Reviewing a Late Graduation Application

This guide provides instructions for reviewing a late graduation application form utilizing Ellucian Workflow.

1. A notification will be sent to your Mason email address. Review the student’s program listed:
   - If you are not the correct Advisor, check to see if anyone else is Cced on the email. If not, forward the notification to regwf@gmu.edu so we can reassign the form to the correct person.
   - If you are the correct Advisor, click on Review the Case button then login using your Mason credentials.

NOTE: The emails will be sent from GMU Workflow Do Not Reply <wfnorply@gmu.edu>.

2. Claim the Task by clicking the button in the top left corner of the screen. You won’t be able to submit the form without doing this step.
3. Review the student’s submitted program/minor.

<table>
<thead>
<tr>
<th>DEGREE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level</td>
</tr>
</tbody>
</table>

Confirm your review by checking this box:

☐ I confirm I have reviewed the student's degree evaluation, and the student has met all program requirements, pending successful completion of any in-progress work. If applicable, I have confirmed this with the student’s other major advisor(s).

Note: For undergraduate students, if they are a double major or have more than one minor, you must confirm with the student’s other advisor(s) that they have completed their major/minor requirements before providing a decision.

If the student is inactive in the requested Graduation Term, this checkbox will display. If you are rejecting the form, you may uncheck this box.

- Approval of this Late Graduation Application authorizes the re-enrollment of the student for the graduation term.

4. Enter a Decision and Comments (if applicable).
   - Comments are optional when you Approve the case.
   - If you Reject the request, the Comments will be required. The words you type in that box will be included in the notification to the student.

Advisor Comments/Notes

5. Sign by typing your full name and click SIGN ELECTRONICALLY

6. A page confirming successful submission will appear. A notification will be sent to the next approver, if applicable, in the workflow for review.

7. Once approved by all approvers in the workflow, the student’s Banner record will reflect the late graduation application. The form will be received by the Office of University Registrar Degree Compliance team to go through a final review and processing for degree conferral. The student will receive an email that their request has been received at both submission and after their Advisor(s) has approved the form.

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