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.

OUR 1

OUR - Undergraduate Leave of Absence ...

1 - 1 of 1 Process

4. Enter the Student’s G#

Student’s ID:

Field is required

SUBMIT

5. Review the student’s information

Academic Record

For more information on this topic, please contact regwf@gmu.edu.
6. I wish to **BEGIN / EXTEND / END** my leave
Select which type of request the student would like to make: Begin, Extend, or End.

<table>
<thead>
<tr>
<th>Leave of Absence Request</th>
</tr>
</thead>
<tbody>
<tr>
<td>Submission of the Leave of Absence form allows students to maintain their current degree requirements (catalog year).</td>
</tr>
<tr>
<td>I wish to <em>my leave from George Mason University</em></td>
</tr>
<tr>
<td>○ begin ○ extend ○ end</td>
</tr>
<tr>
<td>A disabled option means you could not request this type of leave at this time.</td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>Reason:</th>
</tr>
</thead>
<tbody>
<tr>
<td>○ Personal ○ Financial ○ Medical ○ Military ○ Other</td>
</tr>
</tbody>
</table>

**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.
10. Student Acknowledgement and Signature
   Type the student’s full name (as displayed above) and click Submit.

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.