Place Student on Leave of Absence and Return Student from Leave of Absence

Placing Student on Leave of Absence

When a student goes on leave of absence, their CPP needs to be updated with the term they go on leave of absence and the term they will return from leave of absence (if known).

Step 1  
Log on to System.

Step 2  
DO NOT put the student on Leave of Absence if they are enrolled in classes on or after the term you are placing the student on Leave of Absence. This enrollment should be dropped prior to placing the student on leave.

You can view a student’s enrollment at: Records and Enrollment > Enrollment Summaries > Enrollment Summary.

Step 3  
Navigate to: Records and Enrollment > Career and Program Information > Student Program/Plan.

Step 4  
Populate values on Search page (Campus ID is N ID). If you are searching by Name, make sure to enter at least 3 characters in the First and Last Name. 
Important: If the Academic Career is entered or Student Career Nbr field is not 0, it may restrict the rows that you see returned.

Step 5  
Click Search. The Include History checkbox will be checked.

Step 6  
Locate appropriate record from results list.

There will be many students that have multiple rows returned for them in the search results. Students may have multiple rows if:

- Their name has changed (they will have one row for each name with the same career and Career Nbr)
- They are in multiple careers (E.g. Undergraduate and Graduate)
- They are in multiple programs, either due to a program change or completion of a degree. In this case, they should have different student career numbers.

In cases where you see multiple rows, you may be able to select the right row based on the Program Short Descr. However, you may need to go into each row to see what the student’s current status is in each program.

Step 7
Always review the current program status on the first page. In order to put a student on Leave of Absence, their status should be “Active in Program”.
When making changes to on the **Student Program** tab, always begin by adding a new row 

If the student has multiple effective dated rows, you may see the historical changes to the student using the View All or arrow buttons at the top right. However, you **must** go back to the first row to make the change.

**Step 8**

Insert a new row by clicking on the 
Select the term the student will go on Leave of Absence in the **First Term Active** field. Tab out of the field and the Effective date should change to the begin date of the term for the **First Term Active** you entered. Do not change the date.

**Step 9**

Click on the and select a program Action of LEAV next click on the **Action Reason** and choose from below.

<table>
<thead>
<tr>
<th>Action Reason</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>FINA</td>
<td>Financial</td>
</tr>
<tr>
<td>MEDI</td>
<td>Medical</td>
</tr>
<tr>
<td>MILI</td>
<td>Military</td>
</tr>
<tr>
<td>PERS</td>
<td>Personal</td>
</tr>
<tr>
<td>NONE</td>
<td>Not Specified</td>
</tr>
</tbody>
</table>

**Step 10**

If you receive a warning message stating that the student is enrolled in classes after the effective date, leave this page and
drop them from their classes for the period of time they are on leave of absence (stated in Step 2 of this document).

Step 10
If you receive an error message stating that the student is term activated for future terms, click on OK and continue with the process.

Note: The Registrar’s office will delete the future term activations as needed according to the dates the student is on Leave of Absence.

Step 11
Click the Save button on any of the pages to save the changes to the record.

Step 12
If you know when the student is supposed to return from Leave of Absence, go to the next page. Otherwise, you are done with the process.
Assigning Return from Leave of Absence

Step 1  
Log on to System.

Step 2  
Navigate to: Records and Enrollment > Career and Program Information > Student Program/Plan.

Step 3  
Populate values on Search page (Campus ID is N ID). If you are searching by Name, make sure to enter at least 3 characters in the First and Last Name. 
**Important:** If the Academic Career is entered or Student Career Nbr field is not 0, it may restrict the rows that you see returned.

Step 4  
Click Search. The Include History checkbox will be checked.

Step 5  
Locate appropriate record from results list.

Step 6  
Always review the current program status on the first page. The current status should be “Leave of Absence”.

Insert a new row

![Screen capture of student record showing Return from Leave of Absence action]
Step 7  Select the term the student will return from Leave of Absence in the First Term Active for the term you want to make the change.

The Effective date should change the beginning of the term for the term you entered.

Populate Program Action of RLOA.

Step 8  Click the Save button on any of the pages to save the changes to the record.