

## Submitting an Undergraduate 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

Read through the requirements and information



**Disclaimer**

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.

**Policy and Eligibility Requirements**

1. The maximum time allowed for a Leave of Absence is no more than 5 consecutive Fall and Spring semesters.
2. A new admission application will be required if a student is away for more than 5 consecutive Fall and Spring semesters. Readmission requires a change in catalog year and could impact degree requirements. Readmission is not guaranteed.
3. Prior approval is required. Advisors must approve the request.
4. Students are not permitted to study elsewhere while on a Leave of Absence.
5. 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, he or she must contact Undergraduate Admissions.
6. A student who was re-admitted but did not attend will not be eligible for a Leave of Absence. Instead, he or she must contact Undergraduate Admissions.
7. Requests for extensions on a previously submitted Leave of Absence require submission of a new Leave of Absence form.

### 2. Review your student information

Academic Record

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

**Level:**  
**College:**  
**Program:**  
**Major:**  
**CGPA:**

**Residency:**  
**Housing:**  
**Military Affiliation:**  
**Campus:**

### 3. I wish to BEGIN / EXTEND / END my leave

Select which type of request you'd 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.

#### 4. Leave and Return Semester

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

**effective in term:**

- Fall 2023 (08/20/2023)  
 Spring 2024 (01/21/2024)

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 you'll return (e.g. you're taking 1 semester off and will take classes again in Fall 2024).

**to return in term:**

- Spring 2024    Summer 2024    Fall 2024    Spring 2025    Summer 2025    Fall 2025    Spring 2026

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

#### 5. Reason

Select the reason for your leave.

**Reason:**

- Personal    Financial    Medical    Military    Other

**Comments:**

Please explain briefly. Your comments will remain confidential.

#### 6. 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

<b>Address:</b> <input type="text" value="Select an address"/> <small>Field is required</small>	<b>Personal Email:</b> <input type="text" value="Select an email"/> <small>Field is required</small>	
<b>Street Line 1:</b> <input type="text"/>	<b>City:</b> <input type="text" value="Enter City"/>	<b>Zip/Postal Code:</b> <input type="text" value="Enter Zip Code"/>
<b>Street Line 2:</b> <input type="text"/>	<b>Address Type:</b> <input type="text" value="Select an address type"/>	<b>State:</b> <input type="text" value="Select a state"/>
<b>Street Line 3:</b> <input type="text"/>		

#### 7. Student Acknowledgement and Signature

Read the statements below. Type your 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.

#### 8. 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.