



May 2008

US-China 1+2+1 Dual Degree Program **Program Policies and Regulations 2008**

This memo offers guidelines for all 1+2+1 students at George Mason University. For questions, please contact Mason's 1+2+1 Coordinator, Diane Wang, at dwang@gmu.edu (3-8447).

Admissions and Academics

Mason strongly recommends that interested 1+2+1 students take the TOEFL or IELTS (academic) test before coming to the university. Test scores should be sent directly to Mason's Office of Admissions (Mason's institutional code for test scores is 5827) and reported to the 1+2+1 Coordinator.

Admitted 1+2+1 students who have received a minimum TOEFL score of 570 (or 6.5 on the IELTS academic test) may begin full-time academic study when they arrive at Mason. All other 1+2+1 students will take the CELT test administered by the English Language Institute (ELI) during their first week at Mason. The test score will determine their initial placement as a full-time ELI student, transition-level, or full-time academic student.

1+2+1 students will receive credit at Mason for transferable coursework done in China as long as the student earns a grade of 60 (C) or above.

Students must declare a major before they arrive at George Mason. If they want to change the major later, they must get permission from both universities and CCIEE, and then submit a change of major form to the 1+2+1 Coordinator. Students may not do a double major, but they may select a minor with permission from both universities if it does not require a prolonged extension of their visa.

The business majors offered in the 1+2+1 program are only open to students accepted by the School of Management after meeting prerequisites at Mason and they may require extra coursework/time. Students who choose one of the performing arts degrees may be required to submit a portfolio or audition tapes for admission.

Coursework required by Mason can not be taken at another U.S. institution. Exceptions may be granted under certain circumstances with permission from a student's advisor, dean, and the Office of International Programs and Services (OIPS).

If students cannot complete required coursework at Mason during the fall and spring semesters, they are expected to take classes during summer sessions at Mason as needed.

In some cases, students will be required to stay at Mason one or two extra semesters to complete requirements. Students must follow departmental guidelines and generally they must receive a grade of C or above to earn credit toward their major.

The 1+2+1 tuition covers up to 16 credits per semester. Students registered for more than 16 credits will be required to pay additional tuition. Students may not take more than 18 credits per semester.

All 1+2+1 students are required to do a senior thesis. Students select a topic and Mason advisor in the semester before they leave Mason, and complete the project during their final year in China. A satisfactory thesis earns a total of 6 credits at Mason. (See detailed thesis guidelines for more information.)

1+2+1 students must graduate with a minimum of 126 credits in order to get a degree from George Mason University as part of the dual degree program.

1+2+1 students must meet all of the university's general education course requirements. In some cases, it is possible for 1+2+1 students to receive a waiver for either the Global Understanding or the Social and Behavioral Science requirement. For more information, please ask to see the General Education Program Waivers for 1+2+1 Students.

If a student fails to attend classes or turn in assignments regularly, or receives poor grades, he/she will be put on probation by the 1+2+1 Coordinator and required to sign a contract with the 1+2+1 Office. The probation status will be reported to CCIEE and the student's Chinese university. If the situation continues, the 1+2+1 Office, in consultation with OIPS and the Dean of Student Academic Affairs & Advising, may determine that the student is not able to successfully complete the program in a timely manner, and will require that the student withdraw from the program.

Students are expected to check their Mason email regularly to receive important university and 1+2+1 program announcements. All 1+2+1 students must also attend regular 1+2+1 meetings.

Student Life: Housing, Meal Plans, Healthcare, Banking, Car Policy

Students will be assigned a room on campus for the first year at Mason. Students must remain in on-campus housing for their entire two-year stay at Mason. Students may request a change in their room assignment by applying to the Housing Office at the end of their first semester at Mason.

In their first year, 1+2+1 students will be assigned to a dormitory that remains open over the winter break. Students who plan to leave campus during holidays should advise the 1+2+1 Coordinator of their travel plans. Students who are still taking classes at ELI may not travel outside the United States without justification and permission from the 1+2+1 Coordinator.

The student deposit covers the cost of housing in basic residence halls or student apartments. If a student chooses one of the more expensive residence halls (such as Potomac Heights or Liberty Square), they are responsible for paying the extra cost above basic campus housing.

If a student changes dormitory rooms, he/she must report the address change to the 1+2+1 Office immediately. The 1+2+1 Coordinator must have up-to-date emergency contact information for all students.

Students may stay in on-campus housing each year until the end of the final summer session in early August. If they stay through the end of August, there is a GAP fee for housing until the fall semester begins (approximately \$20/day for approx. 20 days).

All students living in residence halls must have a university meal plan if their residence hall requires it. (Check with the 1+2+1 Coordinator if you are not sure about your dormitory.) Students will be signed up for a meal plan before they arrive, but they may change to another plan after they arrive at Mason. If second-year students do not have a meal plan, they will receive a refund for the cost of a 15-meal plan each semester.

Campus eating facilities are closed during Thanksgiving Break, spring break, and winter break and students are responsible for paying for their own meals during this period.

Students must be enrolled in Mason's student health plan, which is required for their J-1 visa status. The payment is paid out of their student deposit.

Students do not have direct access to the escrow funds sent in advance to the university. The 1+2+1 Coordinator will transfer these funds as needed to cover university tuition, housing, meal plans, and health insurance. If the student's escrow funds run low, they will be required to wire additional funds to the university account. Funds that remain in the student's university account at the end of their study at Mason will be refunded to the student. The escrow funds may not be used to cover any university fines, damage fees, or late fees. All students must open a personal checking account at Mason to handle miscellaneous expenses.

1+2+1 students may have cars on campus only after they complete the English requirement or, if they do not have an English requirement, after their first academic semester at Mason.

Visa Policy, Travel, Work on Campus

All 1+2+1 students are subject to all of George Mason University's rules and regulations. In addition, international students must attend all classes regularly at Mason and receive satisfactory grades in order to maintain their J-1 visa status.

The 1+2+1 Coordinator will keep all 1+2+1 student passports. Students who need their passports for various reasons should request them directly from the 1+2+1 Coordinator. Request should be made 3-5 days in advance of when the passport is needed.

If students need a visa extension to complete their major requirements, they must see the 1+2+1 Coordinator at least 3 months before their J-1 visa expires to review documents and procedures. Students are discouraged from leaving the United States during the time they are studying at Mason. If students leave the country, they must get permission from the 1+2+1 Coordinator, who will advise them of the necessary procedures to follow.

1+2+1 students may not work on campus while studying at ELI. (The 1+2+1 Coordinator may allow some students in ELI's "transition" class to work reduced hours under certain circumstances.) Once enrolled in full-time academic courses, students need approval to work from the 1+2+1 Coordinator and a letter of authorization from the Office of International Programs and Services. They may work on campus up to 20 hours per week during semesters, and full time during holidays or summers.

1+2+1 students must return to China for their fourth year of study as soon as they finish their requirements at Mason. They may not remain in the U.S. for academic training or begin work in graduate school until they have received their undergraduate degrees.

Students should not purchase their plane tickets to return to China until the 1+2+1 Coordinator approves their transcript to ensure that all requirements have been met.

If a student violates university policies or 1+2+1 rules and regulations, the student must meet with the 1+2+1 Coordinator. Depending on the nature of the violation, the student may be required to withdraw from the program or to sign an agreement with the 1+2+1 Office to ensure that the violation does not recur. The 1+2+1 Coordinator may also notify CCIEE and the Chinese university of the situation. A second violation will be grounds for immediate dismissal from the program.