from George Mason University.

A person placed on Academic Dismissal is no longer considered a Mason student and cannot take classes or utilize University services.



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Common Reasons for Academic Difficulty

Complete the [Reflection Exercise](#)

Do any of these apply to you?

1. You're pursuing a major that doesn't align well with your talents or interests
2. You're overcommitted: working too many hours for the number of credits you are taking, trying to manage too many things at the same time, etc.
3. Your study skills aren't helping you master the material
4. You struggle with writing, research, or homework



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Are You in the Right Major?

Signs you might not be in the right major:

- **Low Grades** in foundation courses: MATH 108, ECON 103, and/or ACCT 203
- **Repeating Core Classes** to earn a C or better
- **Disliking** your course work

Interested in exploring other majors? Mason has great resources to help:

- [UNIV 220: Decide/Confirm Major](#): A 2-credit course designed to help students with the process of finding an appropriate major and investigating possible related careers.
- [School of Business Career Services](#)
- [Center for Academic Advising, Retention, & Transitions \(CAART\)](#)
- [Counseling Center](#)
- [Explore Major and Career Options](#) website

Keep in mind:

There are many ways to get into business besides having a degree in business. The School of Business offers [minors](#) for students in non-business majors.



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Balance credit hours and work hours!

If you work:	Take no more than:
40 hrs per wk	2 classes (6-7hrs)
30 hrs per wk	3 classes (9-10hrs)
20 hrs per wk	4 classes (12-13hrs)
5-15 hrs per wk	5-6 classes (15-18hrs)

Study time rule: Allow 6-9 hours per week studying for each 3 credit course. For difficult classes, you may need even more time.

How much work is too much?

If you work 30 hours & take 12 credit hours you would need to plan as follows:

30 hours	At Work
12 hours	In Class
+ 24 hours	<u>Outside Class Study Time</u>
66 hours	Total work/class/study

Research indicates that a student's GPA tends to drop if this total exceeds 60 hours.

Advisor's recommendation to a student with this schedule:
Take 9 credits (Total of 57 hours)
or cut back work hours

Are you studying effectively?

Learning Services (SUB 1, Room 3129, 703-993-2999):

offers support for students with study skills, time management, and other challenges.

Tutoring: Some clubs and departments offer tutoring. Hours, costs, and availability may vary. Check with your instructors for more information.

Two tutoring resources:

- Beta Alpha Psi offers free tutoring for ACCT 203 and ACCT 301
- The Math Tutoring Center offers free tutoring for students enrolled in 100- and 200-level Math courses

Need Help with Writing or Research?

Writing Center – in person or online help available.

- Robinson Hall, Room A114 – 703-993-1200
- Enterprise Hall, Room 076
- Fenwick Library, Rooms 2302 & 2303
- Johnson Center Library, Room 134L
- Founders Hall, Room 212 (Arlington Campus)
- Email: wcenter@gmu.edu

Business Librarian – Jo Ann Henson

- Walk-in hours
 - Tuesday 5-6:45 PM in Enterprise Hall, Room 008
 - Wednesdays 12-2 PM in Fenwick Library
- Email: jhenson3@gmu.edu



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Develop a Plan

Complete the Strategy Exercise

Use your strengths! If you haven't already taken the Strengthsfinder survey, take it now (takes about 15-20 mins)

Set realistic, manageable goals for yourself

Find ways to tell if your plan is working

Identify any concerns you have about meeting your goals

Don't be afraid to ask for help

Remember, the faculty and staff in the School of Business want you to succeed!



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Repeating Courses at Mason

- Repeating courses (with better grades) may help you improve your GPA quickly per Mason's [Repeating a Course Policy](#)
- The grade from your most recent attempt of a repeated course (not the highest grade) applies to your GPA
- Business students are limited to 3 graded attempts of 300- level business core courses. A student who does not receive at least a C on the third attempt will be terminated from the School of Business and will not be able to earn a business degree or take additional business courses at Mason.
- Students are limited to 3 graded attempts of Accounting major courses. A student who does not receive at least a C on the third attempt will not be able to earn a Bachelor of Science degree in Accounting and would need to select a different major.



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Next Steps

1. Complete the [Check-Up](#) on Academic Actions Workshop
2. Email busrsvp@gmu.edu from your Mason account: Put “Academic Actions Workshop Completed” as the Subject and include your name and your G# in the body of the email
3. Contact 703-993-1880 to schedule an appointment with an Academic Advisor by:
 - [August 1](#) for a fall semester return
 - [December 1](#) for a spring semester return
 - [March 15](#) for a summer semester return
4. Bring your completed worksheets, your degree evaluation, your transcript, your top 5 Strengths, and a list of proposed classes to your appointment



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