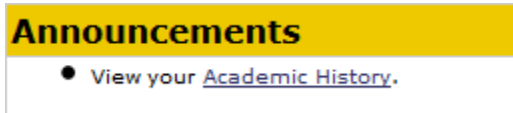


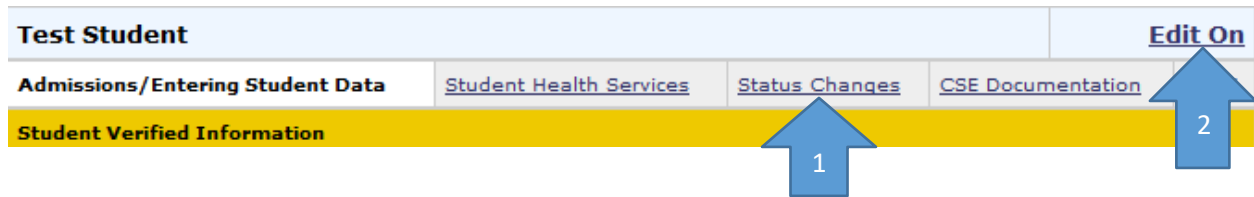
## INSTRUCTIONS FOR REQUESTING A LEAVE OF ABSENCE

To request approval for a leave of absence from the Associate Dean for Students, please follow the step-by-step instructions below. Also please be sure to check-in with the LCOM Student Financial Services Coordinator and to familiarize yourself with related policies in the [Student Handbook](#).

1. Download the [LCOM Leave of Absence Request and Approval Form](#)
2. Populate all fields on the first page of the form.
3. Rename the form—keeping it as a docx file so that the Associate Dean can add to/edit it upon receipt. The preferred file name protocol is “Lastname FirstInitial\_LOArequest\_date” with date formatted as yyymmdd. Save the file on your computer. (Example: Smith J\_LOArequest\_20170228)
4. Log-in to [Oasis](#)
5. Click on “View your [Academic History](#)” in the Announcements box.



6. Choose the “Status Changes” tab.



7. Click “Edit On” in the upper right-corner of the screen.
8. Upload your saved LOA request docx file to the “LOA Request Forms (Student Upload) section. To do this:
  - a. Click on “Add file” to browse for your saved document.
  - b. Once selected, click on “Upload” to actually upload it.
  - c. The click on “**Save & Notify**”—not just “Save”—to submit your request and to generate an automated email notification to the Associate Dean for Students and her assistant.

(See screenshot next page.)

If your LOA request is based on medical grounds, you must also [upload appropriate support documentation](#) as a separate file to the same field.

<b>Test Student</b>				<a href="#">Edit Off</a>
<a href="#">Admissions/Entering Student Data</a>	<a href="#">Student Health Services</a>	<b>Status Changes</b>	<a href="#">Exam &amp; Exemption Documentation</a>	<a href="#">Mailboxes, Lockers, Pagers &amp; Clickers</a>

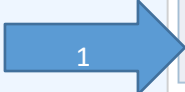
**LOA Request Forms (Student Upload)**  
 Students requesting a leave of absence must complete the top portion of the [COM Leave of Absence Request and Approval Form](#) and upload it here.


Prior to uploading, rename and save the file on your computer (Last Name\_LOArequest\_Date.docx). Click "Edit On" in the upper right corner to enable uploading. Then click "Add file" to browse for the saved file on your computer, followed by "Upload" to actually upload the file. **Be sure to hit "Save & Notify"** not just "Save" so that the Associate Dean for Students and her Assistant are notified by the software that the form is here.

Upon submission the Associate Dean for Students will either approve the request, or if necessary follow-up with the student to obtain additional information.

[Detailed instructions](#) are linked. [View Item History](#)

Upload Completed Request Form Here [View Attribute History \(0 entries\)](#)

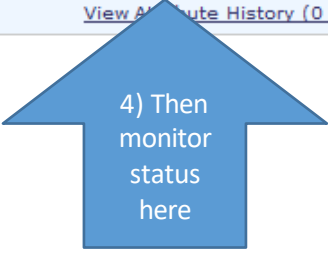





**LOA Approval Forms (Student View)**  
 Associate Dean for Students or designee will upload COM LOA Request and Approval Forms here to document approval of a requested leave of absence and to communicate details to OMSE staff. Upon submission the COM Registrar, COM Student Financial Services Coordinator and Director of Student Success are notified by the software.

Note must hit "**Save & Notify**", not just "Save" to generate notification. [View Item History](#)

COM LOA Approval Form(s) [View Attribute History \(0 entries\)](#)



4) Then monitor status here



3

9. The Associate Dean for Students will review your request. If more information or an in-person meeting is needed, she will send you an email. Otherwise, she will complete the second page of the form and upload the approved request to the “LOA Approval Forms (Student View)” section.

10. Check your Academic History file to monitor the status of your request.

11. When the form is approved, the software will generate an email notification to the LCOM Registrar, LCOM Student Financial Services Coordinator, and the Director of Student Success, alerting each of these staff members to log-in to Oasis to view the document.