



## Costello College of Business Faculty Reference Sheet Undergraduate Programs Fall 2025

Issue	Who to refer to	Location	Phone	Helpful Links	Explanation
<b>Course Related Issues/Questions:</b>					
Issues with Blackboard or other IT issues	University IT Services		703-993-8870	<a href="https://its.gmu.edu/submit-a-ticket/">https://its.gmu.edu/submit-a-ticket/</a>	If a student is struggling with IT related issues, please refer them to ITS (not busit). In addition, please be sure your students follow the <a href="#">Minimum Computing Requirements</a> (please include this in your syllabus and in your blackboard course). If students have questions about Respondus lockdown browser, please refer them to <a href="#">this link</a> .
Student Grievance	Academic Advising	ENT 008	703-993-1880	<a href="https://business.gmu.edu/current-students/undergraduate-resources/policies-procedures-and-forms">https://business.gmu.edu/current-students/undergraduate-resources/policies-procedures-and-forms</a>	Students can file formal complaints for review. Students should submit the electronic form and include any supporting documentation. The appropriate forms can be found <a href="#">here</a> underneath the “Grievances and Complaints” section. All complaints are investigated and reviewed by the appropriate academic area.
Late adding into a course	Academic Advising	ENT 008	703-993-1880	<a href="https://business.gmu.edu/current-students/undergraduate-resources/policies-procedures-and-forms">https://business.gmu.edu/current-students/undergraduate-resources/policies-procedures-and-forms</a>	Students may request to late add into business courses. The Costello College of Business has a policy that automatically denies late add requests after the 2nd week of classes has ended. If a student asks you to late-add into your class, please refer them to an academic advisor. Faculty members will receive an official email from <a href="mailto:busreqst@gmu.edu">busreqst@gmu.edu</a> asking them to confirm or deny any late add requests for their courses. Late add requests are rarely approved as students are given ample time and communications about adding courses to their schedules.
Withdrawing from a course (non-academic)	Academic Advising	ENT 008	703-993-1880	<a href="https://business.gmu.edu/current-students/undergraduate-resources/policies-procedures-and-forms">https://business.gmu.edu/current-students/undergraduate-resources/policies-procedures-and-forms</a>	Students may request to withdraw from a class for non-academic reasons. There are several required documents required to review such requests. Please send the student to meet with their academic advisor.
Student conduct Issues	Student Conduct	SUB 1 Suite 4100	703-993-6209	<a href="https://studentconduct.gmu.edu/">https://studentconduct.gmu.edu/</a>	If a student exhibits behavior in class or through email that is unbecoming or inappropriate, you can file a referral with the Office of Student Conduct at <a href="mailto:osc@gmu.edu">osc@gmu.edu</a> .
Student misses an exam/assignment	Faculty	N/A	N/A	N/A	If a student misses an exam or assignment in your class, you review the situation and determine the outcome. Refer to your syllabus and you decide if the student presents sufficient evidence to warrant an exception and extension. Please make

					sure your syllabus is as detailed as possible in regards to missed assignments and exams.
Grade Appeals	Professor first then Area Chair of Department	N/A	N/A	<a href="https://business.gmu.edu/current-students/undergraduate-resources/policies-procedures-and-forms">https://business.gmu.edu/current-students/undergraduate-resources/policies-procedures-and-forms</a>	Students are required to meet with their professor to discuss the grade first. If no resolution is met, student will need to submit a written appeal to the area admin for the academic area to be reviewed by the area chair. Chair will lead process from that point on.
Force adding students to class	Academic Advising	ENT 008	703-993-1880	<a href="https://business.gmu.edu/current-students/undergraduate-resources/policies-procedures-and-forms">https://business.gmu.edu/current-students/undergraduate-resources/policies-procedures-and-forms</a>	Faculty should not tell students they can add the student to their class. Faculty or Advisors cannot add students to classes, but if applicable, advisors will discuss the force add policy with them. The decision is made by the Assistant Dean of Undergraduate Academic Services. Force add requests are rarely approved. Once a course is closed, we may not add additional students to the closed section.
Student not attending class	Faculty	N/A	N/A	N/A	If you are concerned about a student who is not attending class, you can reach out to the student to see what is happening. Unfortunately, students may not be dropped for not attending class. Please remember to submit grades as applicable for never attended or stopped attending. Each area also has an advising liaison (listed below) and you can reach out to them to follow up if you do not hear back from the student.
Change of Exam Form	Professor first, then Academic Advising	ENT 008	703-993-1880	<a href="https://business.gmu.edu/current-students/undergraduate-resources/policies-procedures-and-forms">https://business.gmu.edu/current-students/undergraduate-resources/policies-procedures-and-forms</a>	Student should send the form to professor via email, professor should sign form and return it to student, student should send to <a href="mailto:busreqst@gmu.edu">busreqst@gmu.edu</a> .

#### Academic Advising Questions:

Meet with an Advisor	Academic Advising	ENT 008	703-993-1880	<a href="mailto:masonbus@gmu.edu">masonbus@gmu.edu</a>	For students to schedule an appointment with an advisor, they can visit our website to schedule online or reach out via email/phone.
Student wants to add a second concentration	Academic Advising	ENT 008	703-993-1880	<a href="mailto:masonbus@gmu.edu">masonbus@gmu.edu</a>	A double major/concentration is a secondary program. The primary concentration in the Costello College of Business is 21 credits and a second concentration is always 18 credits. Example: If a student has Accounting as a first concentration, they will do 7 upper-level concentration classes in accounting. If they add a second concentration in Finance, they will then also do 6 upper-level concentration finance courses. Any student interested in declaring a 2nd concentration or with questions about this should meet with an academic advisor.
Student wants to declare a minor	Academic Advising	ENT 008	703-993-1880	<a href="mailto:masonbus@gmu.edu">masonbus@gmu.edu</a>	Students who wish to declare one of the Costello minors must meet with an advisor to discuss courses and sign the required forms. If students want information about a minor outside of the Costello College of Business, they need to be referred to the department housing the minor.
Student wants to take a class without the	Academic Advising	ENT 008	703-993-1880	<a href="https://business.gmu.edu/current-">https://business.gmu.edu/current-</a>	Costello does not allow students to take classes in which they do not have the prerequisites. If the student wishes to discuss this further, please refer them to

prerequisite				<a href="https://business.gmu.edu/current-students/undergraduate-resources/policies-procedures-and-forms">students/undergraduate-resources/policies-procedures-and-forms</a>	undergraduate advising.
Any exceptions to academic policy	Academic Advising	ENT 008	703-993-1880	<a href="mailto:masonbus@gmu.edu">masonbus@gmu.edu</a>	For any exception to academic policy, students should be recommended to meet with an academic advisor. Advisors can work with students to help figure out the best course of action and what steps they should take if they are interested in submitting a request.
Wants to take a class at another institution	Academic Advising	ENT 008	703-993-1880	<a href="https://business.gmu.edu/current-students/undergraduate-resources/policies-procedures-and-forms">https://business.gmu.edu/current-students/undergraduate-resources/policies-procedures-and-forms</a>	Students must get all courses approved BEFORE taking them elsewhere. Students may not retake courses that were attempted at GMU. The electronic form requires advisor approval in addition to approval from the student and course dean before approval is granted. Refer these students to Academic Advising.
Independent Study	Academic Area Director	ENT 008	703-993-1880	<a href="https://business.gmu.edu/current-students/undergraduate-resources/policies-procedures-and-forms">https://business.gmu.edu/current-students/undergraduate-resources/policies-procedures-and-forms</a>	Student's must complete a detailed proposal/syllabus regarding their area of research and have a professor that will work with them on this project. The professor will need to sign off on the independent study. Please note, this should include significant research and writing.
<b>Student Concerns:</b>					
Concerned about student (non-academic)	Student Support and Advocacy Center	SUB 1 Suite 3200	703-993-3686	<a href="https://ssac.gmu.edu/">https://ssac.gmu.edu/</a>	If you have a concern about a student that is due to behavioral or personal issues the student has discussed with you, the link on this form allows you to make a referral to this office. The Student Support and Advocacy Center works with students in crisis and can serve as a resource to connect the student with resources such as counseling and other support services. *Please note you are required by law to report sexual assault if a student discloses information to you. Please report to Crystal Coombes, Interim Title IX Coordinator at <a href="mailto:titleix@gmu.edu">titleix@gmu.edu</a> . *Call University Police if a student threatens harm to themselves or others.
Concerned about student (academic)	Director, Student Success and Academic Advising	ENT 008	703-993-1880	Barbara Snyder, <a href="mailto:bmoorman@gmu.edu">bmoorman@gmu.edu</a>	If you have an academic concern about a student or think a student could use additional support, please reach out to the Director of Student Success and Academic Advising so that an academic advisor can connect with the student. Please email the Director with the student's name, G number, course information, context of the academic concern, and if you have reached out to the student. This will enable us to connect with and support the student.
Suicide & Crisis	Suicide/Crisis Lifeline	N/A	Call/ Text 988	<a href="https://988lifeline.org/">https://988lifeline.org/</a>	If you believe a student may be in crisis, Faculty are required to immediately file a report with the Student Support and Advocacy Center. You can file the referral here: <a href="https://ssac.gmu.edu/support-request-and-referrals/">https://ssac.gmu.edu/support-request-and-referrals/</a> . If you believe a student may need immediate assistance or have suicidal thoughts, this is the national emergency suicide and crisis lifeline.

Student In need of Emotional Support (non-emergency)	CCMH Emotional Support Line	N/A	703-215-1898	<a href="https://caps.gmu.edu/resources-and-self-help/emotional-support-line/">https://caps.gmu.edu/resources-and-self-help/emotional-support-line/</a>	If a student has expressed feelings of anxiety or stress, they can access free and confidential support from the comfort of their home. Trained providers are available 7 days a week to offer help, teach evidence-based skills, and listen. Low-cost therapy sessions are available.
Sexual or Gender Based Misconduct	Office of Diversity Equity and Inclusion	373 Aquia Building	703-993-8730	<a href="http://violence.gmu.edu">http://violence.gmu.edu</a>	If you have concerns about a student related to Prohibited Conduct, which includes sexual assault, sexual harassment, dating violence, domestic violence, stalking, sexual exploitation, complicity, and retaliation, you must report incidents immediately to the University's Title IX Coordinator. <a href="mailto:titleix@gmu.edu">titleix@gmu.edu</a>
<b>Professional Development/Career Questions:</b>					
Internship for credit	Costello Career Services	ENT 042	703-993-2140	<a href="https://business.gmu.edu/current-students/office-career-services/internship-academic-credit">https://business.gmu.edu/current-students/office-career-services/internship-academic-credit</a>	Students need to complete the application and turn everything in, in person, to Career Services. The Internship courses are called BUS 292 (for freshman/sophomores) and (subject) BUS 492 (for juniors/seniors).
In-depth career questions	Costello Career Services	ENT 042	703-993-2140	<a href="https://business.gmu.edu/current-students/career-services">https://business.gmu.edu/current-students/career-services</a>	Students can reach the Office of Career Services at: <a href="mailto:mycareer@gmu.edu">mycareer@gmu.edu</a> .
Where to find internships	Costello Career Services	ENT 042	703-993-2140	<a href="https://gmujoinhandshake.com/login">https://gmujoinhandshake.com/login</a>	Internships/jobs are posted on Handshake but Career Services posts some that are only on the Business Buzz Blog.

### **Advisor Liaison Contact Information by Concentration/Area**

<b>Area</b>	<b>Advisor</b>	<b>Chairs &amp; Directors</b>
Accounting	<b>TBD</b> Sofia Quiroga Paz, <a href="mailto:Squirog4@gmu.edu">Squirog4@gmu.edu</a>	Long Chen, <a href="mailto:lchenk@gmu.edu">lchenk@gmu.edu</a>
Business Analytics	TBD	Toni Garcia, <a href="mailto:tgarcia3@gmu.edu">tgarcia3@gmu.edu</a>
Finance	Collin Arthur, <a href="mailto:carthur7@gmu.edu">carthur7@gmu.edu</a>	Alexander Philipov, <a href="mailto:aphilipo@gmu.edu">aphilipo@gmu.edu</a>
Financial Planning and Wealth Management	William Hanauer, <a href="mailto:whanauer@gmu.edu">whanauer@gmu.edu</a>	Jeremy Plotnick, <a href="mailto:jplotnic@gmu.edu">jplotnic@gmu.edu</a>
Management Information Systems	Grey Williams, <a href="mailto:pwilli4@gmu.edu">pwilli4@gmu.edu</a>	Pallab Sanyal, <a href="mailto:psanyal@gmu.edu">psanyal@gmu.edu</a>
Management	Carson Tatton, <a href="mailto:ctatton@gmu.edu">ctatton@gmu.edu</a>	Claus Langfred, <a href="mailto:clangfre@gmu.edu">clangfre@gmu.edu</a>
Marketing	Ashante Price, <a href="mailto:aprice29@gmu.edu">aprice29@gmu.edu</a>	Saurabh Mishra, <a href="mailto:smishra8@gmu.edu">smishra8@gmu.edu</a>
Operations and Supply Chain Management	Elliot Warner, <a href="mailto:ewarne@gmu.edu">ewarne@gmu.edu</a>	Pallab Sanyal, <a href="mailto:psanyal@gmu.edu">psanyal@gmu.edu</a>
Foundations	Amanda Ganus, <a href="mailto:aganus@gmu.edu">aganus@gmu.edu</a>	Cameron Harris, <a href="mailto:Charris@gmu.edu">Charris@gmu.edu</a>
Minor Programs	Martha Martin, <a href="mailto:mmartin1@gmu.edu">mmartin1@gmu.edu</a>	Jeremy Plotnick, <a href="mailto:jplotnic@gmu.edu">jplotnic@gmu.edu</a>
Centers	Charlie Ann Kerr, <a href="mailto:ckerr3@gmu.edu">ckerr3@gmu.edu</a>	Becky Howick, <a href="mailto:rpierce4@gmu.edu">rpierce4@gmu.edu</a> May Abou Ghazaleh, <a href="mailto:mabough2@gmu.edu">mabough2@gmu.edu</a> Charles Dolgas, <a href="mailto:cdolgas@gmu.edu">cdolgas@gmu.edu</a>
Bachelor's Accelerated Masters Programs (BAM)	Adam Paegle, <a href="mailto:apaegle@gmu.edu">apaegle@gmu.edu</a>	Marvin Argueta-Sol, <a href="mailto:marguet5@gmu.edu">marguet5@gmu.edu</a>