Reviewing a GR Time Limit Extension

The purpose of this guide is to provide instructions for reviewing a graduate time limit extension request utilizing Ellucian Workflow.

1. A notification will be sent to your Mason email address. Click on View case in workflow then login using your Mason credentials. 
   NOTE: The emails will be sent from GMU Workflow Do Not Reply <wfnorply@gmu.edu>.

2. Click on Claim. **NOTE: If the Confirmation box doesn’t display or the case does not appear in unassigned, it has already been claimed by another approver and no further action on your part is required.**
3. Review the request. Enter a **Decision**. Comments are optional when you **Approve** the case. If you **Reject** the request or **Send back to Student**, the **Comments** will be required. The words you type in that box will be included in the notification to the student.

![Dean's Office Approval Form](image)

4. Read the agreement, type your full name as displayed, and click **Sign Electronically**.

   *By typing your full name (First Name Last Name) exactly as it appears above, you are certifying that you have read and understand the Disclosure/Consent and agree to receive required disclosures or other communications related to this transaction electronically.*

   *To continue, please enter your full name and click the “Sign Electronically” button to save your information and submit your form.*

![Dean's Office Signature](image)

5. A page confirming successful submission will appear. A notification will be sent to the next approver, if applicable, in the workflow for review.
6. If you’re the last approver in the process and you approved the request, you will see a screen that shows the changes made to the student’s record.

You must click **SUBMIT** at the bottom of this screen to complete the process.

7. Once approved by all approvers in the workflow, the record will be updated in Banner and on the student’s academic record.

Regardless of the decision, the student, Program Directors, College/School, and OIPS (if applicable) will receive an email notification at the conclusion of the process, and a record of the request will be uploaded in WebXtender.

For assistance or issues with Ellucian Workflow forms, please contact regwf@gmu.edu.