Ellucian Workflow: Approval Routing

Credit Overload
UG > AA > DD
GR > AA > PD
Notification: Student

FERPA No approval necessary

Grade Change
Instructor/Coordinator > PD > DD
Notifications: Student, Instructor, PD, DD

Late Graduation Application
Student > AA > Minor AA (if applicable)
Notification: Student

General Leave of Absence
UG Begin/Extend > AA > MK, FA, OI (if applicable)
UG End > no approval necessary
Notification: Student

GR Begin/Extend > DD > FA, OI (if applicable)
GR End > no approval necessary
Notifications: Student, AA, PD

UG Re-Enrollment
Student > AA > MK, OI, AM, BIS/NURS (if applicable)
        > DD (if >= 1st day of requested term)
Notification: Student

Selective Withdrawal
Student > AT, C1, MK, OI (if applicable)
 > DD (if after deadline)
Notification: Student

Time Limit Extension
Student > DD > AP (if previous TLE or requesting >1 year)
Appeal Decision > DD > AP (if DD rejected) or GA (if AP rejected)
Notifications: Student, PD, DD, AP, GA, OI (if applicable)

Veteran Registration Reporting Form
Student > OUR review and processing
Notification: Student

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*Forms go to the student's assigned Advisor in Banner.

*If a student does not have an AA assigned to them in Banner, the form will be sent to the DD

Key
AA = Academic Advisor
AM = Admissions
AP = Graduate Division
AT = Athletics
C1 = China 1-2-1
DD = Dean/Director of College/School
FA = Financial Aid
GA = GAAC
GR = Graduate students
MK = Mason Korea
OI = OIPS
OUR = Office of the University Registrar
PD = Program Director/Chair
UG = Undergraduate students

At the end of these processes, WF forms automatically process changes in Banner.

Notifications are sent once changes in Banner have completed.