


Guide to Leave of Absence/University Withdrawal eForm

Academic Department Designees steps:

1	Department designees will receive an email from registrar@rit.edu 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	If navigating by logging into SIS, once in Teaching/Advising & Support homepage, select "Student Forms Pending Approval" to see all forms waiting for review and input. <div data-bbox="1122 459 1377 657" style="float: right; border: 1px solid #ccc; padding: 5px; text-align: center;"> <p>Student Forms Pending Approval</p>  </div>
2b	Select the "Evaluate Student Forms" option from the menu to the left-hand side. <div data-bbox="943 659 1354 894" style="float: right; border: 1px solid #ccc; padding: 5px;"> <p style="background-color: #f4a460; padding: 2px 5px; margin-bottom: 5px;">< Teaching, Advising Support</p> <p style="margin-bottom: 5px;">Information Page</p> <p style="background-color: #c8e6c9; padding: 2px 5px; margin-bottom: 5px;">Evaluate Student Forms</p> </div>
2c	Department designees can search for a specific student by UID or name. To view all pending forms, simply 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	When a department designee receives the form all sections will be complete and ready for review. This will include student bio/demo information, the date a student and advisor met or notes regarding why they did not, and the last date of academic related activity from each instructor for classes the student is enrolled in if taking an immediate LOA or UW.
4	After reviewing all information. Scroll to the bottom of the form and click on the "Deny" or "Approve" button*. <div data-bbox="313 1226 820 1331" style="text-align: center; margin-top: 10px;"> <div style="display: inline-block; border: 1px solid #ccc; border-radius: 10px; padding: 5px 15px; margin-right: 20px;">Deny</div> <div style="display: inline-block; background-color: #3498db; color: white; border-radius: 10px; padding: 5px 15px;">Approve</div> </div>
5	Once a form is approved, the Office of the Registrar will receive it to process. The RO staff will check the form one final time to ensure all necessary information is provided.

*RIT policy [D02.1](#) a Leave of Absence request may be denied by the primary academic department based on their discretion. A University Withdrawal cannot be denied, a department must approve the withdrawal.

If a Leave of Absence is denied, the student and primary academic advisor will receive notification immediately. Students are encouraged when submitting a LOA request to continue attending classes until a final decision is made. If, after further discussion, the LOA is approved, a new form must be initiated by the student and submitted through the workflow.

When a LOA or UW are processed by the Registrar's Office, a final notification email will be sent to the student and their primary academic advisor informing them that it has been completed.