Leave of Absence Request Approval – Advisors/Deans/Approvers

To approve or take action on a leave of absence request:

1. Log in to SIS: go.tufts.edu/sis

2. Select Approve > Leave Of Absence Request. Any pending approvals (that you are allowed to approve) will be listed.

   Approve
   Leave of Absence Request
   Assign Alternate Approver

   The Leave of Absence Filter on Status field can be adjusted to reflect other statuses such as Denied.

      Filter on Status
      Pending
      Cancelled
      Denied
      Fully Approved

      The Filter On or After Request Date field defaults to display the previous 30 days.

3. For the request you wish to address click the Perform Action link. The request information detail displays.

   Perform
   Action

   Leave information such as Leave of Absence Type, Status, Course Actions, etc. is visible.

   Leave of Absence Type: Non-Tufts Study Abroad
   Student Contact Phone: Status: Pending
   Course Actions: Phone Country Code:
   Leave Effective Date: 09/26/2013
   No Action Required
4. Add any optional comments and click the appropriate button:

```
Approver Comments:

RETURN  APPROVE  DENY  CANCEL  EDIT
```

- **a)** To return to the previous list of requests, click **RETURN**.

- **b)** To approve the request, enter any comments and click **APPROVE**. An email is sent to the student and possibly to other approvers.

- **c)** To deny the request, enter any comments and click **DENY**. An email is sent to the student and possibly to other approvers.

- **d)** To cancel the request, enter any comments and click **CANCEL**. An email is sent to the student and possibly to other approvers.

- **e)** To edit the request, such as student contact phone, click **EDIT**. If needed, click Course Actions field and make a selection (e.g., Remove Current Courses).