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>.

GEORGE MASON UNIVERSITY

Graduate Time Limit Extension

Engineering & Computing Dean's Office:

has submitted a time limit extension request that requires your review. Click below to review the request.
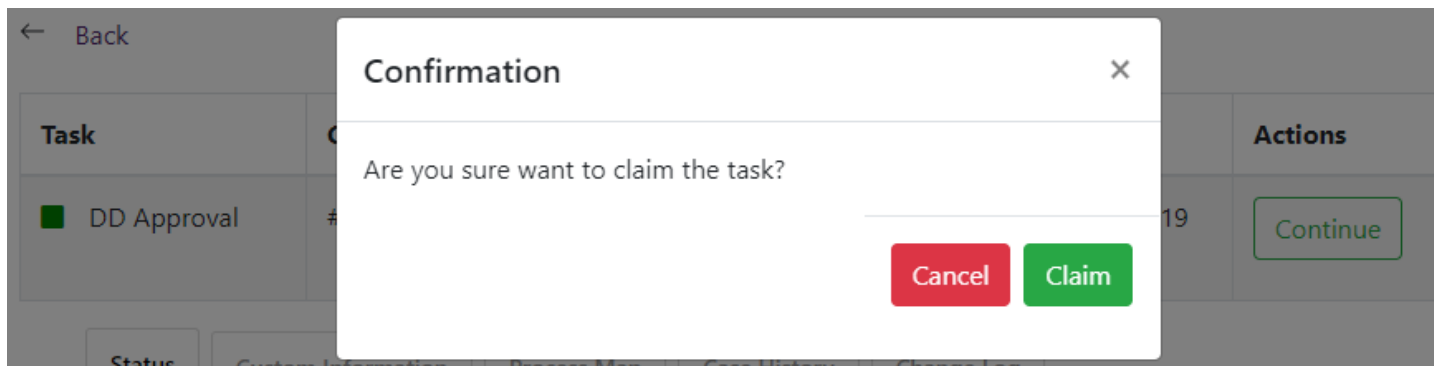
- **Case number:** 35077
- **Student:**
- **Degree:** MS Data Analytics Engineering
- **Type:** Masters or Graduate Certificate extension
- **Current Deadline:** Summer 2024
- **Requested Deadline:** Fall 2024

Regards,

Office of University Registrar

View case in workflow

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.*

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Task				Actions
■ DD Approval	#		19	Continue

Confirmation ✕

Are you sure want to claim the task?

Cancel   Claim

Status   Custom Information   Process Map   Case History   Change Log

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

Dean's Office Name	*	[⌄]
Dean's Office Decision	*	-- Please Select -- [⌄]
Dean's Office Comments		[ ]

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 * [ ]   Date [ ]

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.

Please review the student's updated record and click SUBMIT at the bottom to complete the process.

Sequence No.	Outcome Status	Learner Record Term	Bulletin Year	Outcome Completion Term

Academic Non-Course

Qualifying Paper		CAPP Non-Course Requirement	Status	Status Date	Statisfied

SUBMIT

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.