

Costello College of Business Faculty Reference Sheet Graduate Programs Fall 2025

| Issue | Who to refer to | Location | Phone | Helpful Links | Explanation |
|--|---------------------------|--------------------------|---------------------|--|--|
| Course Related Issues/Questions: | | | | | |
| Issues with Blackboard/Canvas (non-Risepoint) or other IT issues | University IT Services | Innovation Hall Room 226 | 703-993-8870 | https://its.gmu.edu/submitt-a-ticket/ support@gmu.edu | If you or a student is struggling with IT related issues, please refer to ITS. In addition, please be sure your students follow the Costello laptop policy (please include this in your syllabus and in your LMS course). If students have questions about Respondus lockdown browser please refer them to this link . |
| Online MBA courses (Risepoint) | Risepoint | N/A | 844-306-1785 | https://support.edu.help/Faculty One Sheet | Risepoint will provide Technical Support access for students and faculty, and issues will be escalated as needed. The live support is available 365 days (i.e., 24 hours a day, 7 days a week). You can reach Technical Support via live chat at https://support.edu.help/ . You can also reach them via phone at (844) 306-1785, or by email at mason@support.edu.help . |
| Student Grievance | Advising | VM 402 | 703-993-6655 | https://complaints.gmu.edu/ | Students are able to file formal complaints for review. Students should submit the electronic form and include any supporting documentation. The appropriate forms can be found here . |
| Late adding into a course | Advising | VM 402 | 703-993-6655 | Student Late Add Request Form available on the Graduate Policies and Procedures page ccbgrad@gmu.edu | Students may request to late add into graduate business courses. For deadlines to make such a request, please refer to our website . If a student asks to late add into your class, please refer them to an academic advisor (listed below). Faculty members may be asked to complete a short form and email back to ccbgrad@gmu.edu . 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) | Advising | VM 402 | 703-993-6655 | Retroactive Withdrawal forms available on the Graduate Policies and Procedures page ccbgrad@gmu.edu | Students may request to withdraw from a class for non-academic reasons after the withdrawal deadline has passed. There are several required documents required to review such requests. Please send the student to meet with their academic advisor (listed below). |
| Student conduct issues | Student Conduct | SUB 1 Suite 4100 | 703-993-6209 | https://studentconduct.gmu.edu/ osc@gmu.edu | 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. |
| Student misses an exam/assignment | Professor | N/A | N/A | N/A | If a student misses an exam or assignment in your class, you would review the situation and determine the outcome. Reference can be made to your syllabus and you would 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 | N/A | List of Area Chairs | https://business.gmu.edu/current-students/graduate- | Student is required to try to resolve the grade appeal with professor first. If no resolution is met, student will need to submit a written appeal to the Area Admin |

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| | Chair of course | | can be found here | resources/policies-procedures-and-forms | for the degree or certificate to be reviewed by the Area Chair. The Area Chair will lead the process from that point on. |
| Student not attending class | Professor | N/A | N/A | N/A | <p>If you are a 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.</p> <p>Each graduate program also has an advisor (listed below), and you can reach out to them to follow up if you do not hear back from the student.</p> |
| Academic Advising Questions: | | | | | |
| Meet with an Advisor | Advising | VM 402 | 703-993-6655 | https://business.gmu.edu/current-students/graduate-resources/contact-graduate-programs | Students who want to meet with their advisor should be directed to that person (list of advisors by graduate program can be found below). |
| Student wants to add a graduate certificate | Advising | VM 402 | 703-993-6655 | https://registrar.gmu.edu/wp-content/uploads/GSCA.pdf | Any student interested in adding a graduate certificate to their degree program should complete the Graduate Secondary Certificate Program Application and send it to their advisor (listed below). |
| Student wants to take a class without the prerequisite | Advising | VM 402 | 703-993-6655 | ccbgrad@gmu.edu | The Costello College of Business 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 Graduate Academic Services. |
| Any exceptions to academic policy | Advising | VM 402 | 703-993-6655 | https://business.gmu.edu/current-students/graduate-resources/policies-procedures-and-forms ccbgrad@gmu.edu | For any exception to academic policy, students should be recommended to meet with an academic advisor (listed below). 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 | Advising | VM 402 | 703-993-6655 | Study Elsewhere Request | Students must get all courses approved BEFORE taking them elsewhere. Students may not retake courses that were attempted at George Mason. Students must get an advisor signature on the form before submitting it. |
| Independent Study | Assistant Dean of Graduate Academic Services | VM 402 | 703-993-6655 | https://business.gmu.edu/current-students/graduate-resources/policies-procedures-and-forms | 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. The process for requesting an independent study can be found on our website . |

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| Student Concerns: | | | | | |
| Concerned about student (non-academic) | Student Support and Advocacy Center | SUB 1 Suite 3200 | 703-993-3686 | https://ssac.gmu.edu/ | 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 the Title IX Office at titleix@gmu.edu . *Call University Police if a student threatens harm to themselves or others – 703-993-2810. |
| Concerned about student (academic) | Advising | VM 402 | 703-993-6655 | https://business.gmu.edu/current-students/graduate-resources/contact-graduate-programs | If you have an academic concern about a student or think a student could use additional support, please reach out to the academic advisor (listed below). Please email the advisor 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 be connect with and support the student. Please note you are required by law to report sexual assault if a student discloses information to you. Please report to the Title IX Office at titleix@gmu.edu . *Call University Police if a student threatens harm to themselves or other - 703-993-2810. |
| Suicide & Crisis | Suicide/Crisis Lifeline | N/A | Call/ Text 988 | 988lifeline.org | 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: https://ssac.gmu.edu/support-request-and-referrals/ . If you believe a student may need immediate assistance or having suicidal thoughts, this is the national emergency suicide and crisis lifeline. |
| Student In need of Emotional Support (non-emergency) | CPS Emotional Support Line | N/A | 703-215-1898 | https://caps.gmu.edu/resources-and-self-help/emotional-support-line/ | 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 area 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 | violence.gmu.edu | 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. titleix@gmu.edu . |
| Professional Development/Career Questions: | | | | | |
| Internship for credit | Costello Career Services | ENT 042 | 703-993-2140 | http://business.gmu.edu/career/bus492/ | Students need to complete the application online at the provided link. The Internship courses are called MSBA 692 (for MS in Business Analytics students), ACCT 695 (for MS in Accounting students), and GBUS 692 (for all other graduate students). |

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| | | | | mycareer@gmu.edu | |
| In-depth career questions | Costello Career Services | ENT 042 | 703-993-2140 | http://business.gmu.edu/career | Students can reach the Costello office of Career Services at: mycareer@gmu.edu . |
| Where to find internships | Costello Career Services | ENT 042 | 703-993-2140 | Handshake or BuzzBlog | Internships/jobs are posted on Handshake but Career Services posts some that are only on the Business Buzz Blog. |

Advisor Liaison Contact Information by Program

| Graduate Program | Advisor | Chairs & Directors |
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| MBA | Taylor Palesky, tpalesky@gmu.edu , and Lauren Flynn, lflynn5@gmu.edu ; student issues should also be sent to mba@gmu.edu ; faculty may also complete MBA Student Academic Alert Form to notify the MBA team of student academic issues or concerns | Yannis Bellos, ibellos@gmu.edu – Program Director |
| Online MBA (Risepoint) | Lili Javorka, ljavorka@gmu.edu ; student issues should also be sent to mba@gmu.edu | Yannis Bellos, ibellos@gmu.edu – Program Director |
| MS in Accounting and related certificates (Accounting Analytics, Accounting for Government Contracts, Forensic Accounting, & Government Accounting) | Vacant; please send student issues to msa@gmu.edu | Bret Johnson, bjohns37@gmu.edu – Academic Director Long Chen, lchenk@gmu.edu – Accounting Area Chair Vanessa DeShane, vdeshane@gmu.edu – Director of Specialized Master's Programs |
| MS in Business Analytics | Shabnam Rezai, srezai@gmu.edu ; student issues can also be sent to msba@gmu.edu | Mehmet Altug, maltug@gmu.edu – Academic Director Pallab Sanyal, psanyal@gmu.edu , and Saurabh Mishra, smishra8@gmu.edu – ISOM and Marketing Area Chairs, respectively Vanessa DeShane, vdeshane@gmu.edu – Director of Specialized Master's Programs |
| MS in Finance | Shabnam Rezai, srezai@gmu.edu ; student issues can also be sent to busmsf@gmu.edu | Tiago Requeijo, trequeij@gmu.edu – Academic Director Alexander Philipov, aphilipo@gmu.edu – Finance Area Chair Vanessa DeShane, vdeshane@gmu.edu – Director of Specialized Master's Programs |
| MS in Management | Saul Garcia, sgarci3@gmu.edu ; student issues can also be sent to msmgt@gmu.edu | Yannis Bellos, ibellos@gmu.edu – Program Director |
| MS in Real Estate Development and related certificates (Affordable Housing) | May Abou Ghazaleh, mabough2@gmu.edu | David Tarter, ptarter@gmu.edu – Executive Director Paige Wolf, pwolf1@gmu.edu – Associate Dean, Graduate Programs |

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| | | Vanessa DeShane, vdeshane@gmu.edu – Director of Specialized Master's Programs |
| PhD in Business | Saul Garcia, sgarci3@gmu.edu | Heather Vough, hvough@gmu.edu – Program Director |
| Business certificates (Analytics, Fundamentals, Human Capital, Information Security Management, and Marketing) | Saul Garcia, sgarci3@gmu.edu | Yannis Bellos, ibellos@gmu.edu (BUSF, BUSA), Victoria Grady, vgrady@gmu.edu (HCHRM), Pallab Sanyal, psanyal@gmu.edu (ISM), Saurabh Mishra, smishra8@gmu.edu (Marketing) |