Submitting a Leave of Absence

Students

Undergraduate students may request a leave of absence from Mason by completing an [Undergraduate Leave of Absence Request form](#). 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 your advisor, Housing, and Military Services (if applicable).

1. Sign in with your Mason credentials

   ![Undergraduate Leave of Absence Request form](#)

   Submission of the Leave of Absence form allows students to maintain their current degree requirements (catalog year):
   - Students do not need to complete the Leave of Absence form if they are participating in a George Mason University sponsored study abroad program or have received permission to study elsewhere.
   - Leave of Absence Policy and Eligibility Requirements:
     - The maximum time allowed for a leave of absence is no more than 3 consecutive Fall and Spring semesters.
     - A new admission application will be required if a student is away for more than 3 consecutive Fall and Spring semesters. Readmission requires a change in catalog year and could impact degree requirements. Readmission is not guaranteed.
     - Prior approval is required. Advisor or Department requests.
     - Students are not permitted to study elsewhere while on a Leave of Absence.
     - A student who was admitted as a new first semester freshman or transfer student but did not attend will not be eligible for a Leave of Absence. Instead, they must contact Undergraduate Admissions. Admissions.
     - A student who was re-admitted but did not attend will not be eligible for a Leave of Absence. Instead, they must contact Undergraduate Admissions. Admissions.
     - Requests for extensions on a previously submitted Leave of Absence require submission of a new Leave of Absence form.

2. Review your information

   ![Undergraduate Leave of Absence Request form](#)

   Review the information displayed below:
   - [Course Name:](#)
   - [Student Name:](#)
   - [Student ID Number:](#)
   - [DMU E-mail Address:](#)
   - [Housing Address:](#)
   - [Personal Email:](#)

3. Personal Email

   Select a Personal Email from the drop down or "Add a new email" and type the new email to the right.

   ![Personal Email](#)

4. Mailing Address

   Select your Mailing Address from the drop down.

   ![Mailing Address](#)
5. I wish to BEGIN / EXTEND / END my leave
Select which type of request you'd like to make: Begin, Extend, or End.

6. Leave Semester
Select the semester you will start your leave (e.g. you will be away from Mason starting in Spring 2023).

7. Return Semester
Select the semester you will return to Mason (e.g. you're taking 1 semester off and will take classes again in Fall 2023).
8. Reason
Select the reason for your leave.

From Date: 2023-01-22
Reason: -- Please Select --

9. Student Acknowledgement of Requirements
Read all of the statements below

Student Acknowledgement of Requirements:

* I hereby apply for a temporary Leave of Absence from George Mason University for the duration indicated above. I understand that submission of a new admission application will be required if I am away for more than 5 consecutive Fall and Spring semesters.

By typing your full name (First Name Last Name) exactly as it appears above, 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.

To continue, please enter your full name and click the “Sign Electronically” button to save your information and submit your form.

10. Check Box
Read and check the box for the "Student Acknowledgement and Requirements" statement.

11. Student's Signature
Type your full name (as displayed above) and Click Sign Electronically.

12. Confirmation Email
You’ll receive an email with the details of your request in your Mason email. To check the status of your request, you can click on the button in your confirmation or wait to receive the decision by email.

For more information on this topic, please contact regwf@gmu.edu.