

Academic Policies Committee

10 Motions

- Minimum Passing Grade for ENGH 101 and 302 (approved)
- Add military service exception to AP.1.8 Undergraduate Leave of Absence (approved)
- Add AP.1.1 Student Status; Move one paragraph to 1.4; minor edits to 1.4 (approved w/minor edit)
- Add AP.8 Nondegree Academic Credentials (micro-credentials, badges (approved)
- Relocate Academic Standards to AP.9 (approved)
 - Revision to AP.9.4 Faculty Responsibilities (approved w/edit)
 - Revision to AP.9.5 Sanctions (referred back to committee)
- Revisions to Student Rights and Responsibilities & AP.3.9 Grade Appeals (approved)

Motion: Approve changing the minimum required grade in English 101 and 302 to a C- or better in AP.5.3.2 Requirements for Bachelor's Degrees & 5.3.2.1 English Composition Requirement

Approved



Edits/Additions in Blue & highlighted

Mason Core (formerly University General Education). Candidates must complete categories of general education courses and writing requirements as described for their catalog year. This includes satisfying the requirement of two semesters of English composition (ENGH 101 Composition and ENGH 302 Advanced Composition) with a grade of **C-** or better. Additionally, as part of the university's commitment to student writers in all undergraduate programs, at least one upper-division course in each major has been designated as fulfilling the writing-intensive (WI) requirement.

AP.5.3.2.1 English Composition Requirement

Mason requires students to complete at least two semesters of English composition. Students who complete the Honors curriculum complete the English composition requirement through coursework in those programs. Equivalent credit may be granted through course transfer or external exam. Exemption (but not credit) may be granted through a proficiency exam administered by the English department. All other students must enroll in ENGH 101 Composition(Mason Core)(Mason Core) (or ENGH 100 Composition for Multilingual Writers(Mason Core)(Mason Core)) upon admission and, after meeting its prerequisites, ENGH 302 Advanced Composition(Mason Core)(Mason Core). Students must attain a minimum grade of **C-** in composition courses to fulfill degree requirements.

Motion: Approve the revisions/additions to

AP.1.8 – Undergraduate Leave of Absence

Approved

Students both in the US and at Mason Korea may need to take a leave of absence; this policy update makes it easier for such student to return to study after military service.

Edits in Blue

AP.1.8 Undergraduate Leave of Absence

All undergraduate students who are planning an absence from George Mason must submit a formal request for Leave of Absence to the Office of the University Registrar.

Students do not need to complete the Leave of Absence form for **the sole purpose of** participating in a George Mason University sponsored study abroad program **or participating in a fully approved** study elsewhere **experience**.

Edits/Additions in Blue

4th bullet point under Eligibility Requirements

A student must:

- Have no holds (e.g., disciplinary, financial, etc.) which would restrict registration
- The maximum time allowed for a Leave of Absence is two years, **unless the Leave of Absence includes military service**. A new admission application will be required if a student is away for more than two academic years **for reasons other than military service**. Re-admission is not guaranteed.
- **Students who have a leave of absence under the military activation policy are entitled to reinstatement to their program of study (if available), without having to reapply for admission if (1) they return to the University after a cumulative absence of not more than five years, and (2) they provide notice of intent to return to the University not later than three years after the completion of the period of service. See the Office of Military Services for additional information.**

**Motion: Add New AP.1 subsection AP.1.1 Student Status
and renumber following sections accordingly**

Approved ; see edit

This policy adds an explanation of when a student is considered active vs. inactive.

AP.1.1 Student Status

An active student is an individual who has registered for classes during the current academic term; OR is an individual who is on an approved leave of absence, approved study elsewhere, or an academic suspension.

Degree-seeking students become inactive in the term immediately following a term where they do not register (**excluding summer semesters**) for classes and are not on an academic suspension, an approved study elsewhere, nor an approved leave of absence. An inactive student status governs any and all enrolled programs for the student.

Students who are inactive for one or more semesters and who wish to resume their studies at George Mason should consult AP.1.7 Re-Enrollment After Previous Attendance or AP.6.4.3 Permission to Re-Enroll. The university will attempt to communicate with inactive students through their official George Mason email address but reserves the right to contact inactive students through any previously provided contact information including permanent address, mailing address, phone numbers, and email addresses.

Increment sub-policies of AP.1 by 1 (e.g. original AP.1.1 Calendar becomes AP.1.2 and so on, through AP.1.9)

Motion: Move the paragraph immediately preceding the current AP.1.1 to AP.1.4 Registration Procedures.

Note: we are not yet debating or updating the policy language; only moving it.

Approved

Registration for the next semester or summer term begins after mid-semester of fall or spring semesters and is opened to various groups according to priority (graduate students, seniors, juniors, and so on). The Office of the University Registrar assigns each student a time ticket, which is a specific date and time after which a student may register. The time ticket is based on the number of credits earned. Thus, the time ticket will not be the same for all students within a particular priority group. Students should consult the Office of the University Registrar and Patriot Web for information about their registration date and time.

Motion: Approve edits to the first two paragraphs in AP.1.4.

Approved

Edits/Additions in **Blue**; Deletions in **Red**

Registration for the next semester or summer term begins after mid-semester of fall or spring semesters and is opened to various groups according to priority (graduate students, seniors, juniors, and so on). The Office of the University Registrar assigns each student a time ticket, which is a specific date and time after which a student may register. The time ticket is based on **the student level for Graduate and Non-Degree students**, or the number of credits earned. Thus, the time ticket ~~will~~ may not be the same for all students within a particular priority group. Students should consult ~~the Office of the University Registrar and~~ Patriot Web for information about their registration date and time.

Patriot Web will list specific ~~course~~ **class** information before priority registration each semester. ~~Courses~~ **Classes** listed may be canceled for insufficient enrollment. George Mason reserves the right to change the class schedule and adjust ~~the~~ individual section enrollment as necessary.

**Motion: Approve adding new Academic Policy Section
AP.8 Non-Degree Academic Credentials**

Approved

- George Mason University has been offering various forms of non-degree credentials, including digital badges, micro-credentials, and stackable certificates, for several years through academic units and the Office of Continuing and Professional Education.
- AP.8 formalizes these existing practices into a comprehensive institutional policy that ensures **compliance with SACSCOC accreditation standards and SCHEV guidance**, both of which require institutions to establish clear governance structures, transparent student information, and quality assurance processes for all credential types.
- This policy provides necessary clarity by **distinguishing between credit-bearing credentials (which are subject to full accreditation standards and appear on transcripts) and noncredit credentials (which are issued as digital badges)**. It establishes faculty qualifications and assessment requirements appropriate to each credential type, clarifies approval pathways through program, college, and university governance, and defines roles and responsibilities across academic units (CPE, the Provost's Office, and the Registrar).
- AP.8 is intended to position the university to continue expanding these focused learning pathways as opportunity permits, while maintaining academic quality and accountability.

Motion: Approve relocating Academic Standards Policies from their stand-alone position in the catalog into AP.9

Note: we are not yet debating or updating the policy language; only moving it.

Approved

**Motion: Approve the revisions/additions to AP.9.4
Faculty Responsibilities**

Approved; see edits

Proposed revision 1: The current policy requires faculty to report suspected violations by the deadline for that semester's grades or within two months of the initial discovery of the alleged violation. The Academic Standards Committee proposes changing this timeframe to six weeks.

Why? There have been several cases where faculty are finding violations in September but not reporting them until after the final exam is given, so students do not have an accurate understanding of how they are doing in the class or whether their behavior violated the academic standards policy until months afterward. In other cases where faculty find academic standards violations at the very end of the semester, they might need a bit of time to reach out to and talk with the student before submitting the case, even if grades are due.

Edits/Additions in Blue; Deletions in Red

Any referrals to the Academic Standards Office should be made within six weeks from initial discovery of alleged misconduct. ~~Professors~~ Individuals who require an extension on reporting due to material collection must contact the office directly for guidance.

**Motion: Approve the revisions/additions to AP.9.5
Sanctions**

Referred back to committee

Proposed revision 2: The current policy gives undergraduates at least 1 year and 59 credits of completed coursework before violations become level 2 violations and gives graduate students (except doctoral students) a semester of graduate study before violations are classified as level 2 violations. The Academic Standards Committee recommends changing this so that all violations by undergraduates who have 60 or more credits of completed coursework and all violations by graduate students are considered level 2 violations.

Why? The training will become required for all students starting next fall and is already part of the orientation materials, so we will be doing a better job of ensuring awareness about the policy. This also ensures greater consistency for students with experience in the academic environment (e.g., a student who was a senior and then becomes an MA student didn't get less experience in the academic environment between those degrees).

Edits/Additions in **Blue**; Deletions in **Red**

Level 1 Violations

Level 1 violations are defined as incidents that are not considered egregious as defined below. A referral will be sanctioned according to the Level 1 Sanction matrix if all the following conditions are met:

- The violation is not considered egregious.
- The individual has no previous record with the university of violating academic standards or a former academic integrity violation.
- The student is either an undergraduate with fewer than 60 credits, ~~or less than one year of coursework at Mason~~ OR
- ~~A non-Doctoral (e.g., JD, PhD, EdD, etc.) graduate student in their first semester of study~~

Level 2 Violations (final bullet point)

- The student has sufficient experience within the academic environment that a violation would be considered more serious.
 - Undergraduates **that** who have ~~been at Mason for at least a year and~~ **60** or more credits of completed coursework
 - Graduate students ~~beyond their 1st semester of Graduate study~~

Motion: Approve the revision to the “Undergraduate Appeals” section of the Student Rights and Responsibilities and minor edit to AP.3.9 Grade Appeals

Approved

This is as a pre-requisite for a proposal that eliminates the Academic Appeals Committee (but leaves available the process if that committee is not eliminated).

Student Rights and Responsibilities: Undergraduate Appeals

Existing language:

The Provost's Office may refer cases to the University Academic Appeals Committee. The committee consists of five faculty members, including at least one member of the Faculty Senate and the provost (or designee), who serves ex officio, in a nonvoting capacity. The committee hears only those cases where procedural irregularities or a questionable application of university policies is demonstrable, or when the provost or the committee deems the case relevant to the application of university-wide policies. The burden of proof rests with the student, who must provide clear and convincing documentation to support the contention that the decision was unfair based on the criteria stated above. The committee's decision is final. The University Academic Appeals Committee is not charged to hear grade appeals or appeals of Honor Committee decisions.

Proposed language:

Specific procedures regarding exceptions to undergraduate academic policies, including how to appeal an adverse decision, will be determined by the Undergraduate Council.

AP.3.9 Grade Appeals

Existing language:

The Provost's Office does not consider grade appeals, nor does the University Academic Appeals Committee.

Proposed language:

The Provost's Office does not consider grade appeals.

Recap on AP.3.3 Updates

- **SW Satisfactory Withdrawal – approved**
- **Other changes referred back to Graduate Grading Task Force and Academic Policies Committee.**

Information: AP Committee has created a chart to help navigate graduate grading schema.