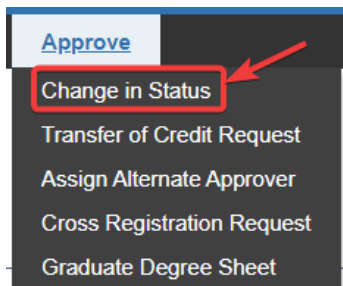


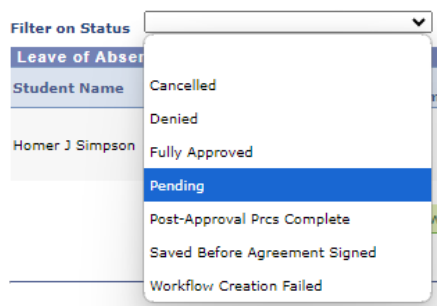
Leave of Absence Request Approval – Advisors/Deans/Approvers

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

1. Log in to SIS: go.tufts.edu/sis
2. Select **Approve > Change in Status**. Any pending approvals (that you are allowed to approve) will be listed.



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



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	Status:	Pending
Student Contact Phone:		Phone Country Code:	
Course Actions:	No Action Required		
Leave Effective Date:	09/26/2013		

4. Add any optional comments and click the appropriate button:

Approver Comments:

▼ Approver Comments	
Comments Entered By	Comments

- 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).