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 Worklist 2 will display graduate student leave of absence requests.

Exhibit B – Step 2

- Click “Take Action” to review the request.
Exhibit C – Step 3

Exhibit C:

- Student's name, Kent State ID, request type (new or extension), leave period, international status, and graduate GPA
- Example of dual program enrollment. NOTE: Both programs must approve.
- Registered courses during the term of the leave
- Low graduate GPA message/alert
- Your options: Approve, Deny, Return to Student or Cancel.
Exhibit D – Step 3

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

Exhibit E – Step 4

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.