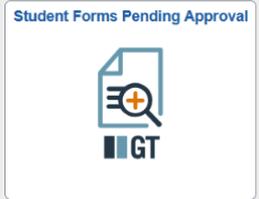
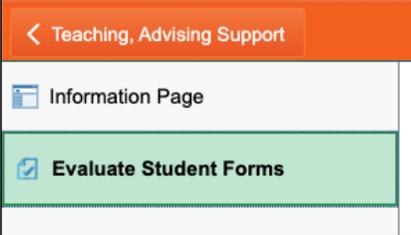
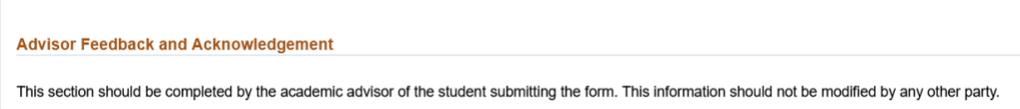
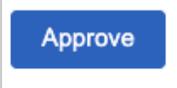


## Guide to Leave of Absence/University Withdrawal eForm

Academic Advisor steps:

1	Academic Advisors will receive an email from <a href="mailto:registrar@rit.edu">registrar@rit.edu</a> that there is a new form to review.
2	The receiver can either log into SIS using RIT credentials (2a-2d) or click on link in the email to go directly to the form (brings you right to step 3).
2a	<p>If navigating by logging into SIS, click on the “Teaching/Advising &amp; Support” tile, then select “Student Forms Pending Approval” to see all forms waiting for review and input.</p> 
2b	<p>Select the “Evaluate Student Forms” option from the menu to the left-hand side.</p> 
2c	Academic advisors can search for a specific student by UID or name. To view all pending forms, leave all boxes blank and click on “search” at the bottom of the page.
2d	Select a specific student form to open and review.
3	The primary academic advisor(s) is the first person to receive the LOA/UW form once a student has submitted. It will include all information that the student provided, including if they have already or plan to meet with the advisor.
4	<p>After reviewing all information scroll down to the “Advisor Feedback and Acknowledgement” section.</p> 
5	<p>Indicate whether you have met with the student or have a planned meeting with the student. If you are attempting to contact the student, it is ok to wait to complete the form for a few days. After 5 business days, if you have not been able to contact the student, please indicate this on the form and submit the form.</p> <p>*Have you met with the student? <input type="text"/> <span style="float: right;">Past or Future Meeting Date <input type="text"/></span></p>
6	<p>If the student is taking an LOA and they plan to return the next semester and already enrolled, select “yes” for the returning next term button. This will ensure that the classes are not dropped. You must also submit a RLOA form ASAP.</p> 

7	<p>If there are pertinent notes you want to make sure the department designee sees when reviewing/approving the form, you may input these into the notes text box. Please remember that this form is part of the student’s record. Confidential or sensitive information should not be included.</p> <p style="text-align: center;"><b>Comments</b></p> <div style="border: 1px solid black; height: 40px; width: 350px; margin-left: auto; margin-right: auto;"></div>
8	<p>Once steps 5-7 are complete, select the “Approve” button so that the form moves to the next step in the workflow.</p> <div style="text-align: center;"></div>

If a student is taking an immediate leave or university withdrawal, once the advisor selects “submit”, the form moves to the next step, and all instructors will be automatically notified to provide last date of academic related activity. Advisors do not need to attempt to gather this information.

Once the department designee has approved a leave or university withdrawal, the student and advisor will receive notification. If a leave is denied, the student and advisor will also receive a notification.