

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 Action Items Tab at the top. You will see “My Worklist 2” at the top right of your screen. 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

My HR | **My Action Items** | Analytics | My Tab

Workflow & Utilities

Utilities

FlashCart Tap into this resource for purchasing power.

FlashFolio (Faculty and SuperUsers Only)

Imaging Resources

- Banner Integrated Document Imaging Applications
- Stand Alone Document Imaging Applications

Reporting (Cognos)

Workflow

Advisor Assignment Application
Banner Security Workflow(for Sec. Admins and Data Stewards)
Cellular Device Authorization

My Worklist

Organization/Workflow Name Activity Created/Details

Refresh Show Entire Worklist Open Workflow

My Worklist 2

Salary Redistribution, Student Org. Registration, Graduate students Leave of Absence and Additional Employment

Name	Activity	Start Date
Refresh		

FAMIS Resources

My Worklist 2 will display graduate student leave of absence requests

Exhibit B – Step 2

KENT STATE UNIVERSITY

REQUEST FOR LEAVE OF ABSE

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 Lopez	LOPEZ, David Lopez	New Request	Fall 2015 - Summer 2016	09-29-2015 16:38:29	Active	Department Chair/School Director	LOPEZ, David Lopez	Take Action
David Lopez	LOPEZ, David Lopez	New Request	Fall 2015 - Summer 2016	09-29-2015 16:37:29	Active	Department Chair/School Director	LOPEZ, David Lopez	Take Action

2 records

Click "Take Action" to review the request

Exhibit C – Step 3

Leave of Absence LOA7 - [Student Name] (Request #123456789)

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

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 (BU)
Department/School: Economics (ECON)
Major: Economics (ECON)
Concentration: Economic Analysis (ECAN)

Registered Courses for Fall 2015

- [Course Name]
- [Course Name]
- [Course Name]
- [Course Name]

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 Williams	09-28-2015 11:33:12	Approved	Department Chair/School Director	
Thomas 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.*