

Handbook of Academic Procedures

For Students & Advisors

Academic Year 2008-2009

**A Guide to the Institute's Graduate Degree Programs:
M.S. in Conflict Analysis and Resolution
Ph.D. in Conflict Analysis and Resolution**

This Handbook is a summary of information and guidelines for completing the program at ICAR successfully. It is intended to help both students and faculty advisors answer the common questions that arise, and to insure that the internal procedures of ICAR are consistent, clear and fair from one student to the next. However, it is only a guide, and not a legally binding document. All ICAR students, however, are bound by the rules contained in the University Handbook and the graduate catalogue, which should also be consulted about requirements. This guide is available with active weblinks on the ICAR student webpage.

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General Information

Course Numbering

GMU course numbers signify the following:

<u>Course Numbers</u>	<u>Student Level</u>
100 - 200	Lower level undergraduate
300 - 400	Upper level undergraduate
500 - 600	Masters level
700	Masters or Doctoral level
800 - 900	Doctoral level

Undergraduate courses can not be counted toward graduate degree requirements. An advisor may recommend undergraduate courses, however, as required preparation for graduate work.

500 level courses are intended for students in the masters program, they may be taken by advanced undergraduates, provided instructor's written permission is secured. However, if they are used toward the undergraduate degree, they cannot also be applied toward a graduate degree.

600 & 700 level courses are intended for students in the masters or doctoral program, or by permission of the instructor.

800 level courses are intended for doctoral students, masters' students must have instructor's permission to enroll

900 level courses are for doctoral students only.

Certificate Courses

Courses number 502, and 650-670 are open to students enrolled in ICAR's Graduate Certificate Program. These courses may be taken by ICAR M.S. or Ph.D. students without specific approval, up to a limit of 6 credits. See registration section note below.

Non-Degree Enrollment and Students Enrolled in Other Mason Programs

Enrollment in ICAR courses by students who have not been admitted to an ICAR degree program is possible only with permission of the instructor with the following exceptions:

CONF 501- only the section(s) for non-majors are open to non-ICAR students. Permission of instructor is not needed for the non-majors section.

Core Master's Courses: CONF 601, 610, 642, & 713 are open only to ICAR M.S. and Ph.D. students

Core Doctoral Courses: CONF 713, 801, 802, 803, 810, 811, 812, & 900 are open only to ICAR Ph.D. students or ICAR M.S. students with permission of the instructor.

Doctoral Students Special Note

Courses beyond the required 800 and 900-numbered core that are to be counted toward the degree may consist of 500, 600, 700, 800 or 900 numbered courses. Presumably, 500 level courses would be limited to "introductory" courses in the field (e.g., our CONF 501) or in an area of specialization.

A maximum of three 500 level courses may be taken so that such courses do not comprise a significant part of the courses taken.

This means that Ph.D. students may take non-required courses at both the MS and Ph.D. levels, to be counted toward their total required credits.

Advising

Advisors

Each student admitted to a degree program is assigned a faculty advisor. These advisors are full-time members of the ICAR faculty who should be able to answer most questions about the requirements and options involved in completing a course of study. The advisor is the first person to approach with questions or academic issues.

Course of Study: Each student should meet with his or her advisor before registering for classes. The student and the faculty advisor should discuss the student's interests, long-term goals, personal matters that might impact study at ICAR, and special needs. The student and the advisor should develop a course of study tentatively selecting all of the courses the student will take. [MS Plan of Study](#) [PHD Plan of Study](#)) The student is not 'bound' by this plan. However, the plan information helps the curriculum committee develop and schedule courses to meet students' interests. The student should keep a copy of this 'course of study', and a copy should be given to the program coordinator. It may be useful to identify a field or organization the student hopes to work in and identify courses and practice opportunities that will assist the student secure post graduation employment.

Updates: Each student should meet with his or her advisor at least once per semester to review this plan and make changes. Students can and should ask for academic, career or personal advice. Faculty may refer some personal issues to professional counseling through the GMU Counseling Center.

Changing Advisors: If a student wishes to change advisors, they can ask another member of the faculty to become their advisor. If the faculty member agrees, the change should be reported to the program coordinator. A student may also ask the program coordinator to assign another advisor. When a PhD student has formed a dissertation committee, the committee chair takes over as the student's advisor.

Program Coordinators

Additionally, each academic program has a graduate coordinator. Coordinators are an additional source of advising information and can fill in for advisors on sabbatical or other leave. For the year 2007-2008 they are:

Dr. Agnieszka Paczynska, Ph.D. Coordinator (08-09 Coordinator not yet assigned)

Julie Shedd, M.S. Coordinator

Advisors or students who are unsure about policy or procedures should seek clarification from the Handbook of Procedures first. If the question is not covered in the handbook or additional clarification is necessary, contact the appropriate program coordinator.

Director

The top "tier" of the advisory system is the Director. The Director will "field" advising problems that cannot be dealt with by students' personal advisers or by the appropriate Graduate Coordinator. The Director should be the last person approached, not the first.

Director

Ph.D. Coordinator	Masters Coordinator
Faculty Advisor	Faculty Advisor
Advisee	Advisee

Registration

Schedule of Classes

Each semester's schedule of classes is available at <https://patriotweb.gmu.edu/> as well as in a printed schedule. The online schedule is regularly updated with any changes in course meeting times or dates and additional courses that are added after the printed schedule come out. The online schedule is the one students should use to find the Course Registration Numbers (CRN) to use for registration. If a discrepancy exists between the online and printed schedule of classes, the online schedule is the most accurate information.

Registration

Registration for classes is also done through <https://patriotweb.gmu.edu/>. When a student is admitted they receive a G# and PIN to use for registration. Problems with registration involving permission to register should be addressed to Erin Ogilvie, 703-993-9683, eogilvie@gmu.edu. Technical problems should be addressed with the Registrar's office, 703-993-2441 or by viewing the technical support information at <http://registrar.gmu.edu/students/registration/patriotweb.html>

Registration for Partial Term Courses

Courses that do not meet for the full term, often CONF 795 or Certificate Courses may have different add/drop dates. Please see the Registrar's Office web site for add/drop dates for partial semester courses.

Students wishing to drop partial semester courses should contact Julie Shedd if they are unable to drop the course online. If the course has already begun meeting you must contact Julie Shedd within two weeks of the beginning of the course.

Credit Hours per Semester/ Full Time Status

Graduate students are considered full time if they are enrolled in at least 9 credits per semester or if they hold a full time assistantship (20 hours a week) and are enrolled in at least 6 credits per semester. Graduate students who are enrolled in dissertation credits (either 998 or 999) are considered full time if they are enrolled in at least 6 credits per semester, regardless of whether they hold an assistantship. Graduate

students who have completed the minimum number of credits required by their degree program, including the minimum number of credits of 799 or 999 required by their degree program, are considered full time if they are registered for at least 1 credit of 799 or 999, and their advisors and department chairs certify each semester that they are working full time on the dissertation. Students registering for 1 credit of 799 or 999 and claiming full time equivalency are responsible for getting the [Full Time Equivalence Form](#) signed by their advisors and the director each semester and sending the completed form to Financial Aid. Note that different criteria for full-time status may apply for tuition, verification, loan deferral, and financial aid.

Graduate students may not take more than 12 credits in a semester unless approval is granted by the program coordinator. Students should contact the appropriate coordinator who will evaluate the overload request.

Permission to Register

Non-degree students or students from other degree programs must first contact the faculty teaching the course they are interested in taking. Instructors can issue overrides for their own courses through PatriotWeb.gmu.edu. Alternately the instructor can contact Erin Ogilvie (eogilvie@gmu.edu, 3-9683) and request an override be issued to allow the student to register.

CONF 690/890 Registration (Applied Practice & Theory)

The process for participating in these year long (starting Fall semester) practicum projects begins the Spring before the student plans to participate. Each Spring the APT coordinator hosts an APT orientation in which possible projects for the next year are overviewed. For registration purposes, prior to the finalization of the teams, students can register for any section of CONF 690 or CONF 890. When the teams are finalized, students will be assisted in matching up their registration with that of their team members.

CONF 694 Internship Registration

Dr. Daniel Rothbart is ICAR's Internship Coordinator. Students interested in completing an internship for credit should contact Dr. Rothbart. Registration for internship credits can be done for Summer, Fall, or Spring Semesters. Students can register for 3 or 6 internship credits. Further information on internship requirements and grading can be found later in this handbook.

CONF 697/897 Directed Reading Registration

Registration for CONF 697 or 897 is completed using the individualized section form at [Individual Section Form \(Example\)](#). This form should be signed by either Dr. Cobb or Dr. Avruch and then forwarded to the Registrar's office by fax to 3-4032 or campus mail to MS 3D1. Additional information about requirements for directed reading can be found below.

CONF 798 Thesis Proposal Registration

Students interested in completing a thesis should register for CONF 798 – Thesis Proposal the semester before they plan to begin the thesis.

CONF 998 Dissertation Proposal Registration

After advancing to candidacy, doctoral students must register for CONF 998 until they receive approval of their dissertation proposal. Registration can be for 1 to 6 credits. Students must register for at least 3

credits of 998 a semester, some students will need to register for 6 credits a semester to maintain full time status for VISA or student loan requirements. Please check with Financial Aid or OIPS about your specific situation. PatriotWeb will use a default registration of 1 credit. Students registering for more than one credit should then adjust the number of credits in PatriotWeb.

CONF 799/ CONF 999 Thesis or Dissertation Research Registration

Students with an accepted thesis or dissertation proposal should contact their Thesis or Dissertation Chair to receive the CRN number to register for CONF 799/999. The number is specific to the faculty chairing the thesis or dissertation. To receive the CRN for CONF 999, a signed copy of the dissertation proposal must be in your student file. Students must register for at least 3 credits a semester of 799/999. Once a Master's student has taken 6 credits of 799 or a PhD student has taken 12 combined credits of 998 & 999, the student can then register for just one credit a semester of 799/999. Please check with Financial Aid or OIPS about maintaining full time status for Student Loan or VISA purposes. PatriotWeb will use a default registration of 1 credit. Students registering for more than one credit should then adjust the number of credits in PatriotWeb.

Registration for Undergraduate Credit

In no circumstances can undergraduate courses be counted for graduate credit. There are, however, situations in which graduate students may wish to take undergraduate courses (for example to fulfill a language requirement) even though this courses do not count as graduate credit hours. In order to do that, a student submits a signed letter to the registrar's office that contains the student's name, date, G number, phone number, the course information and the phrase "I am a graduate student who wishes to enroll in an undergraduate course for undergraduate credit". The student should sign the letter and fax it to 3-4668 or deliver it to the registrar's office.

Certificate Courses

Students wishing to register for certificate courses as electives for the MS/ PHD program are allowed to without seeking individual permission. However, to give certificate students priority in these classes, these courses will not be opened to MS/PHD students until certificate students have had the opportunity to complete registration. The date courses will open to other students will be posted each semester on ICAR's website.

Transfer of Credit, Substitutions, Waivers

Extended Studies Credit

Twelve semester hours of GMU Non-Degree (Extended Studies) credit may be transferred into the MS or PhD program. Courses taken as part of one of ICAR's Graduate Certificate Program are considered Non-Degree (Extended Studies) Credits. Student should fill out the [Transfer of Credit Form \(Example\)](#); have it signed by the advisor. After the advisor has approved the form it must be submitted to the appropriate Program Coordinator and the Director for signatures before being submitted to the Registrar's office.

Transfer of Credit

Up to six semester hours of graduate level credit taken before acceptance into the master's or doctoral program may be transferred from an outside regionally accredited institution provided the hours are for course work relevant to the student's program at the Institute.

- Eligibility - A student must be admitted to full degree status to transfer credit.
- No Double Credit - Credit previously used toward a degree at GMU or any other institution may not be used again for a GMU Master's or Doctoral degree. (Certificate programs are not considered degree programs)
- Minimum Grade - A minimum grade of "B" must be earned for transfer credit. Grades such as "Pass" or "Satisfactory" may not transfer.
- Recency of Credit - Credit accepted for transfer must have been earned within six years from the time of admission.
- Course Material - Relevant course material (syllabus, reading list, etc.) should be submitted with the Transfer of Credit Form to the advisor
- Transcript - A complete copy of the transcript showing the credit to be transferred must be attached to the Transfer of Credit Form. This is not necessary for GMU courses. Xerox copies of official transcripts kept at ICAR are acceptable. If ICAR does not have a copy, you may obtain one from your master file in the GMU Office of Student Records.

A student who wishes to transfer credit and who meets the above requirements should complete a [Transfer of Credit Form \(Example\)](#), and submit it to his or her advisor for review and approval. The advisor and student should identify the GMU equivalent to the credits earned at another institution. If the course will be used to fill an elective, mark CONF 695 as the GMU Course Equivalent. After the advisor has approved the Transfer of Credit form it must be submitted to the appropriate Program Coordinator and the Director for signatures before being submitted to the Registrar's office.

Substitutions

It is rare that a course taken outside of ICAR can substitute for an ICAR required course. All requests for substitutions must be generated by the student's advisor. If the course was taken outside of Mason, the advisor should identify on the [Transfer of Credit Form \(Example\)](#), the GMU equivalent course that is being replaced. If the course was taken within Mason and is being substituted for an ICAR course, the advisor should fill out the Substitution/Wavier Form at [Substitution Form \(Example\)](#), and indicate which ICAR requirement is being replaced. The advisor should recommend the substitution, providing the program coordinator all explanatory or supportive materials needed. After the advisor has approved the Transfer of Credit form it must be submitted to the appropriate Program Coordinator and the Director for signatures before being submitted to the Registrar's office.

Waivers

Students who have had the equivalent of a required course through work experience or through course work elsewhere or in a previous Mason Degree, which do not meet the requirements for a Transfer of Credit, can request that the advisor recommend to the program coordinator that the requirement to take that particular ICAR course be "waived." The advisor fills out the [Substitution/Waiver Form \(example\)](#) form and submits it for approval to the appropriate M.S. or Ph.D. Coordinator. A waiver does not give the student credit for the course, it simply means that they do not need to take the required course, but must take an additional elective course to ensure they meet the credit hour requirements of the degree.

Non-ICAR Electives

Students wishing to take a course outside of the MS/PHD core program, including courses at other Mason departments, through the consortium, transfer credits or courses primarily intended for graduate certificate students must first discuss with their advisor how this course fits in with their academic and career goals. If the advisor agrees that the non-ICAR course is an appropriate choice for the student, an e-mail should be sent from the advisor to the appropriate graduate coordinator (Agnieszka Paczynska, Julie Shedd) saying the course has been approved by the advisor. The program coordinator will include this information in the student's file. With advisor's approval, each student is eligible to include a **maximum of 6 credits** of electives from outside of the ICAR program, including courses in other Mason departments, consortium courses, ICAR graduate certificate courses, and transfer courses from other universities.

Course Work Elsewhere

GMU allows students enrolled in degree programs to take courses at other accredited institutions and apply those credits to GMU degrees (Courses taken through the Consortium are not considered course work elsewhere, see below). Permission to take such courses must be obtained beforehand. Course work Elsewhere forms [Coursework Elsewhere \(Example\)](#), must be approved before a student enrolls at another institution for credit which will be transferred to his/her ICAR program. The Registrar enters a special registration for the semester(s) the student is away that keeps the student in active status at GMU. The following policies governing Course Work Elsewhere should be noted:

- Course work elsewhere is subject to the same policies as transfer credit listed above.
- Course work elsewhere counts toward the six-hour transfer credit limit from outside institutions.
- The student must have an official transcript sent directly from the outside university to ICAR when the course has been completed.

As a rule, course work elsewhere should not be requested for a student's final semester. Exceptions may be made for extenuating circumstances.

Consortium Courses

GMU is a member of the Consortium of Universities of the Washington Metropolitan Area. The other schools included in the Consortium are:

- American University
- Catholic University
- Gallaudet University
- George Washington University
- Georgetown University
- Howard University
- Joint Military Intelligence College - Marymount University
- National Defense University
- Southeastern University
- Trinity College
- University of the District of Columbia
- University of Maryland in College Park.

Graduate students are eligible to enroll in courses through the consortium on a space available basis. Graduate students must be currently enrolled, in good academic standing, and in degree-seeking status. Students seeking to enroll in a Consortium course must obtain a Consortium Registration Packet from the Office of the Registrar, x 3-2439. Packets can also be obtained at the ICAR office. The Registration form

requires approval by the student's advisor, graduate program coordinator, and ICAR's director. Signed forms are then turned in to the Registrar's office. Approved consortium registration requests must be received in the Consortium office **no later than two weeks prior to the beginning of the semester** at George Mason University. Further information is available at <http://www.gmu.edu/acadexcel/findex.html>

The following rules govern:

- One course per semester through the Consortium may be taken.
- Such a course cannot be taken through the Consortium if it is offered at GMU during the same semester.
- Such a course cannot be a joint program between GMU and another institution. Courses offered off-campus at George Washington University and American University are not open to Consortium registration.
- Such a course cannot be "audited."
- Courses resulting in "Satisfactory/No Credit" status may not be taken.

Registration in consortium courses is not guaranteed. Consortium registrations are on a space available basis. Registration is often not confirmed until very close to the beginning of the semester.

Consortium courses are recorded as residential credit on the student's GMU transcript and can be taken in addition to the six hours permitted as transfer credit. Such courses can be applied only to elective requirements. Students may only register for six credits of consortium credit during their GMU career. ICAR students may only take a **total maximum of 6 credits** of electives from outside of the ICAR program, including courses in other Mason departments, consortium courses, ICAR graduate certificate courses, and transfer courses from other universities.

Study Abroad

A variety of study abroad opportunities are available through the Mason Center for Global Education <http://www.gmu.edu/departments/cge/> Students should consult with their advisor before registering for CGE programs to ensure credit can be given for the program.

Directed Readings

Under special circumstances, students may arrange to take a Directed Reading course, either numbered CONF 697 (for MS students) or 897 (for PhD). These can be arranged because:

1. A required course is not due to be scheduled for at least two semesters, thus unreasonably delaying graduation.
2. A student wishes to work with a particular member of the faculty on a specific topic not normally offered as part of the Institute's program.

In such cases, the student may ask the professor responsible for that required course to substitute a "directed reading" course (CONF 697 or CONF 897) and cover the material independently. This route obviously should be used only in the instance of unavoidable hardship to the student (e.g. student leaving

the area or major family illness); it is not intended as an alternative way of passing through the program. This courtesy can only be extended if it does not overburden faculty and prevent the smooth running of the program.

Procedure for arranging and undertaking a Directed Reading or Independent Study course is as follows:

1. The student should initially approach the faculty member to obtain approval for a Directed Reading course and to discuss and agree upon the nature and contents of the proposed course. Registration information is listed above.
2. An outline of the agreed course topic, together with a basic bibliography, should be written down after this initial discussion and deposited in the student's file, copies also being kept by the student, faculty member and M.S. or Ph.D. Coordinator. At this initial stage, details of expected course work, notes on readings, exercises to be carried out and method of grading should be agreed according to the wishes and working styles of student and faculty involved.
3. Regular meetings should be scheduled and records kept of the student's performance during the course. It is suggested that at least six meetings take place after the initial planning meeting, although this can be varied when appropriate.
4. If it is agreed that all or any substantial part of the final grade for a Directed Reading course is to be based upon a final paper, the topic should be approved at least four weeks before the last day of classes and handed in no later than the first day of Exam Week, to facilitate grading.
5. Incomplete grades will not be granted for Directed Reading courses, except in the case of a medical emergency.

Grading

Grades

Letter grades are required by GMU for all course work credited toward a graduate degree. Credit is given for all passing grades.

"A" represents excellent work, above expectations, passing

"B" represents adequate work, meeting expectations, passing

"C" represents substandard work, below expectations, passing

"F" represents a failure to complete the requirements of a course, failing.

"S/NC" (Satisfactory/No Credit) An S grade reflects satisfactory work otherwise; the student receives no credit (NC). S and NC have no effect on the grade point average (GPA). S/NC Grades are given for CONF 798, 799, 998, 999.

"AB" (absent) is given when the student has received permission from the instructor to be absent from a final exam for a cause beyond reasonable control. A 'make up' exam must be offered within 10 days. At the end of ten days, if the grade is not converted, it automatically becomes an "F"

"IN" (incomplete) is given when all course requirements have been completed except for assigned papers or reports which the student has been compelled to postpone for reasons beyond the student's control. IN's are given at the discretion of the faculty member. The ICAR faculty has agreed that "reasons beyond the student's control" are illness of the student or of a member of his or her immediate family, or a work-related effort that takes the student out of the program for at least three weeks. It has also determined that INs should not be granted simply on the grounds that students have over-committed themselves.

Students should also be cautioned that GMU policy provides that: While a grade of IN remains on the transcript, it is treated as an unsatisfactory grade in determining probation, suspension, termination, or dismissal. Removal of IN's from the transcript may result in retroactive elimination of probation, suspension, termination, or dismissal.

IN grades must be completed by the end of the ninth week of the next semester. An individual faculty member could set a shorter deadline if he or she wishes. If not a Petition for Extension of Incomplete [Incomplete Extension \(Example\)](#) must be submitted with the approval signature of the instructor and the Director. IN grades for graduating students must be completed within 6 weeks of the end of the semester or the student must change graduation terms.

"IX" (Incomplete, extended) is given by the Registrar's Office after receiving from the professor an official extension of time for a student to complete course work. IX affects the academic record the same way as IN.

"IP" (in progress) is given to show that work is underway when courses extend beyond one semester. Course instructors can issue "in progress" (IP) grades in only the following courses:

CONF 694	Internship
CONF 690 or 890	1st Semester only
CONF 798	Master's Thesis Proposal
CONF 799	Master's Thesis
CONF 998	Dissertation Proposal
CONF 999	Dissertation Research and Writing

IPs are not treated as unsatisfactory grades, nor are they subject to the time limits of incompletes.

"SP" (suspended progress) is given by the Director on advice of a student advisor when long-term uncontrollable events interrupt a student's course of study. The SP grade remains on the record until the course-work is completed.

Grade Requirements

GMU requires a 3.0 GPA throughout graduate school, and in addition, does not permit more than two substandard (below "B"; C, D, or F are substandard) grades on courses taken to be applied towards a graduate degree. This is true even if all other grades are "A"s.

If a student receives three (or more) substandard grades or 3 "F"s the student is eligible for dismissal from the program. The student must appeal their dismissal to ICAR's director. If the appeal is granted, either the excess substandard courses must be retaken, with a higher grade or additional courses (with "A" or "B" grades) must be substituted toward your degree with the ICAR director's or Graduate Coordinator's permission.

Graduate students must have a 3.0 GPA to graduate. If the students GPA is not at least a 3.0 they will be required to take additional courses and obtain high grades in order to increase the GPA to at least the 3.0 level.

Grade Changes

Grade Change forms are required to change IP and IN grades into letter grades, as well as to correct recording or calculation error in grades. These forms are available from Julie Shedd and should be faxed when completed to 3-4032. Grade changes that are not changes of IP or IN grades must receive the approval of the director.

Disputed grades

Students who think they were graded unfairly should speak with the course instructor, asking to have the grade reviewed. The instructor may change the grade, either up or down!

If a student is still dissatisfied, she/he may ask the Director to conduct a review. Information on policies regarding grade review can be found in the University Catalog.

Withdrawal Policy

Graduate students who are enrolled in one or more courses are considered in attendance until they formally withdraw by having an official withdrawal form approved by the Director of ICAR.

For graduate students, withdrawal after the last day for dropping a course requires approval by the student's dean or director, and is permitted only for non-academic reasons that prevent course completion.

Students in partial semester courses that missed the course meetings will be allowed to withdraw if they contact Julie Shedd within 2 weeks of the start of the course.

Graduate students who stop attending all classes after the drop period without the director's approval to withdraw receive Fs in all courses.

Graduate students withdrawing before the final examinations in any semester or Summer Term forfeit credit for work done in that term.

Any student who wishes to withdraw from an ICAR class after any Add/Drop period has passed must send a request to ICAR Director Sara Cobb, cc'd to Julie Shedd outlining the reasons for the withdraw request.

Continuous Enrollment

Any student who does not enroll in at least 1 credit of course work for two or more consecutive semesters is considered to be an inactive student and must petition to re-enroll. Students completing a Master's Thesis or Doctoral Dissertation must enroll in at least one credit of CONF 799 or CONF 999 each fall and spring semester, once they have completed the required minimum number of credits. If the student

will graduate during the summer term they must register for 1 credit of CONF 799 or CONF 999 for the summer term.

Permission to Re-Enroll

Permission to re-enroll in courses must be obtained by all graduate students who have failed to enroll in at least one credit of course work for two or more semesters (not counting the Summer term) at GMU. Students must submit a [Permission to Re-enroll Form \(Example\)](#) to the appropriate Graduate Coordinator for approval.

Field Opportunities

Internship

The internship is intended to provide students with opportunities to: use and further develop applied conflict resolution skills; integrate theory and practice of conflict analysis and resolution; apply theory through practice; and network with professionals in the field to enhance employment opportunities. Experience does not necessarily have to be explicitly "hands on": interns need not actually be interveners, because such opportunities may not be readily available; rather, the goal is to get as close to analysis and resolution practice as possible.

Internships may be used to fulfill part of the Master's degree Integration requirement, or may be taken for elective credit by M.S. or Ph.D. students.

Internship for Credit

Students taking an internship for credit, CONF 694, are required to register and pay for three hours of CONF 694. CONF 694 will require of students at least 160 hours of supervised work on a project towards the analysis and/or resolution of conflict. Such work must be spelled out in a Memorandum of Agreement to be signed by the student, the site supervisor and the Internship Coordinator, Dr. Daniel Rothbart, before the internship begins.

As part of the requirements for CONF 694, the student will submit to the internship director a 25 to 40 page report that offers a critical reflection on the experience drawing upon their knowledge for purposes of evaluation and assessment. The paper provides a comprehensive report analyzing the individual's experience, integrating field experience with relevant theories and research drawn from coursework. In effect, the paper demands a critical reflection on the practice relevant to the agency's work. In such reflection, students retrieve some of the concepts, models, and theories they learned from other classes. Their own experiences, and the agency's work, are assessed with respect to the insight gained from these classes. The full-length paper is due at the end of the semester in which the student is enrolled. A portion of the student's grade will also be determined by the internship supervisor's evaluation. A syllabus with all the information on grading and requirements for CONF 694 is available here [CONF 694 Syllabus](#).

Students are encouraged to arrange their own internships; however, Dr. Rothbart, is available to discuss internship possibilities and requirements. Additionally, information on possible internships is available from ICAR's Career Services. Students are also encouraged to contact ICAR alumni for internship possibilities.

Internship Not for Credit

Many students choose to participate in internships with organizations to gain experience or make networking connections, but may choose not to use the internship for credit toward their ICAR degree. ICAR students are required to **NOTIFY** the appropriate Graduate Program Coordinator of internships they are participating in that are not for credit. Students who encounter difficulties with not for credit internships are encouraged to consult with their advisor or Program Coordinator who may be able to assist the student to ensure the internship experience is positive.

Applied Practice and Theory (APT)

The Applied Practice and Theory Program is a six-credit course running year-long. It is designed to take the concepts presented in class and practiced in labs into real situations with real conflict and real consequences. Students work in teams integrating research and practice with theory development and applied ethics. Students who are interested in this option should express their interest in the Spring of their first year so they can plug into the year-round activity. Each Spring the APT coordinator hosts an APT orientation in which possible projects for the next year are overviewed.

APT may be used to satisfy the Master's degree Integration requirement, or may be taken for elective credit by M.S. or Ph.D. students. The year long course can only be started in the Fall semester.

Graduation

An Intent to Graduate Form and a Degree Application must be filed by a student in order to graduate. The deadlines for the submission of the forms are static, and are extended to the following Monday if they fall on a weekend. Information on graduation and commencement can be found at <http://registrar.gmu.edu/gif/index.html>

Submit Graduation Intent Form on [Patriot Web](#) by clicking on "Student Services & Financial Aid" and then "Graduation Intent". MS students do not need to do anything else. PhD students need to complete a graduation application available at [Graduation Application \(PhD Example\)](#) Once completed the student must submit the graduation application to Julie Shedd by the appropriate deadline. Graduation Applications are due the semester before a student graduates.

Please refer to the Graduation Office's website at <http://registrar.gmu.edu/grad/graduation> for relevant deadline dates. Students must be active (taking at least one course) during the semester in which they intend to graduate. Students whose graduation has been delayed by 'incomplete' or 'in progress' grades must pay a special additional fee. The form for special registration is available at [Special Registration for Graduation Request \(Example\)](#). Students who plan to graduate in summer term must register for at least one credit for summer term. Students finishing a thesis or dissertation over the summer must be registered for at least one credit of CONF 799 or CONF 999.

The student completes the application, obtains the advisor's and Institute Director's signatures on the application, and submits it to the Registrar.

"Differences of Opinion"

As noted at the outset of this Handbook, ICAR functions within the aegis of the University. ICAR cannot arbitrarily waive or change University requirements. Every attempt has been made to insure that the options described herein fall within GMU guidelines, but if there is any doubt, students should check with their advisor. If advisors have questions, they should check with the Ph.D. or M.S. Coordinator and obtain written clarification before giving students approval.

Within ICAR, it is the Director's and/or Ph.D. or M.S. Coordinator's job to see that all students receive consistent treatment. Students should obtain written approval for any special agreements made with individual faculty.

M.S. in Conflict Analysis and Resolution

Overview

The Masters of Science in Conflict Analysis and Resolution degree program is designed to produce reflective practitioners; that is, active thoughtful users of conflict analysis theories, research, skills and models. Graduates should be able to adapt and contribute constructively to conflict at many levels and settings. While the ICAR MS is taught alongside the Ph.D., it is a separate degree. Students in the doctoral track do not receive Masters degrees on the way, and Masters graduates are not assured admission to the Ph.D. program. However, students in the MS program may apply for admission to the PhD program (or vice versa) as described below.

Degree Requirements

A total of 41 credit-hour units are required: 15 credits are required core courses, 20 credits are electives and, 6 integrative credits. The choice of electives can vary significantly according to each student's individual goals or needs. Specific electives may not be offered in any given year(s). Therefore, each student should develop a Plan of Study that should be discussed once each semester with his/her advisor and updated as appropriate.

Time Limit: GMU requires that all students complete their Masters degrees within six years of their official admission date.

Required Courses

Students take 15 credits of required course work.

The semester in which courses are generally offered is indicated in parentheses.

CONF 501 (fall) Introduction to Conflict Analysis and Resolution

CONF 610 (fall) Philosophy and Methods of Conflict Research

CONF 713 (fall) Introduction to application at the interpersonal level

CONF 601 (spring) Theories of Conflict and Conflict Resolution

CONF 642 (fall & spring) Integration of Theory and Practice

Elective Courses

Students take 20 credits of elective course work.

600 and 700 CONF courses can be taken as electives with the following exceptions,

CONF 601, 610, 642, 713 are required courses

CONF 650-670 are open only to students enrolled in ICAR's Graduate Certificate Program, M.S. students may register for these courses after graduate certificate students have had the opportunity to register.

CONF 695, CONF 795, CONF 697, may also apply as electives. These courses can be repeated for credit as long as the topics are different. Only two (2) directed readings (CONF 697) may be applied towards requirements for a master's degree.

Appropriate graduate courses from other GMU departments or Consortium Universities may also apply as electives. Students interested in taking these courses must receive approval from the student's advisor prior to taking the course. The advisor should note their approval of these courses in an e-mail submitted to the M.S. Coordinator that remains in the students ICAR file. When considering approval for non-ICAR courses to be used as electives, advisors will evaluate how the course fits with the student's academic and career goals. With advisor's approval, each student is eligible to include a maximum of 6 credits of electives from outside of the ICAR program, including courses in other Mason departments, consortium courses, ICAR graduate certificate courses, and transfer courses from other universities.

Integrative Courses

Students must complete six credits of integrative work, choosing one of the following options:

1. Applied Practice and Theory

CONF 690 Practicum in Conflict Analysis and Resolution (6 credits)

2. Internship

CONF 694 Internship (6 credits) or

CONF 694 Internship (3 credits) and CONF 795 Professional Development Seminars (3 credits)

CONF 795 courses are often 1 or 2 credit courses. A total of 3 credits is required, which means student will likely need to take multiple 795's to reach 3 credits.

3. Thesis

CONF 799 Master's Thesis (6 credits) or

CONF 798 (1 credit) & CONF 799 (5 credits)

Further information on Internships or APT can be found previously in this manual.

Total Credits required for MS Degree

41 credits

Plan of Study

Students should work with their advisors to consider how study at ICAR will help them in their lives and careers. Our students' wide-ranging interests defy a single plan of study. A plan of study shows the courses to be taken in each semester and ensures that students both meet the requirements for their degree and get the benefit of connections between courses. The written M.S. [Plan of Study](#) should be

submitted to the M.S. Coordinator and kept in the student's file. Students interested in practice will take the required CONF 713 and should in consultation with their advisors, identify additional practice opportunities. Students with interest in a particular category of conflict (for example, a region or level of conflict) should participate in relevant working groups and should consider how papers could be constructed in any courses that are relevant to that category. The most skillful students use class papers to build knowledge and materials that will be relevant to future academic and career opportunities.

Master's Thesis Guidelines

A master's thesis must consist of original research related to the field. The formal requirements for a written thesis are the same as those for doctoral dissertations, it being understood that the master's thesis will be considerably shorter than a doctoral dissertation.

Student interested in completing a Master's Thesis should consult <http://thesis.gmu.edu> regularly to ensure they are meeting the appropriate requirements. Templates are also available there to ensure proper formatting.

CONF 798 is strongly recommended, but not required, for students planning to complete a thesis.

Students may register for Thesis (CONF 799) after an ICAR faculty member has agreed to chair the student's Thesis Committee. Registration requires a code identifying the section according to the Chair of the Student's committee. PatriotWeb will use a default registration of 1 credit. Students must register for 3 credits of thesis each semester until they reach the required 6 credits. A student who has not completed his/her thesis after meeting the six hours credit allowed must register for at least 1 hour of thesis (CONF 799) credit each semester until the thesis is completed.. Students registering for more than one credit should then adjust the number of credits in PatriotWeb. Students working on their thesis must maintain continuous registration. A grade of "IP" will be assigned for CONF 799 courses until the thesis is completed at which time Change of Grade Forms will be issued by ICAR.

The master's thesis committee is named by ICAR's Director, who designates a member of ICAR's graduate faculty from that department as the thesis committee chair. The committee is appointed after consulting with the candidate and advisor, and consists of at least three people. Two must be members of the graduate faculty from ICAR, while one may come from outside ICAR. The thesis committee chair is primarily responsible for directing and guiding the candidate's research and writing activities. The student is responsible for keeping all committee members informed of the scope, plan, and progress of the research as well as the thesis. Students selecting the thesis option should obtain a copy of Mason's *Thesis, Dissertation or Project Guide*, which is available at <http://thesis.gmu.edu/>.

Human Subjects Review Board

Students completing a Master's thesis must submit a copy of their proposal and all other necessary documents to the Human Subjects Review Board, even if the thesis research will not include research on human subjects. Information on human subjects review, templates and forms are available at <http://www.gmu.edu/pubs/osp/humansubjects.html>.

Thesis Presentation

Students completing a thesis do not have to “defend” their thesis as doctoral students do. However, they are expected to present their work to the community. At least one “brown bag” lunch session is reserved each semester for these presentations.

Thesis Submission:

George Mason University requires strict adherence to the formats described in the online thesis guide. All dissertations, theses, and projects must be reviewed by the University Dissertation and Thesis Coordinator prior to final submission. Please make an appointment with the University Dissertation and Thesis Coordinator, udts@gmu.edu, to review formatting guidelines as soon as you have a workable draft.

For degree conferral, two copies with cover sheets signed by committee and director must be submitted to the library by 5:00 p.m. on the last Friday of classes in the term in which the student plans to graduate. In addition, one copy should be deposited in ICAR’s Burton Library.

Dual MS & MSW Degree Program

Admissions Requirements

Students applying for the Dual MSW and MS program must apply separately to both the MSW and MS programs. If accepted in both programs, students request permission to pursue the dual degree. See admissions information for both the College of Health and Human Services and Institute for Conflict Analysis and Resolution.

Degree Requirements

Students must successfully complete the following: 86 credits to receive a dual degree

Social Work Courses 51 credits

SOCW 623 Human Behavior and Social Systems I	3
SOCW 624 Human Behavior and Social Systems II	3
SOCW 651 Social Policies, Programs, and Services	3
SOCW 652 Influencing Social Policy	3
SOCW 657 Directed Social Work Practice I	3
SOCW 658 Directed Social Work Practice II	3
SOCW 670 Communication and Technology for Social Work Practice	3
SOCW 672 Foundation Field Practicum and Seminar I	3
SOCW 673 Foundation Field Practicum and Seminar II	3
SOCW 684 Social Work and the Law	4
SOCW 685 Organizational Leadership for Social Workers	4
SOCW 687 Empowering Communities for Change	4
SOCW 688 Advanced Research in Social Work	3
SOCW 690 Social Change Field Practicum	6
SOCW 691 Social Change Field Seminar	3

Conflict Analysis & Resolution Courses 35 credits

CONF 501 Introduction to Conflict Analysis and Resolution	3
CONF 601 Theories of Sources of Conflict and Conflict Resolution	3
CONF 610 Philosophy and Methods of Conflict Research	3
CONF 642 Integration of Theory and Practice	3
CONF 694 Internship	3
CONF 713 Reflective Practice in Interpersonal-Multiparty Conflicts	3
CONF 795 Professional Development Seminar	5
CONF Electives (selected with approval from ICAR)	12

Transfer to Ph.D. Program

Master's student cannot "transfer" to the PhD program but can apply for admission into ICAR's Ph.D. program in the regular cycle. If admitted to the PhD program, students must consult with their advisors to determine how courses taken in the MS program will or will not be applied toward the PhD. Students must have completed a Master's degree to be admitted to ICAR's Ph.D. program.

Ph.D. IN CONFLICT ANALYSIS AND RESOLUTION

Degree Requirements

Students cannot enroll in the Ph.D. program unless they have completed a Master's degree. All Mason Ph.D. programs require candidates to earn 72 credits.

Reduction of Credits

Since all incoming ICAR Ph.D. students have a Master's degree, ICAR automatically issues a reduction of credit of 15 credits for incoming Ph.D. students. This form should be completed in the first semester a student enrolls. This reduction of credit means that the standard ICAR PhD program is 57 credits.

Credit for Prior Study

Students may also receive a reduction of credit for up to 15 additional credits for previous relevant coursework. The actual number of the credit reduction is determined in consultation with the student's advisor and the program coordinator after a review of courses taken. On the [Reduction of Credit Form \(Example\)](#), this means that students would have a total reduction of credit of 15 (automatic) + up to 15 (advisor's discretion) = for a total of up to 30 credits.

Example for a student receiving the max of 15 credits additional reduction for relevant coursework:

72 credits required for Ph.D. program
- 15 credits- automatic reduction for all entering ICAR students
- 15 credits- reduction for previous relevant coursework (at advisor's discretion)

42 credits required

Note: On the [Reduction of Credit Form](#), the number of credits would be listed as the total- 30.

The [Reduction of Credit form](#) should be completed as soon as possible after the student enrolls in the program, to allow the student and advisor to accurately plan the course of study.

Students with M.S. Degrees from ICAR

Students accepted into the ICAR PhD program generally receive a reduction of credits of 30 credits, requiring them to complete 42 credits. As well, students who took CONF 713 can receive a waiver of the requirement to take CONF 713 (a waiver does not give credit for it, just removes the requirement to take it)

Required Courses

Students take 27 credits of required course work. The semester in which courses are generally offered is indicated in parentheses.

CONF 711	Conventions of Statistical Methodology (fall)
CONF 713	Introduction to Skills (fall)
CONF 801	Introduction to Conflict Analysis and Resolution (fall)
CONF 802	Micro-Theories (fall)
CONF 803	Macro-Theories (spring)
CONF 810	Philosophy of Social Sciences (spring)
CONF 811	Advanced Research Methods I (fall)
CONF 812	Advanced Research Methods II (spring)
CONF 900	Integrating Theory, Practice, and Method in Conflict Analysis (spring)

Elective Courses

18 elective credits must be completed prior to comprehensive exams ("Comps") from any appropriate graduate courses. The intent is to allow students to have maximum flexibility in the selection of courses to build skills and knowledge needed in their dissertation work.

600 and 700 CONF courses can be taken as electives with the following exceptions,

CONF 601, 610, 642, are required MS courses and may only be taken with instructor's permission

CONF 650-670 are intended for students enrolled in ICAR's Graduate Certificate Program, Ph.D. students may register for these courses after graduate certificate students have had the opportunity to register.

Faculty teaching elective courses at ICAR are expected to develop more rigorous course requirements for doctoral students enrolled in these courses, and are strongly encouraged to shape these additional requirements so as to further develop doctoral students' research capacity. For example, doctoral students may be required to complete substantially longer research papers than are required of masters students, and may be asked to engage with research design issues relevant to the course content.

CONF 695, CONF 795, CONF 697, may also apply as electives. These courses can be repeated for credit as long as the topics are different. Only two (2) directed readings (CONF 897) may normally be applied towards doctoral elective requirements.

Appropriate graduate courses from other GMU departments or Consortium Universities may also apply as electives. Students interested in taking these courses must receive approval from the student's advisor prior to taking the course. The advisor should note their approval of these courses in an e-mail submitted to the Ph.D. Coordinator and remains in the students ICAR file. When considering approval for non-ICAR courses to be used as electives, advisors will evaluate how the course fits with the student's academic and career goals. With advisor's approval, each student is eligible to include a **maximum of 6 credits** of electives from outside of the ICAR program, including courses in other Mason departments, consortium courses, ICAR graduate certificate courses, and transfer courses from other universities.

Dissertation Units:

Students take at least 12 combined credits of dissertation units

CONF 998	Proposal preparation **
CONF 999	Dissertation Research ***

** All CONF 998 courses will be graded IN PROGRESS (IP) until completion of the proposal. At that time an S/NC grade will be issued.

*** All CONF 999 courses will be graded IN PROGRESS (IP) until the dissertation defense is successfully completed. At that time S/NC grade will be issued.

TOTAL = 57 credits [24 + 21 + 12]

Plan of Study

Students should meet with their advisor before beginning study and each semester thereafter to develop, review and amend their plan of study. These plans should help the student take courses which connect to the student's interests, build toward the dissertation research, and ultimately help the student achieve their career goals. The [Ph.D. Plan of Study](#) should be submitted to the Ph.D. Coordinator so that it can be maintained in the student's File.

Foreign Language Requirement

Every doctoral student must show competence in a foreign language, (that is, a language other than their native tongue) before advancing to candidacy. Students cannot register for CONF 998 without evidence of meeting this requirement. International students may use English as their "Foreign Language" and the TOEFL examination as a demonstration of competency. The Department of Foreign Languages has ruled that neither American Sign Language nor computer languages can be used to fulfill this requirement. All students, regardless of how recently language courses have been taken, or how fluent they may be, are required to fulfill the same standard before advancing to candidacy.

Competence in a foreign language must be shown by taking a placement test at the GMU Language Laboratory. The test has both an oral and written component; if passed at a level greater than "300," which indicates the end of intermediate/beginning of advanced competency in the language, the Department of Foreign Languages will issue a certificate of proficiency. If the student desires testing in a language that GMU's Department of Foreign Languages does not offer, testing can also be conducted at an organization, embassy, church or other entity in which a native speaker can conduct a test and write a letter to the Department certifying that the testee passes at a high intermediate/low advanced level. The student must submit for approval names and qualifications of persons capable of administering such a test.

The Department of Foreign Languages conducts tests from 10am to 3pm Monday through Friday on a first-come first-served basis. Check with the Doctoral Program Coordinator for more details about this option, such as how to sign up for exams or to obtain tapes for language practice.

Once students have passed their comprehensive examination and before registering for CONF 998, they should notify the Ph.D. Coordinator which language will be selected to satisfy this requirement.

Steps in Matriculation

1. Plan of Study:

All Doctoral students should meet with their faculty advisor before starting classes to develop a plan of study. This plan should show the sequence of courses anticipated. It should be based on a discussion between the student and the advisor about the student's interests and goals. The plan should ensure that the student completes coursework efficiently and is able to build toward candidacy. The student and the advisor should then meet at least once each semester thereafter to review and amend the plan. The program coordinator should receive a copy of each new or revised [plan of study](#).

2. Pre-requisites for Eligibility:

Students are eligible to sit for the comprehensive examination when they have completed all the requirements of course work in the doctoral program with the exception of CONF 998 and CONF 999, and have demonstrated competence in a foreign language.

3. Comprehensive Examination:

Upon completion of all course work, doctoral students are eligible to take the comprehensive examination. A student is advanced to candidacy upon successful completion of the examination. The examination will be held twice each year, in January and in August, usually two weeks prior to the start of classes. The exam will consist of a choice of broad, generic questions and each question will require a student to demonstrate knowledge of theory, practice, and research and the integration of these three areas. Students select one question and write a 35-page integrative essay. The essay is taken at home over three days and students may use books or notes but may not consult with other students once the exam has been distributed.

All exam procedures will be double-blind; students are assigned random numbers and faculty graders remain anonymous. A team, consisting of three members of the ICAR faculty, will be assigned three random exams to grade. Multiple teams will be formed, depending on the number of students sitting for an examination, and membership on these teams will rotate through the faculty and therefore differ from year to year. Each exam will be read and evaluated by two faculty members and, if there is a consensus assessment, that judgment is final. If there is no consensus then the third member of the team will read the exam and the majority assessment will be final. Each team may request additional input from other faculty members or the doctoral coordinator as the team feels is appropriate. Assessments on the basis of content are made within teams and are final. Appeals are permitted only on grounds of process irregularities.

Students who do not pass the exam should form a plan of study with their advisor and the Doctoral Coordinator that will prepare them to re-take comps. The Comprehensive Examination may be retaken 2 times for a total of 3 attempts. If, after 3 attempts, the student was not able to pass the examination they should consult with the Doctoral and Master's Coordinator about the possibility of transferring to the M.S. program.

Upon successful completion of the comprehensive examination, the student can begin work on the dissertation proposal and form a committee. He or she has one year to complete the proposal with required sign-off from all committee members and, then, a maximum of four years to complete and

defend the dissertation. After a successful defense, the Institute recommends to the University that the student be awarded the degree of Doctor of Philosophy.

4. Advancement to Candidacy:

Upon completing course work (except dissertation) listed on one's Program of Studies, meeting the language requirement, and passing "comps" students will be advanced to candidacy and will be personally notified of this by the Director of ICAR. A candidate is permitted five years from the advancement date to complete the dissertation proposal and research.

5. Dissertation Preparation:

During the 12 months following advancement to candidacy, the candidate must complete four tasks:

- Form Dissertation Committee:

Candidates should form their dissertation committee at the same time as they are working on their dissertation proposal. The Dissertation Committee must include a chair person from among ICAR faculty, and at least two other members of the graduate faculty, one of whom must be a non-ICAR, GMU faculty member. A list of GMU faculty who are part of the Institute's Faculty Advisory Committee and who have served on ICAR dissertation committees, or indicated their willingness to do so, is available from the Ph.D. Coordinator. Candidates may ask to have more than three committee members if they so wish. A fourth member may be from GMU or another approved institution.

The candidate should inform the Director and Doctoral Coordinator when a tentative committee has been formed. The membership of the committee must be approved by the Ph.D. Coordinator and the Director of the Institute. The Director will formally appoint the dissertation committee. The Director will inform the student, committee members, and Doctoral Coordinator when the committee has been appointed.

- Complete Dissertation Proposal

The first job of the committee is to approve the candidate's Dissertation Proposal. The proposal is the candidate's description (in some detail) of his/her dissertation project. It will include an argument about the hypothesis/theory question being tackled and the specific methods of research to be used. It should be prepared in consultation with the chair of the committee, but must be seen and approved by all members. A signed cover page from that proposal must be filed with the Ph.D. Coordinator.

Failure to complete the formation of a Committee and an approved proposal by the end of the 12 month period will result in the candidate's dismissal from the doctoral program. (Candidates may appeal to the Director for a further extension of this Dissertation Preparation period but such appeals will be allowed only on grounds of documented illness or family emergency).

Candidates should consult <http://thesis.gmu.edu/> to ensure the proposal is in the correct format and has been submitted to all the appropriate offices.

- Dissertation Proposal Presentations.

After receiving permission from the full committee, the candidate makes an oral presentation of the dissertation proposal before the committee and the doctoral coordinator that is also open to other ICAR faculty, fellow students, and other scholars. In scheduling the defense, it is the student's responsibility to ensure that all members of the committee are available and will be present for the defense. The student is also responsible for scheduling the room and writing an e-mail to be distributed to the community one week prior to the presentation that includes the dissertation proposal title, date, time, and location of defense, all committee members, and an abstract of not more than 100 words.

The candidate should speak for 15 or 20 minutes emphasizing the key questions, methodologies, and contributions of the proposed dissertation and then respond to questions. These presentations are not defenses of proposals but rather are opportunities for the larger academic community to help the candidate strengthen her or his proposal and prepare for research. The student's dissertation committee may request additional revisions to the proposal following the presentation.

- Human Subjects Review Board

Students completing a Dissertation must submit a copy of their proposal and all other necessary documents to the Human Subjects Review Board, even if the dissertation research will not conduct research on human subjects. Information on human subjects review, templates and forms are available at <http://www.gmu.edu/pubs/osp/humansubjects.html>.

6. Dissertation Registration

To enroll in CONF 999, students email the dissertation committee chair requesting the CRN number necessary for registration each semester. After the chair verifies that the student has completed the dissertation proposal, the CRN number is sent to the student by email. The student may then register online at <http://parriotweb.gmu.edu>. Students must register for at least 3 credits a semester of 999. Once a PhD student has taken 12 combined credits of 998 & 999, the student can then register for just one credit a semester of 999. PatriotWeb will use a default registration of 1 credit. Students registering for more than one credit should then adjust the number of credits in PatriotWeb. Students registering for 1 credit of 799 or 999 and claiming full time equivalency are responsible for getting the [Full Time Equivalence Form](#) signed by their advisors and the director each semester and sending the completed form to Financial Aid. Registration for 999 courses requires having been advanced to candidacy; and having an appointed committee and an approved proposal.

7. Writing the Dissertation

The chair of the dissertation committee usually takes most of the responsibility for guiding the overall project and the writing of the dissertation, although all members (and other useful persons) should be consulted as appropriate. It is their collective responsibility to ensure a quality piece of work.

When advanced to candidacy, the Guide for Preparing Graduate Thesis, Dissertations and Projects tells exactly how to prepare a physically acceptable thesis (paper size, quality, margins, number of copies, etc.). The committee chair will work with the candidate on format and encourage submission of drafts or sample pages for preliminary review, and will welcome questions on format to avert expensive disasters due to format errors.

8. *Scheduling a Dissertation Defense*

It is essential that doctoral committee members have sufficient time to read and evaluate dissertation drafts with care prior to the dissertation defense date. It is also essential that students have sufficient time after the defense to do final revisions, editing, and formatting. The University determines the deadlines for final library submission in order to graduate in any given semester. All defenses must be scheduled at least 30 days prior to this date and complete drafts of dissertations to be defended must be delivered to each member of the committee 30 days prior to the defense. In other words, if a student wishes to graduate in Spring of a given year and the university-determined submission deadline is May 1, the defense must take place prior to April 1 and the full draft dissertation must be delivered to the full committee before March 1.

The dissertation is to be orally defended in public, with at least the whole committee present. [The University may also send a representative, if it wishes.] However, anyone else is free to attend. This ensures that the University's standards are met, and offers an opportunity to all to hear the result of the work. After a successful defense, the cover page is signed by the members of the Dissertation Committee, and the dissertation (2 copies, each with a signed cover sheet) is filed with the University. An additional signed copy should be delivered to the ICAR Library.

1) Contact the front desk to reserve room 555 at 703-993-1300; should a student need a different room, contact Erin Ogilvie at 703-993-9683

2) Email Paul Snodgrass at psnodgra@gmu.edu and Erin Ogilvie eogilvie@gmu.edu with the following information at least 2 weeks prior to the defense date:

Name

Degree's received (Example; M.A., Middle East History, Tel Aviv University)

Dissertation Title

Dissertation Committee Members

Date, Time, and Room Location of Defense

Any audio visual needs you may have (laptops, projectors)

We will then advertise it publicly as required.

3) Submit 2 copies of your dissertation draft to the Johnson Center Library Reserve Desk and 1 copy to ICAR's Burton Library at least 2 weeks prior to your scheduled defense.

4) Make a dissertation format review appointment with Sarah Patton, University Dissertation and Thesis Coordinator:

Sarah Patton

C-201 Fenwick Library

Mail Stop 2FL

703-993-2222

udts@gmu.edu

5) File your Intent to Graduate Form online: <http://registrar.gmu.edu/gif/important.html>

Complete a paper Graduation Application and return to Julie Shedd:

<http://registrar.gmu.edu/gif/forms.html>

- 6) Submit the final copy of your dissertation to the Fenwick Library by the appropriate deadline:
January Graduation: 1st Friday in December
May Graduation: 1st Friday in May
August Graduation: 1st Friday in August

In addition to the 2 copies submitted to the Fenwick Library, 1 copy should be submitted to the Burton Library.

9. Dissertation Submission

Dissertations must be presented to the library in the proper format or they will not be accepted. Please visit the University Dissertation & Thesis Services web site at <http://thesis.gmu.edu/> for dissertation formatting requirements and submission deadlines. GMU's Dissertation and Thesis Coordinator may be reached at udts@gmu.edu, or 703-993-2222.

Time Limit

Doctoral students must complete all degree requirements (coursework, language, and comprehensive exams) to be advanced to candidacy within six years. The date of advancement does not change if a student terminates enrollment and later is granted permission to re-enroll in the same doctoral program. Upon advancement, students have five years to complete and defend their dissertation (generally this breaks down as 1 year to prepare the proposal and 4 years to complete dissertation).

Continuous Registration

Once advanced to candidacy (after successfully completing course work and comprehensive examinations) the student must remain continuously registered at George Mason University, and must register for at least 3 credits of 998 or 999 each semester until a total of 12 dissertation hours has been completed. If the candidate has not completed the defense at that time, he/she must enroll for 1 hour of CONF 999 through the semester in which the dissertation is successfully defended to maintain status as an active Mason student. Graduate students who have completed the minimum number of credits required by their degree program, including the minimum number of credits of 799 or 999 required by their degree program, are considered full time if they are registered for at least 1 credit of 799 or 999, and their advisors and department chairs certify each semester that they are working full time on the dissertation. Students registering for 1 credit of 799 or 999 and claiming full time equivalency are responsible for getting the [Full Time Equivalence Form](#) signed by their advisors and the director each semester and sending the completed form to Financial Aid. The candidate must plan, with the dissertation committee chair and the Ph.D. Coordinator, the Financial Aid Office, and OIPS, how to carry out 998/999 credits. Minimum required hours for assistantships, fellowships, loan deferments, Visa's, etc., should be taken into consideration in determining scheduled hours.

Master's Degree Option

Candidates who find themselves unable to advance to candidacy or complete the dissertation stage of their doctoral degree may apply to withdraw from the doctoral program and have their course work applied towards the award of a master's degree in Conflict Analysis and Resolution.

They may be awarded a master's degree provided they have successfully completed all the course work requirements for a master's degree in effect at the time of their resignation from the doctoral program. If

candidates lack in any master's required for the Master's program, they may take such courses and then apply for a master's degree.

Candidates who wish to avail themselves of this option must apply to the Director in writing.

Final Notes

This handbook did not attempt to cover EVERYTHING a student might want to know during their time at ICAR. For general information about GMU policies and procedures, refer to the applicable Graduate Catalogue. A great deal of *information 'in the catalogue can also be found on-line via GMU web-services: www.gmu.edu.

Within the ICAR web-pages (www.grnu.edu/departments/ICAR) you will find additional information about:

- the ICAR faculty and their research interests
- the organizations and program affiliated with ICAR
- the success of alumni
- informal working groups at ICAR
- other programs in conflict resolution

For any other questions, consult your advisor or your GSCS (Graduate Students Conflict Studies) officers!

APPENDIX A: Tuition

Since George Mason University is a publicly-supported educational institution of the Commonwealth of Virginia, those students from Virginia get a lower tuition rate than out of- state students. The difference is substantial. For the academic year 2007-2008 credits cost:

For in-state students: \$307.50

For out-of-state students: \$773.00

Except for rare circumstances, international students cannot get the in-state rate. However, out-of-state students from the United States can get the lower rates in one of two ways.

1) Students can petition to be recognized as a Virginia resident. To do this, they must file the form at <http://www.registrar.gmu.edu/students/domicile/index.html> and demonstrate that they have:

- a. Lived in Virginia for a year;
- b. Have acquired a Virginia identification card or Drivers license;
- c. Paid taxes in Virginia; and/or
- d. Your parent or legal guardian meets the tests above.

2) Students can demonstrate residency in one of the following states which participate in the Southern Regional Education Board (commonly called the "Academic Common Market") by showing that the a comparable program is not available in your home state. Since ICAR offers unusual curricula and degrees, this is usually not a problem.

Participating states are: Alabama, Arkansas, Delaware, Georgia, Kentucky, Louisiana, Maryland, Mississippi, Oklahoma, South Carolina, Tennessee, Texas, West Virginia

Please refer to the following web site to obtain additional information regarding the Academic Common Market: <http://registrar.gmu.edu/domicile/>

APPENDIX B: Financial Aid and Other Opportunities

Since George Mason University is a relatively new educational institution with relatively small endowments, its financial aid is not as extensive as older richer schools. However, ICAR offers a variety of opportunities for students.

Graduate Research Assistantships (GRAs): ICAR offers 5-15 Research Assistantships each academic year. These provide a minimal salary in exchange for 20-hours/week work for a designated faculty member or affiliated organization. These are awarded in the Spring of each year for the following academic term. Some GRAs are based on grants received and are awarded by the receiving faculty member out of cycle. Generally, students wishing to be considered need to make their interest known by April 1st. Selections are made on the following criteria:

- a. Ability: GRAs are awarded to outstanding new applicants to encourage their attendance and to ongoing students with strong research interests.
- b. Special resources: Some students have previous work or knowledge which makes them uniquely suited for particular projects.
- c. Need: Students, such as foreign students whose visas limit their ability to work in the USA, are sometimes given special assistance.

Teaching Assistant-ships: Several courses at ICAR occasionally use student teaching assistants to supplement student feedback. This is particularly true in laboratory classes (713, 714, 715). Interested students should apply to the Instructor of record in the semester before the course is to be taught.

Adjunct Teaching: ICAR Doctoral Candidates (students who have completed their course-work, passed their comprehensive exams and have been advanced to candidacy) have been asked to teach sections of CONF 501 for non-majors or undergraduate CONF courses. Occasionally, these students have also taught special courses during intersession. Interested students should submit their applications to the Director during the semester before the course is to be taught. ICAR Doctoral students have also been hired as adjunct faculty to teach undergraduate students *in other programs at GMU, *including the New Century College and the Communications Department.

On-Campus jobs: ICAR has facilitated on-campus jobs for ICAR Students, including special assistantships in the Library and with the Office of International Students.

Off-Campus jobs: The ICAR forum is a constant source of announcements about off-campus jobs. Students interested in practical experience to supplement their student work should pay close attention to these opportunities. In addition you can contact ICAR Career Services for suggestions.

ICAR Scholarships: Finally, ICAR has three endowed student scholarship funds.

- a. The Brenda Rubenstein Scholarship (approximately \$1,000) given to the best second-year student based on grades and recommendations from their first year of study at ICAR.
- b. The Laue Scholarship Fund (approximately \$4,000) supports a student committed to applying conflict analysis and resolution to social justice issues.
- c. The George C. Andersen Scholarship has been established for a doctoral student undertaking work on his or her dissertation in order to assist in both field work and writing up of the research project. Preference will be given to students who are members of minority groups. It is intended that the scholarship focus on work that involves some aspect of the search for justice and peace in situations of conflict between racial and ethnic groups.

Appendix C: ICAR's Academic Standards

As part of George Mason University, the Institute for Conflict Analysis and Resolution is obliged to comply with the University's Honor System. Cases referred to the University System are beyond our control. We know that ICAR's diverse community and interdisciplinary curriculum raise special challenges regarding academic standards. Students and faculty have different expectations, and students can honestly misunderstand what is expected of them. The ICAR faculty wants all ICAR students to know and observe the following standards.

Outside Ideas: We encourage students to integrate readings, knowledge and experience outside of ICAR with the academic experience they get 'in the program. The ideas of others need not be seen as "in competition with" or "in conflict with" the field of conflict analysis and resolution. However, students should properly cite sources (see the ICAR style sheet), note disciplinary roots, and acknowledge where ideas conflict or compete.

Integration within ICAR-Similarly, we encourage students integrate ideas from classes. Students should never feel that they have to compartmentalize their thinking to satisfy a particular professor. However, that does not mean that students can substitute the ideas, readings or situations in one class for another. Students should not try to use one theory or model to fit all situations.

Teamwork. Students may participate in "study teams" or "learning groups" within classes, and may work together on team projects as directed by faculty. We encourage students to participate in ICAR working groups to supplement the formal curriculum with practical and topical learning. However, students are expected to disclose any teamwork and may not represent the work of others as their own. Unless otherwise directed in class, students are expected to do original and individual work for each academic assignment.

Repetition: During the course of study at ICAR, students may revisit ideas or cases more than once. Understanding and learning can and should build from class to class. However, we do not allow students to submit the same paper or project (or substantially the same paper or project) to satisfy the requirements of more than one class, unless all teachers concerned give their permission prior to such submissions; "in advance. Work required in each class should be original and individual unless specifically approved or directed otherwise Submitting material more than once without disclosure and approval is not permitted. Students who try to use their work more than once may be subject to severe penalties under ICAR's academic review or under the GMU's Honor Code.

Plagiarism: Students may not copy or "borrow" academic material from others without formally citing the source of the material. Paraphrases that closely track an original source should also be properly cited. If uncited, faculty will presume that the ideas presented in a student paper or presentation are his or her own. If the material is found to derive from another source, the student may be charged with plagiarism and subject to penalties under ICAR's academic standards or GMU's Honor Code. For further discussion of plagiarism see the additional remarks on this subject.

Students who have any question about these standards should consult with the individual instructing faculty or with their advisor.