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**CHHS Mission Statement**
Through the integration of research and education, the College of Health and Human Services (CHHS) prepares students to be leaders in their professions, organizations, and communities.

**CHHS Philosophy**
The College of Health and Human Services values a sound general education that enables students to develop analytical and creative thinking and to make well-founded ethical decisions. Graduates will practice in a variety of roles in settings that are complex, multi-cultural, and international. The college encourages diversity in its student body and provides interdisciplinary and innovative professional education that is well grounded in philosophy, science, and technology.

The college embodies a learning community where faculty and students share the responsibility for learning and where education occurs in student and faculty interaction within and beyond the walls of the college. The faculty are actively engaged in research and scholarship, linking the academy and the world through interdisciplinary activities and contributing to the development of knowledge and excellence in professional practice.

**Mission of the Department of Health Administration and Policy**
The mission of the Department of Health Administration and Policy (HAP) is to provide innovative education and research that contributes to improving health and human systems and the quality of life and health for those they serve across the life span. The Department prepares working professionals and those who aspire to careers in health systems and organizations to work as administrators, health technology officers, data security managers, and health policy analysts.

The research and scholarly activities of the department contribute to basic and applied knowledge about the organization, management, financing and performance of U.S. health systems and public health services, the development and management of health information systems and the development and analysis of US health policy to foster innovation, public accountability and contribute to ensuring access to cost effective, high quality health services and evidenced based health policy. The Department works with consumers, stakeholders, students, faculty, alumni, research funders, and the community to ensure rigorous, relevant educational programs (including post-graduate professional development), service activities, and the development and timely dissemination of research.

**Department Vision and Values**
The Department seeks to provide academic programs and research that contributes to applied knowledge about effective management, organization, regulation and financing of public and private health service systems and health information systems and address cross-cutting national and regional issues and needs in public/population health. The academic mission is guided by these values and the philosophy that future health and social system leaders will require business and management competencies, communication skills, and political acumen to meet challenges in ethical management and leadership, as well as quantitative and critical thinking skills to prepare them to develop effective, efficient, accountable health and human service organizations and systems.
The Department works with students, faculty, alumni, research funders and the community to ensure rigorous, relevant academic programs (including post graduate professional development), professional and community service and the development and timely dissemination of health services research.

The mission of the Department is implemented through operational goals and objectives in three areas: education (implementation of academic programs), research (implementation of a program of health services research) and service (professional and community service). The goals of the Department, in support of its mission are to:

Provide students with the knowledge, skills, and values to be competent health system managers; conduct health services research that focuses on health and human service systems and health policy to improving the quality of life and health for all; and to serve as a resource for health service organizations, health systems and public health policy and professional entities through service activities and outreach.
Section I – Undergraduate Program Information

**BS, Health Administration (BS HADM)**
The BS in Health Administration program prepares graduates to function as managers and clinicians in a variety of settings such as hospitals, clinics, community health, schools, home care, long term care, employee health, managed care organizations, group medical practices, manufacturing, medical technology and supply organizations, the health insurance industry and financial consultant services.

The program may be completed on a full- or part-time basis leading to completion of the objectives of the undergraduate BS program. A criminal background check is required of all students prior to beginning their internship. A minimum grade of C must be obtained in all major requirements (52 - 55 credits).

**BS HADM Concentrations**
Students choosing this degree program are required to choose one of three concentrations:

- **Assisted Living/Senior Housing Administration (ASHA)**
  This concentration offers the nation's first undergraduate curriculum dedicated solely to this rapidly growing field. The program is designed to provide graduates with the operational, marketing, resident care, and hospitality services skills required to become effective leaders and managers of assisted living and related senior housing communities, including active adult, independent living, and continuing care retirement communities. Equally important, the program provides exposure to and understanding of the unique philosophy of senior housing relative to choice, dignity, autonomy, and quality of life for older adults.

- **Health Informatics (HINF)**
  The concentration in health informatics prepares graduates in theory and methods for using information processing methods in healthcare organizations.

- **Health Systems Management (HSMG)**
  This concentration prepares graduates to serve in entry-level management, administrative and support positions in a variety of health-related organizations and settings.

**Undergraduate Minors**
Two minors have been developed for students whose majors are in other fields and want to incorporate the study of health and social policy or health information technology into their current program.

**Health and Social Policy Minor (HSP)**
18 credits
The minor in Health and Social Policy introduces students to the context and process for public policymaking in health care and social services. Students will examine the current environment for health and social policy, learn the basic elements of the public policymaking process, and apply this knowledge in a practical research endeavor.
Health Information Technology Minor (HIT)
18 credits
The minor in Health Information Technology introduces students, in a non-technical context, to the utilization of health information management in the professional arena of healthcare management and policy. Students will examine the current and projected role of health information management in the delivery of healthcare and development of health policy and apply this information in a practical research endeavor.

HAP 498 – Health Administration Internship
This class is open to HAP majors only. Unless otherwise arranged with the Undergraduate Coordinator, this course is taken in the last academic semester of studies. This 6-credit hour capstone course involves a weekly one and one-half hour on-campus seminar with HAP faculty and a weekly internship performing work on behalf of a health related organization. It is anticipated that approximately 8 hours will be considered as on site and about 4 hours is allowed for preparation and reporting. These times are very flexible but must be coordinated with your teacher.

This course provides students with a variety of applied experiences in the chosen area of concentration under direction of HAP faculty member and preceptor in the field. The course integrates critical thinking, project planning and management, communication, and analytic skills in internship and development of project product. To take this course a student must have arranged an internship prior to the first class and completed HAP 489.

HAP 489 – Pre-Internship Seminar
This 1-credit hour course is required the semester prior to taking HAP 498 (for students with a catalog year of Fall 2012 or later) and provides students with guidance and preparation for engaging in their internship.

Student Internship Requirements
HAP complies with all agency requirements regarding a background check and/or immunization requirements for interns. Some agencies do this as part of their orientation programs. In the event that the agency requires the student to be certified independently, HAP has entered into an agreement with Certified Background for students to use to complete these requirements. Some agencies have additional requirements such as compliance with HIPAA regulations or other acknowledgements.

Students are solely responsible for the costs associated with obtaining background checks, completing required immunizations and submitting their immunization and other documentation for clearance, if this is required by the agency.

Student Procedures
The semester prior to the anticipated internship course, the student MUST:

1. Receive approval from their faculty advisor to register for HAP 498 the following semester.
2. Students with a catalog year of Fall 2012 or later must register for and take HAP 489. Students with a catalog year prior to Fall 2012 are not required to take HAP 489 but still must meet with course faculty to review the internship course requirements.

3. Provide evidence of a criminal background check, required immunizations and other documentation, if required by the agency prior to starting the internship.

Instructions for Obtaining a Background Check
Students whose internship agency requires a background check are welcome to use Certified Background. To do so, follow the steps below:

1. Go to www.CertifiedBackground.com and click on "Students."
2. In the Package Code box, enter package code: GE52
3. Select a method of payment: Visa, MasterCard or money order.

If students need assistance with establishing or accessing their account, they should contact Certified Background at (888) 666-7788.

After the order is submitted, students will receive a password via email to view the results of their background check. The results will be available in approximately 48-72 hours after completion. Criminal background check and immunization certification information is retained in the students Certified Background file and is available for students to release to the internship agency and future employers.

Internship with Inova Health System
Students who wish to pursue an internship assignment within the Inova Health System must coordinate this through the internship course faculty.

Inova requires the following:
- Criminal background check verified by school
- Evidence of MMR vaccine or documentation of titer or disease history
- Evidence of varicella vaccine or documentation of titer or disease history
- Evidence of Hepatitis B vaccine or documentation of titer or signed waiver if vaccine was declined
- Documentation of negative tuberculosis (TB) skin test within past 12 months; for those with history of a positive skin test, must show documentation of negative chest x-ray and no evidence of active disease.
- Confidentiality Acknowledgement for Students/HIPAA
- Completion of orientation program (on-line)
Section II – Student Information and Responsibilities

Mason’s Online Catalog
Each student is responsible for knowing Mason’s rules, regulations, requirements, and administrative and academic policies. The online catalog is the normal repository of academic policy statements, but corrections, changes, or interpretations can be promulgated by other means, including electronic publication. When the University or one of its academic units changes course requirements, grading procedures, or criteria for acceptance into particular programs, academic standing, or graduation, the changes apply to all students enrolled at the time of implementation of the change and thereafter.

The 2014-2015 University Catalog is organized into six main categories (each category title below is hyperlinked to the corresponding page in the catalog):

General Information
Look closely at the links provided in the first section title “About Mason” which contains some general information that will be beneficial for graduate students to know. Particularly, students should review the Student Rights and Responsibilities section.

About the University
Here you will find the following: Mason Vision; The Mason Graduate Is…; George Mason, the Man; University History; Faculty and Students; Accreditation; George Mason University Foundation.

Admissions
This includes links to graduate admission policies; admission of international students; non-degree enrollment; and academic testing.

University Academic Policies
This part of the catalog contains the following sub-sections: registration and attendance; course information; grading; degree application, conferral and graduation; undergraduate polices; graduate polices; and research policies.

Tuition and Fees
This page contains links to information and policies regarding tuition and fees. The contact information for Student Accounts is also given in case students have further questions.

Financial Aid
Go here to learn about financial aid programs, satisfactory academic program (SAP) standards, return of Title IV funds, emergency loan programs, and certificate programs that qualify for financial aid.

Honor Code
The complete Honor Code is as follows:
To promote a stronger sense of mutual responsibility, respect, trust, and fairness among all members of the George Mason University community and with the desire for greater academic and personal achievement, we, the student members of the university community, have set forth this honor code: Student members of the George Mason University community pledge not to cheat, plagiarize, steal, or lie in matters related to academic work.

Official Communication with Students
Mason and the HAP Department use e-mail to provide official information to students. Examples include notices from the library, notices about academic standing, financial aid information, class materials, assignments, questions, and instructor feedback. Students are responsible for the content of university communication sent to their Mason e-mail account and are required to activate that account and check it regularly.

Every student is assigned a Mason email account and is expected to check it daily when school is in session, and weekly during vacations. The HAP Department will not keep track of students’ personal email addresses. All communication from the University and the HAP Department will be directed to the GMU email address only.

Students are also expected to keep their phone number and mailing address updated in Patriot Web.

Academic Advising
Every student admitted to the HAP Program is assigned an academic advisor. The CHHS Office of Student Affairs advises freshmen and sophomore students on curriculum requirements and development of a matriculation plan to satisfy general education requirements. Juniors and Seniors are assigned a HAP faculty member advisor who provides upper division students advisement for courses in the major. Upper-division program advisement involves development of a program of study (matriculation plan) for courses taken after general education requirements are completed. Faculty advisors are assigned based on the student’s concentration and in some cases, the last name.

Students should consult with their advisor before registering for classes each semester. Your advisor can also assist you in interpreting Departmental or University policies and help ensure that you are on track for graduation. Some academic procedures require your advisor’s permission (taking an unapproved outside elective, completing a required course elsewhere, etc.). Finally, feel free to share your thoughts and concerns about the program, your interests, and your career goals.

More information about student advising including a list of advisors is available on the CHHS website.

Registering For Classes
All students in good standing may register for classes. Students are urged to consult with their faculty adviser before registering, since many courses must be taken in sequence or require prerequisites. It is the responsibility of all graduate students to meet with their academic adviser at least once per year and obtain and follow a program of study (matriculation plan). If a student needs to change their program of study, they must meet with their academic adviser and prepare an amended program of study. Registration for fall classes begins in mid-April, registration for spring
classes begins in mid-October, and registration for summer classes begins in late March. Please note that the most current HAP course descriptions are available in the [HAP section of the catalog](#).

The University publishes a Schedule of Classes prior to each registration period. Students may register by logging on to [Patriot Web](#).

**Course Withdrawal**
Withdrawal deadlines are posted on the academic calendar for each semester which is available on the [Registrar website](#).

If a student needs to request a late course withdrawal, they must complete a CHHS Student Academic Request Form which can be obtained from your advisor and on a separate sheet of paper, write the details of the request including dates, specific course numbers, and appropriate references. The student should include their name, date and G number. The student will also need to provide any other relevant documents (e.g. medical or employer verification) substantiating and supporting the request. All information provided will be treated confidentially.

Return all the completed documents to the department via fax, email, or mail. Once all documentation has been received, the Assistant Dean of Student Affairs of the College of Health and Human Services will review them and respond with an e-mail regarding her decision. 

NOTE: The Academic Office is not responsible for the financial aspects of tuition; but a refund is not automatic. You will need to request reimbursement from the Student Accounts Office with a form called a Tuition Exception Request. The form is available at: [http://studentaccounts.gmu.edu/Forms/TuitionException.pdf](http://studentaccounts.gmu.edu/Forms/TuitionException.pdf)

**Student Requests for Academic Actions**
Request forms and instructions on how to initiate an academic action are available on the registrar’s website. In the HAP Department, all requests for academic actions for undergraduate students are submitted to the advisor for review.

**Grade Appeals**
The procedures for academic grade appeals in the HAP Department are consistent with policies specified in the [University Catalog](#). See HAP procedures for academic grade appeals below:

1. The student should first ask the instructor in writing to reconsider the grade and include a rationale for the grade appeal to the course faculty.

2. In the case where the student and instructor are unable to agree, the student may appeal the case in writing to the Department Chair. The form to be used to submit a grade appeal request to the Department Chair is found in the Handbook Appendix A.

3. If the Department Chair feels there is sufficient merit to warrant a faculty review, he/she will form a hearing committee of three HAP faculty members who are peers of the instructor who assigned the grade and one faculty member external to HAP. The composition of the review committee will be determined by the Department Chair.
4. If the Department Chair feels that the complaint is without merit, the student may request the Associate Dean of Academic Affairs, College of Health and Human Services to assess the merit of the appeal. If the Associate Dean feels there is merit to the complaint, a hearing committee will be formed as above.

5. The instructor and the student may each challenge and have replaced one of the three members of the hearing committee without giving a reason for the challenge. The committee will meet separately with the instructor and the student to explore the full particulars of the case. One nonparticipating observer of the student’s choice and one nonparticipating observer of the instructor’s choice may attend the meetings.

6. After the hearing committee has reviewed the case thoroughly, it will issue a written recommendation and reason for its findings about the matter to the Department Chair (with a copy to the faculty member). At this time, the faculty member will have an opportunity to take the recommended action, if any.

7. If the matter is not resolved at this point, the Department Chair will consider the hearing committee’s recommendation and forward his or her own recommendation to the Associate Dean of Academic Affairs, CHHS. Based on the recommendation of the Department Chair and Associate Dean, if the Dean of CHHS decides that a change of grade is appropriate and the faculty member refuses to make the change, the Dean may direct the registrar to do so.

Pending Grade Appeal
In select cases, a student may request a delay from the Associate Dean of Academic Affairs in imposing academic suspension because of a pending grade appeal that could change the student's status. An approved delay allows the student to register. If the grade appeal is successful, the official transcript is corrected and the student continues in classes as a student in good academic standing. If the grade appeal is not successful, the student is required to stop attending all classes immediately. No record of registration for the academic period appears on a transcript and the student receives the appropriate refund as of the decision date.

Ombudsman for Student Academic Affairs
The Office of the Ombudsman is a neutral, independent, informal, and confidential resource to facilitate fair, equitable, and expeditious resolution of university-related concerns and problems raised by students. The ombudsman is an advocate for fairness and the equitable treatment of students, operates independently of all formal grievance processes at the university, and considers all sides of an issue in an impartial and objective manner. The ombudsman has no authority to make exceptions or to grant requests, but can perform informal investigations and, as a result, may recommend actions that lead to changes in processes and policies at the university. Meetings with the ombudsman are confidential.

Graduation Procedures
In the semester prior to the expected completion of degree requirements, students must confirm their intent to graduate through Patriot Web. The deadline to apply to graduate is generally three to four months prior to the conferral date. Specific deadlines and complete instructions regarding
After Graduation
Graduation is not the termination of a relationship with George Mason University, but the ascension to a role. Upon graduation you become an Alumnus. This new role is extremely important to you as an individual, as a professional and as a member of the George Mason family. We strongly encourage all our students to participate in alumni affairs. You can begin by completing the graduating seniors survey that will be sent to you by the University. HAP will also be requesting your valued input. Please take the time to provide us with your advice.

As a newly minted healthcare professional you will want to take advantage of the relationship you have developed while a student here. Join your Alumni Association. This is a very effective way to remain current in what is going on in the profession, remain in touch with lifelong friends and network to advance your career. You are invited to join your colleagues and faculty on LinkedIn and stay connected through HAP’s Facebook page.

CHHS Alumni Organization
The CHHS Alumni Chapter sustains and strengthens the lifelong bond between alumni and the College of Health and Human Services. The role of our chapter is to connect and reconnect alumni, students, faculty and friends to the University and each other through experiences and communications for the purpose of generating multifaceted support for the College and for Mason. The chapter develops and promotes activities that provide interaction for alumni as well as for students and faculty while advancing the college and further developing the alumni network. You can like the CHHS Alumni Chapter on Facebook to stay connected.
Section III – University Services for Students

There are a multitude of academic, professional and personal services available to Mason students. Below are just a few, but students should spend some time on the Mason website to discover everything the University has to offer.

University Libraries

Resources and services of the George Mason University Libraries are housed on the Fairfax Campus at the Charles Rogers Fenwick Library and the George W. Johnson Center Library; on the Arlington Campus at the Arlington Campus Library; and on the Prince William Campus at the Mercer Library.

Mason’s integrated library information system provides an online public-access catalog, circulation, electronic reserves, and library-processing services. The information system can be used in any of the libraries from campus locations on the network or via the web. The web site library.gmu.edu offers access to a variety of networked digital resources and electronically mediated services, including a virtual reference service.

The library liaison program supports a variety of cooperative and collaborative activities. Liaison librarians work with academic departments and programs to develop print collections and electronic resources. They also offer introductory and advanced information literacy instruction sessions, as well as advanced reference and research consultation services to students and faculty. Each of the four libraries has its own dedicated instruction room for information literacy classes.

An intercampus delivery service is available for students and faculty requesting materials held at any Mason campus library. Materials not held by Mason can be obtained by direct borrowing from WRLC institution libraries via the Consortium Loan Service, interlibrary loan, or commercial delivery services when required.

CHHS Liaison Librarian

Sarah Sheehan is the CHHS Liaison Librarian and is available to assist HAP students with research. While all research librarians can provide assistance, Ms. Sheehan’s specialty is health and human services. Her email address is ssheehan@gmu.edu and her number is 703-993-3709.

The Writing Center

All members of the George Mason community—a student, a staff member, faculty, or alumni—may use the Writing Center’s free services. Tutees must have a current or former Mason student ID number to use the Writing Center and must register for our scheduling software system before they can make an appointment. When scheduling your appointment, please be sure to specify the location most convenient to you in the drop down list of schedules. The scheduler includes the email-based schedule, the Online Writing Lab (OWL).

University Computer Labs

Computer labs offer the University community access to computing resources and a variety of software in support of learning, teaching, and research at George Mason University. Classroom and Lab Technologies staff is committed to providing quality support to students, faculty, and staff using the facilities. For the standard software load for open computer labs click here.
24 Hour Computer Lab Operating Periods:
Before and during final exams, Classroom and Lab Technologies extends its normal computer lab hours at the Johnson Center in order to meet the academic needs of the growing University community. These extended periods offer hours until 1:30 a.m. during the week before finals, and 24 hour facilities during the week of finals. Exact times and dates will be posted below each semester before the extended hours begin each semester.

Counseling and Psychological Services (CAPS)
Counseling and Psychological Services (CAPS) provides a wide range of services to students, faculty, and staff. Services are provided by a staff of professional counseling and clinical psychologists, social workers, and counselors. CAPS provides individual and group counseling, workshops and outreach programs -- experiences to enhance a student's personal experience and academic performance.

Office of Disability Services
The Office of Disability Services (ODS) is available to serve all students with disabilities, including those with cognitive (e.g., learning, psychological, and closed head injury), sensory, mobility, and other physical impairments.

As part of the Office of University Life's commitment to recognizing and honoring the richness of diversity at Mason, the Office of Disability Services (ODS) staff members actively participate in the campus-wide diversity dialogue. The ODS welcomes and encourages all students with disabilities, whether registered with the ODS or not, to identify themselves as members of the disability community, and to engage in the diversity dialogue on campus by getting involved with ODS and other multicultural programs and activities.

GMU Emergency Notification System
Mason Alert is an alert system that allows George Mason University to contact you during an emergency by sending text messages to your cell phone or via e-mail.

CHHS List of Student Resources
Mason offers currently enrolled students many valuable resources and services other than the ones highlighted above. To view a listing of some of the most often utilized resources, go to the CHHS Student Resources page.

Student Organizations
Being involved in organizations, both internal and external to Mason, will not only enhance a student’s experience at Mason but can often benefit students professionally. Below are some organizations HAP students should consider joining:

ACHE Learning Network
If you are enrolled in a health services administration or related administrative program, you may be eligible for a discount on your dues. Find answers to your most pressing career questions—and
gain a competitive edge—through ACHE’s countless resources. For more information contact Mr. Jay Shiver or Dr. Martin Perlin.

**National Capital Healthcare Executives**
Territory: DC; VA – Alexandria City, Arlington, Clarke, Fairfax, Fairfax City, Falls Church City, Fauquier, Loudon, Manassas City, Manassas Park City, Page, Prince William, Warren. For more information contact Mr. Jay Shiver or Dr. Perlin.

**Upsilon Phi Delta Honor Society**
The purpose of the Upsilon Phi Delta Honor Society is to further the professional competence and dedication of the individual members in and for the profession of healthcare management. Members are selected on the basis of academic achievements, service to the community and/or contributions to the healthcare management profession. Undergraduate members must have a QPA of 3.25 or greater. Graduate members must have a minimum QPA of 3.5 and/or be in the top 10% of their class. For more information contact Dr. Kalahn Taylor-Clark (ktaylo26@gmu.edu).

**AcademyHealth Student Chapter**
The HAP Department has teamed with AcademyHealth to create an opportunity for student involvement. AcademyHealth is dedicated to improving the knowledge base of health care decision-making by supporting the professional development of those who conduct and use health services research, advocating for the tools and funding necessary to do this important work, and helping to translate health services research findings into policy and practice.

AcademyHealth supports the formation of student chapters to enhance the learning and professional development experience for students in health services research and health policy. Open to both graduate and undergraduate students in all health disciplines, this is a university-wide student club.

There are many benefits to joining:
- Free online seminars and discounted conference registration
- Networking with GMU research faculty, mentors and students with like interests
- Scholarships
- Employment services
- Fellowships

For more information, please contact the chapter at acadhlth@gmu.edu.

**Student Governance**
Students are invited to provide input into the HAP Department operations relating to student matters and program policies, procedures and curriculum. Student input/participation takes place as follows:

1. Student body representative to HAP Faculty meetings - In September of each academic year, students nominate and elect a student to serve as the student body representative. This individual may attend faculty meetings (monthly) for the open agenda section of the meeting. As such, the student representative is able to request agenda/discussion items, hear
departmental announcements, and provide input into meeting discussion. This individual also serves as the student body representative to curriculum committee meetings in the HAP Department and at the College of Health and Human Services. The student representative attends HAP/CHHS curriculum meetings ad hoc, depending upon the relevance of the item(s) under consideration.

Criteria to serve as the undergraduate student representative:
- FT or PT student in the BS Health Administration program
- Has completed at least 60 credit hours
- Has a cumulative GPA of 3.0 or better

2. Student surveys - All students taking HAP courses are invited to complete the course evaluation survey conducted at the end of each semester for every course in which the student is enrolled. Student feedback from surveys is important to the faculty in the HAP department. Information from surveys is reviewed by the faculty as available each semester or annually and is utilized by the HAP Program Evaluation Committee and Department Chair for a variety of program evaluation, planning and quality improvement purposes. Upon graduation, continued input is solicited annually through the on-line survey of all HAP program alumni.
Grade Appeal Request

Directions:
Submit a hard copy of this form and the attached documents to the Department of Health Administration and Policy in NE Module I. Keep a copy for your records.

Student name:_________________________________________G#:____________________

Student Mailing Address:
________________________________________________________________________Note:
Official correspondence will be sent to this mailing address.

GMU email: ____________________   Phone number: ________________________

Student Major: __________________________________________________________

Student’s Academic Adviser:_______________________________________________

Required Information

Course number and title:

Instructor:

What are you appealing?

What relief/change are you seeking?
What discussions/correspondence have you had with the course faculty and others on this matter?
This is the explanation of the reason for your appeal (state your specific request and the details you wish the Department Chair/others to consider) Documentation of evidence must be provided with the grade appeal request. This includes materials such as copies of email correspondence, graded materials; course syllabus and other pertinent information.

Summary of Support Documents/Evidence Submitted:
1.
2.
3.
4.
5.

Read and Sign: I certify that the above information is accurate and not in violation of the Honor Code. I have read and will comply with the rules, regulations, requirements and academic policies of the Department, College of Health and Human Services and George Mason University.

_______________________________________________  ______________________
Student’s Signature                      Date

Received by the Department on ___________ by ______________________________.

Date  Signature of HAP faculty or staff