

## Reviewing an UG Leave of Absence Request

The purpose of this guide is to provide instructions for reviewing a leave of absence 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>.**

**View Case in Workflow**

2. Click on **Claim Task** in the top left corner. **NOTE: If the button doesn't display or the case does not appear, it has already been claimed by another approver and no further action on your part is required.**

**CLAIM TASK** This task is unassigned, click Claim Task to assign yourself.

3. Review the request. Enter a **Decision**. Comments may be entered but are *required only* when you **Reject** the request or **Return to Student**, which will be sent directly to the student as the reason for the denial or return for them to change their submission.
4. Dean's Office only. If a student does not have an assigned advisor, you can select an Advisor from the drop down. Then you have the option to **re-assign the form** to them for review, **assign that Advisor to the student** in Banner, or **both**.

Approval Section

|                                                                                                                                                                             |                                                                                                                                                                                                                                   |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Decision:</b><br><input type="text" value="Approve"/>                                                                                                                    | <b>Comments:</b><br><input type="text"/>                                                                                                                                                                                          |
| <b>Major's Advisor</b><br><input type="text"/>                                                                                                                              |                                                                                                                                                                                                                                   |
| <input type="checkbox"/> Re-assign this task to the selected major's advisor.<br><small>The Major's Advisor will receive a notification email with the case's link.</small> | <input type="checkbox"/> Assign this major's advisor in the re-enroll term.<br><small>A sub-process will update this student's advisor assignment record disregarding the approval outcome of the main process's request.</small> |

5. Type your full name as displayed 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.

6. A page confirming successful submission will appear. A notification will be sent to the next approver, if applicable, in the workflow for review. 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 will receive an email notification at the conclusion of the process, and a record of the request will be uploaded in WebXtender.

For assistance, please contact [regwf@gmu.edu](mailto:regwf@gmu.edu).