

## **Subject: NEW Online Leave of Absence Workflow for Grad Students**

As an approver, when you are logged in to FLASHline, you will see all graduate student requests for Leave of Absence that are assigned to you for review and processing.

### **Step 1**

Log into FLASHline and click on “My Lists” at the top. You will see “My Worklist”. This worklist will show all tasks assigned to you. (See Exhibit A for an example.)

### **Step 2**

Click on the first item in your list and then the “Take Action” button next to the requester’s name. (See Exhibit B for an example. Note: The student and approver information has been shaded out.)

### **Step 3**

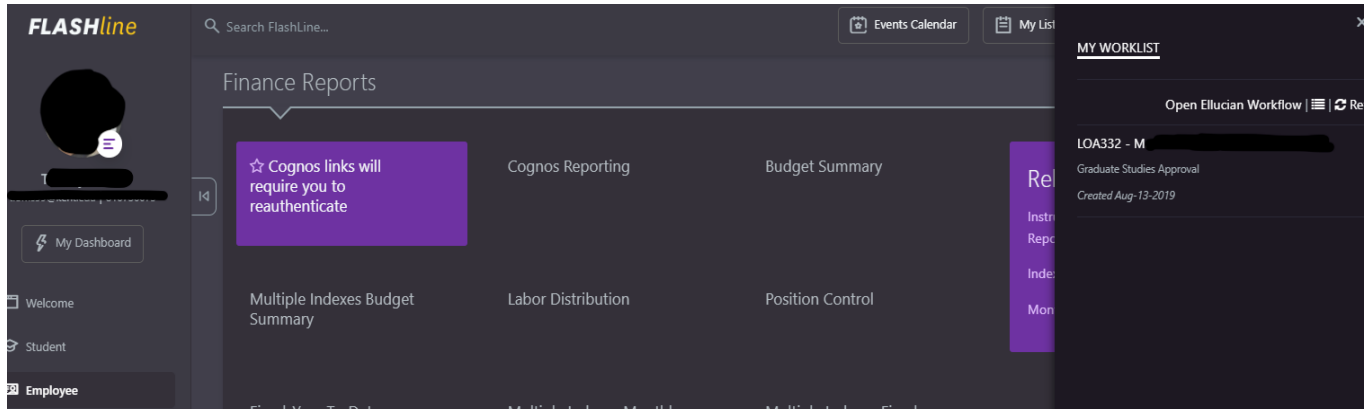
Review the Request for Leave of Absence. The request will display the student’s: name, Kent State ID, request type (new or extension), leave period, international status, graduate GPA, and all graduate programs. If the student is registered for coursework during the term of the leave, the course(s) will be listed on the screen. If the student’s GPA is below the minimum 3.0 requirement, an alert will appear on the screen. (See Exhibit C for an example.)

The Request History will be displayed at the bottom of the screen. The history includes the action taken, who the action was taken by, and any comments that were entered. If the student is on a J1 or F1 Visa, the workflow will route to the Office of Global Education as the first point of review. If the student is enrolled in more than one graduate degree program, the workflow will route to each program. (See Exhibit D for an example.)

### **Step 4**

Enter any questions, comments or concerns regarding the request. Comments are not required when approved; however, comments are required if you deny or send the request back to the student. If the department believes that an exception to the policy is warranted (e.g., student’s GPA is below 3.0), justification should be included in the comments section. Note: Comments will be visible to the student and other reviewers. (See Exhibit E for an example.)

## Exhibit A – Step 1



## Exhibit B – Step 2

KENT STATE UNIVERSITY
REQUEST FOR LEAVE OF ABSENCE

Submit Request
Search Requests
Logout

Enter all or part of Workflow name or Status Search Reset

Check to include closed and terminated requests

| Initiated By   | Request Name | Request Type | Leave Period            | Submitted Date      | Status | Pending Step                     | Assigned To    |             |
|----------------|--------------|--------------|-------------------------|---------------------|--------|----------------------------------|----------------|-------------|
| David L. Jagan | LOA332 - M   | New Request  | Fall 2015 - Summer 2016 | 09-29-2015 16:38:29 | Active | Department Chair/School Director | David L. Jagan | Take Action |
| David L. Jagan | LOA332 - M   | New Request  | Fall 2015 - Summer 2016 | 09-29-2015 16:37:29 | Active | Department Chair/School Director | David L. Jagan | Take Action |

2 records

Click "Take Action" to review the request

# Exhibit C – Step 3



## Leave of Absence LOA7 - [Student Name] (Request ID: 12345)

|                      |                         |
|----------------------|-------------------------|
| Student Name         | [Redacted]              |
| Kent State ID        | [Redacted]              |
| Kent State Email     | [Redacted]              |
| Request Type*        | New Request             |
| Leave Period         | Fall 2015 - Summer 2016 |
| International Status | Domestic                |
| Graduate Program GPA | [Redacted]              |

Student's name, Kent State ID, request type (new or extension), leave period, international status, and graduate GPA

**Program 1: Master of Public Health (MPH)**

|                   |                                    |
|-------------------|------------------------------------|
| College           | College of Public Health (PH)      |
| Department/School | Public Health (PH)                 |
| Major             | Public Health (PH)                 |
| Concentration     | Health Policy and Management (HPM) |

Example of dual program enrollment. NOTE: Both programs must approve.

**Program 2: Master of Arts in Economics (MAE)**

|                   |                                |
|-------------------|--------------------------------|
| College           | College of Business Admin (DU) |
| Department/School | Economics (ECON)               |
| Major             | Economics (ECON)               |
| Concentration     | Economic Analysis (ECAN)       |

**Registered Courses for Fall 2015**

- PH 50000: Health Policy and Management
- PH 50001: International Health Policy and Management
- PH 50002: Public Health Practice and Evaluation
- PH 50003: Health, Behavior, and Society

Registered courses during the term of the leave

**Please note that this student's overall GPA is less than 3.000.**

Low graduate GPA message/alert

When a department/school grants a leave of absence, it implies the program will be willing to re-admit the student. A plan for re-admission, such as a revised program of study, should be put in writing and clearly understood by all parties prior to the start of the leave. Documentation in support of the leave (e.g., letter from the student's doctor) should be filed with the department/school.

Leaves should not be granted to students who (1) have completed less than one full term of enrollment; (2) are not in good academic standing or (3) have received an extension of the degree time limit. If it is believed that an exception to the policy is warranted (e.g., GPA is below 3.0), justification should be included in the comments section.

Leaves of absence are granted for a maximum of three consecutive terms (e.g., fall, spring, summer). Students may request an extension for a maximum of one additional term.

Approve Deny Return to Student Cancel

Your options: Approve, Deny, Return to Student or Cancel.

### Exhibit D – Step 3

#### Request History

| Submitted By   | Submitted Date      | Status    | Action Taken By                  | Comments |
|----------------|---------------------|-----------|----------------------------------|----------|
| Matthew Black  | 09-28-2015 11:33:05 | Submitted |                                  |          |
| John Collins   | 09-28-2015 11:33:12 | Approved  | Department Chair/School Director |          |
| David Williams | 09-28-2015 11:33:11 | Approved  | Department Chair/School Director |          |
| Robert Black   | 09-28-2015 15:42:41 | Approved  | College Dean                     |          |

→ *The Request History shows who has reviewed and/or taken action on the request.*

### Exhibit E – Step 4

#### Comments

Characters left: 1000

**Comment and Approve**      Cancel

→ *Comments are required if you Deny or Return the request to the student. Comments are not required when a request is approved; however, comments should be entered if an exception to the policy is requested.*