

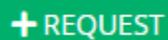
Submitting an Undergraduate Leave of Absence Advisors

Advisors may submit a leave of absence form on behalf of a student who may not be able to submit it on their own or needs more than 2 years away from Mason due to existing exceptions to the policy. The form will be reviewed by an advisor, and if applicable Financial Aid and International Programs & Services (OIPS). Once approved, notifications will be sent to a student's advisor, Housing, and Military Services (if applicable).

1. Sign in with your Mason credentials

<http://go.gmu.edu/ewf2>

2. Click +Request in the top right



3. Search for the form

New Request ×

We've made it easy for you to start a Request for the following Processes. Select a Process to start your Request.

Q

OUR 1

OUR - Undergraduate Leave of Absence ...▶ START

1 - 1 of 1 Process « < 1 > » 10 ▾

4. Enter the Student's G#

Student's ID:

!

Field is required

SUBMIT

5. Review the student's information

Academic Record

Current Term:
Current Term Registration:
Last Graded Term:
Academic Standing:
Class:

Level:
College:
Program:
Major:
CGPA:

Residency:
Housing:
Military Affiliation:
Campus:

6. I wish to BEGIN / EXTEND / END my leave

Select which type of request the student would like to make: Begin, Extend, or End.

Leave of Absence Request

Submission of the Leave of Absence form allows students to maintain their current degree requirements (catalog year).

I wish to __ my leave from George Mason University

begin extend end

A disabled option means you could not request this type of leave at this time.

7. Leave and Return Semester

Select the semester they will start their leave (e.g. they will be away from Mason starting in Spring 2024).

* effective in term:

Spring 2024 (01/15/2024)
 Fall 2024 (08/20/2024)

Cannot request for a semester you are registered in classes. If you want to request a leave for a different term, please check your class registration.

Select the semester they will return

IMPORTANT: The form will provide up to 3 years as options to return. A leave more than 2 years may only be used for existing exceptions to policy, such as Korea Military service.

* to return in term:

Summer 2024 Fall 2024 Spring 2025 Summer 2025 Fall 2025 Spring 2026
 Summer 2026 Fall 2026 Spring 2027

The entire Leave of Absence cannot exceed 5 consecutive Fall and Spring semesters.

8. Reason

Select the reason for the leave.

Reason:

Personal Financial Medical Military Other

Comments:

Please explain briefly. Your comments will remain confidential.

9. Address and Personal Email

Select a Mailing Address and Personal Email from the drop down or select add new and enter the information.

Personal Details

Address:

Select an address

Field is required

Street Line 1:

Enter Street Line 1

Street Line 2:

Enter Street Line 2

Street Line 3:

Enter Street Line 3

Personal Email:

Select an email

Field is required

City:

Enter City

Zip/Postal Code:

Enter Zip Code

Address Type:

Select an address type

State:

Select a state

10. Student Acknowledgement and Signature

Type the student's full name (as displayed above) and click Submit.

Signature:

Field is required

By typing your full name (First Name Last Name), 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.

11. Confirmation Email

The student will receive an email with the details of the request in their Mason email.

12. Advisor Approval

The student's Academic Advisor will receive a notification to review and make a decision on the form. If that person is you, use the link provided in the email you receive to open the form, Claim the Task, and provide a decision.

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