Reviewing a GR 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>.

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.

3. Review the request. Provide additional information to the student.

   Impact Language Section

   * Impact notes to be sent to student:

   This is where that text will show up in the student’s email notification.

   You are expected to register and resume enrollment in classes starting in the listed Return term. Your new Degree Completion Deadline is listed above.

   The [student’s College/School] has been notified of your intention to take this leave. Please note the following from them:


   Please note:

   - The maximum time allowed for a General Leave of Absence will not exceed a total of one year over the course of your program.
If the form needs to be cancelled or sent back to the student, please email regwf@gmu.edu.

4. Type your full name as displayed and click **Submit**.

5. A page confirming successful submission will appear.

   A notification will be sent to the next reviewer, if applicable.
   The student’s academic record will be updated in Banner.
   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 with Ellucian Workflow forms, please contact regwf@gmu.edu.