

# Submitting a Leave of Absence Form through GradTracker

(Search engine used for all screenshots was Google Chrome)

## [Jump to directions on Approving the Form](#)

Please note, a discontinued student cannot view their record and thus will be unable to begin request. The program will need to first contact Virginia Dennis in the Graduate College to open a CPP stack to submit a retroactive LOA request. Registration will be temporarily blocked.

- 1) The student will login with their UC username and password at: <https://gradapps.uc.edu/GradTracker/>.
- 2) The following screen is presented to the student.

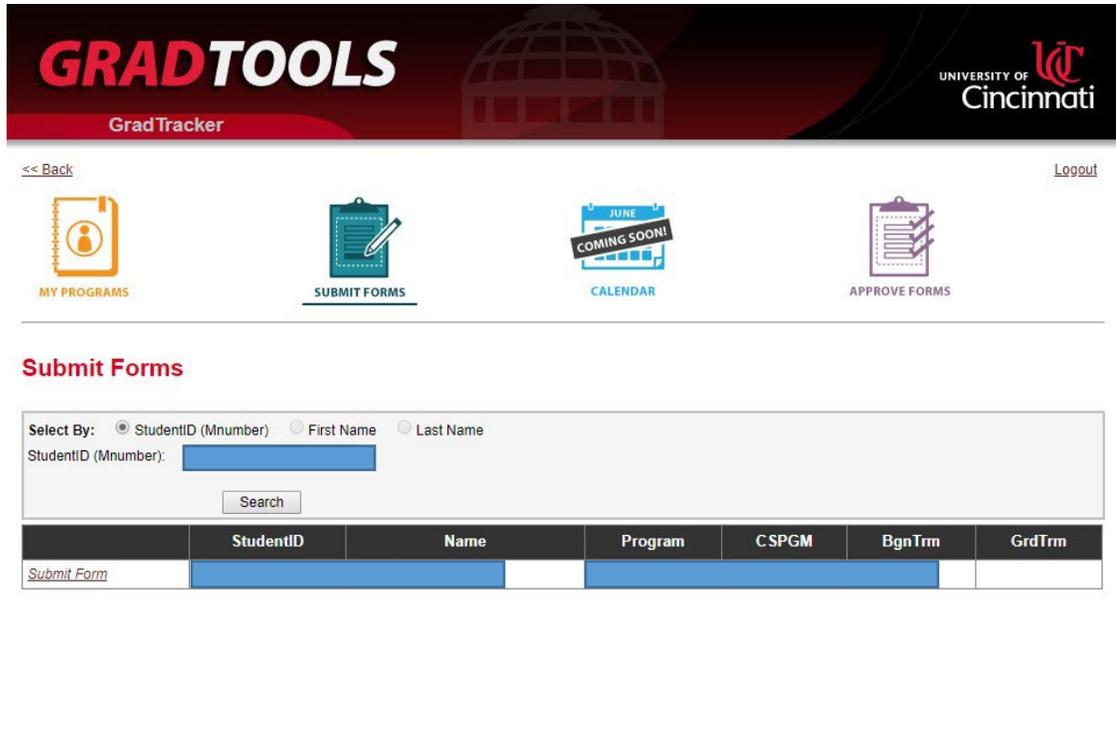
The screenshot displays the GradTracker interface. At the top, there is a header with the 'GRADTOOLS' logo in red and white, 'GradTracker' in white on a red background, and the University of Cincinnati logo on the right. Below the header is a navigation bar with four icons: 'MY PROGRAMS' (orange folder with person icon), 'SUBMIT FORMS' (blue clipboard with pencil icon), 'CALENDAR' (blue calendar with 'JUNE' and 'COMING SOON!' banner), and 'APPROVE FORMS' (purple clipboard with checkmark icon). Below the navigation bar is a 'What is this?' section with four items:

- MY PROGRAMS**: List of all your students at a glance. Select student name to view detail (student picture, messages, documents, academic progress).
- SUBMIT FORMS**: Annual Review form. Coming soon all other forms! Forms will route to next level of approval and then send final form to OnBase.
- CALENDAR**: Coming Soon! View Grad School events. Add events for your program.
- APPROVE FORMS**: List of forms awaiting your approval.

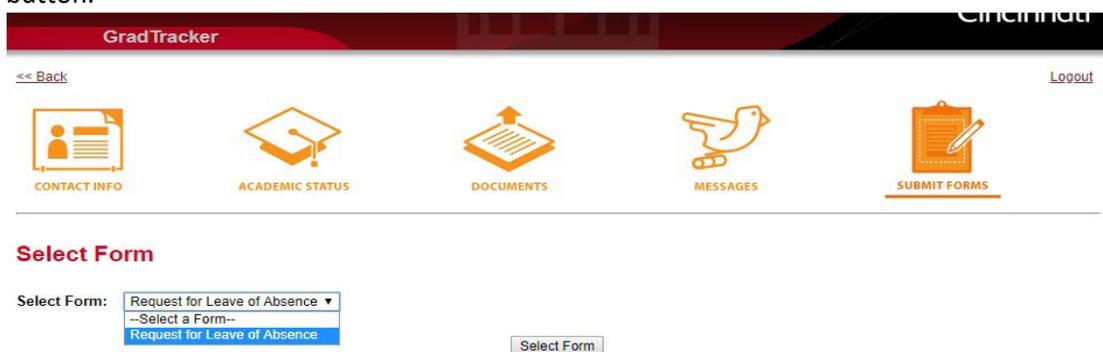
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3) The student will click the “Submit Forms” icon, which will bring him/her to this screen.



4) The student will then click on the “Submit Form” link on the far left next to their M# and name. This will then bring the student to the screen below. The only form on the drop down menu will be the “Request for Leave of Absence”. The student will select that and hit the “Select Form” button.



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- 5) The screen will bring up the actual form for the student to complete. The student can choose medical or military and will need to include an explanation in the text box with the reason for the request. The student should also upload a one-page pdf with medical or military documentation. (Medical documentation should consist of a statement from physician that student is under his/her care and unable to participate in coursework for a specific period of time. It should not include a medical diagnosis or other confidential information.)
- 6) The student will add the term he/she is requesting the leave to begin in the text box.
- 7) The student will describe his/her progress toward degree completion in the text box. Hit "Save" if he/she wants to return later to the request, OR hit "Save and Complete" to submit the form. Once the student has clicked "Save and Complete", it will read, "This form is completed" at the bottom of the page.

## Request for Leave of Absence

Name:  
Department/Program:  
StudentID:  
Address:  
First year registered into program:



Instructions: Please submit this form to request of a one year leave of absence. A leave of absence may be requested for personal/family medical conditions or a call to active duty. Please note: an extension of one additional year must be requested four months prior to the end of the initial leave.

Reason for request

Medical  Military

Explain

Deployment to Iraq in July 2018

Requested term to begin leave

Fall 2018

Describe progress toward degree completion to date

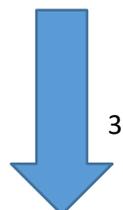
have completed 30 credits towards degree. Need to complete 30 more and work on dissertation.

[View Document X](#)

This form is completed.

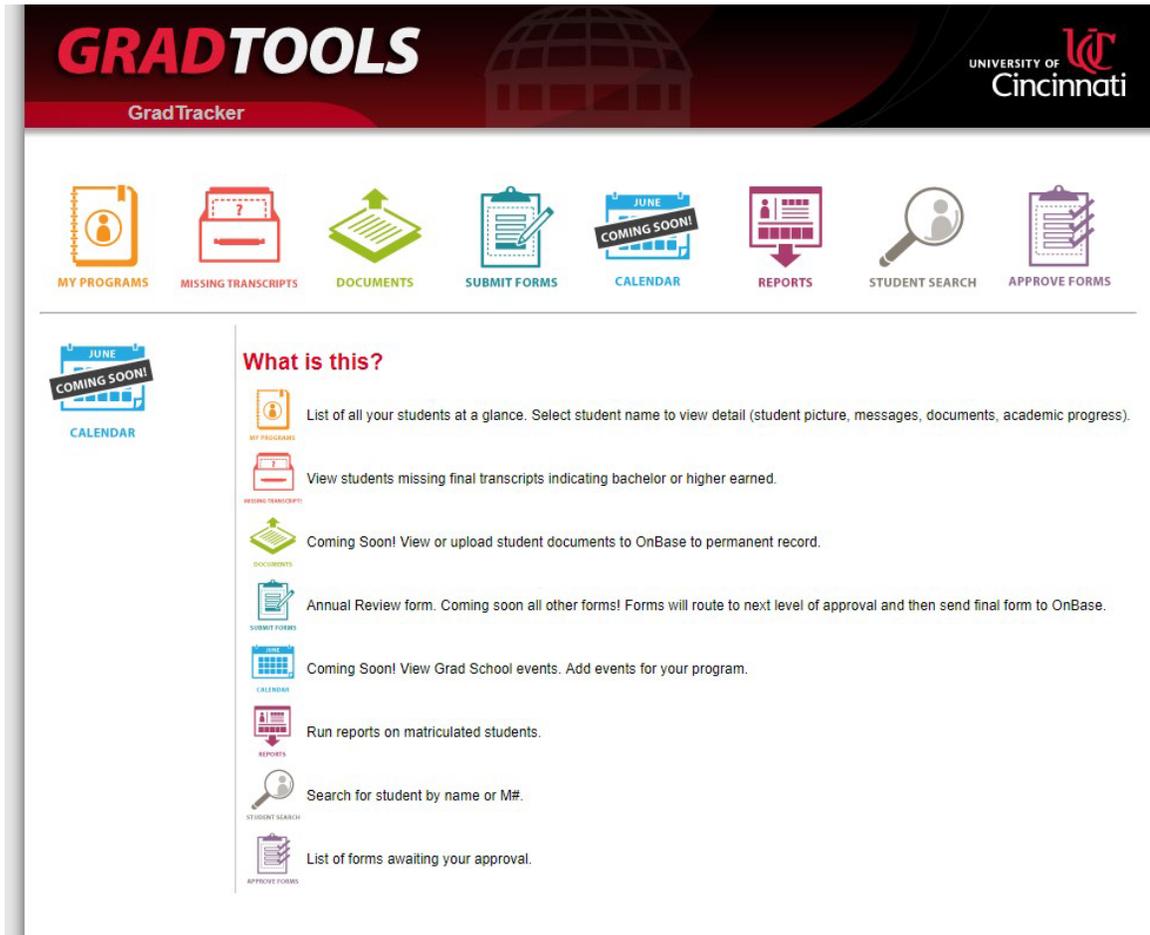
## Approving the Form

- 8) The Graduate Program Coordinator will receive an email that there is a form for him/her to approve. The student will be copied on the emails throughout the approval process.
- 9) Once the staff/faculty member receives an email that he/she has a form to approve, he/she will then log into GradTracker and click the "Approve Forms" icon.

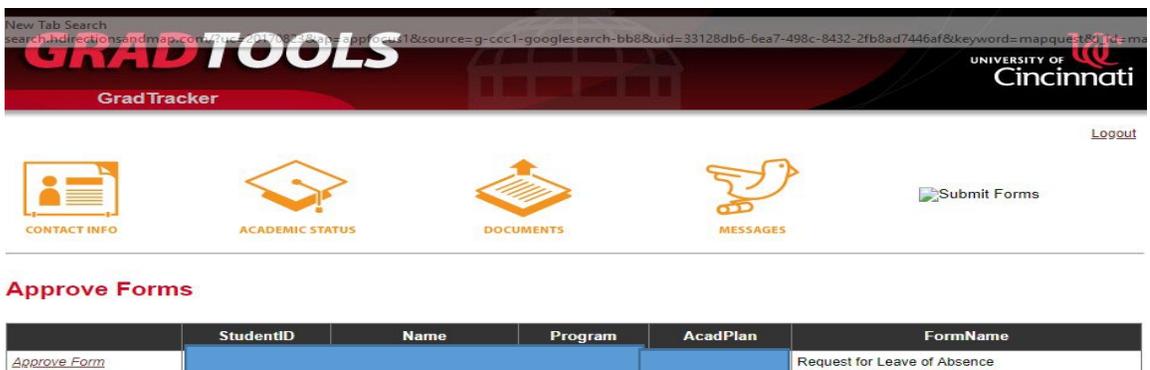


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10) Once the approver clicks the “Approve Forms” icon he/she will see the following screen. He/she will then select “Approve Form” on the far left of the screen next to the student’s M#.



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11) That will bring up the actual Leave of Absence request form for the approver's review.

**Request for Leave of Absence**

Name

Department/Program

M#

Address

First year registered into program 2017 Fall

**Instructions: Please submit this form to request of a one year leave of absence. A leave of absence may be requested for personal/family medical conditions or a call to active duty. Please note: an extension of one additional year must be requested four months prior to the end of the initial leave.**

**Reason for request**  
Military

**Explain**  
Deployment to Iraq in July 2018

**Requested term to begin leave**  
Fall 2018

**Describe progress toward degree completion to date**  
have completed 30 credits towards degree. Need to complete 30 more and work on dissertation.

**Student's signature**  04/03/2018

**Program Coordinator**

**Program Director**



**Related documents:**

[Open in new window](#)

[Request Modifications](#) (Click to start/abort modification)

Save & Approve

12) To review the attached one page pdf medical or military documentation, the approver can click the "Open in new window" link under the form. This will pull up the attachment for review.

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- 13) After review, the approver can click either the "Save & Approve" tab or "Request Modifications". If the approver clicks "Save & Approve", it will move on in the process to the next approver, who will receive an email that he/she has a form to approve.
- 14) If the Program Coordinator clicks "Request Modifications", he/she will get the following screen with an "Approver Comments" text box. He/she will type in what modifications are being requested and click "Return for Modifications".

Name [Redacted]  
Department/Program [Redacted]  
M# [Redacted]  
Address [Redacted]  
First year registered into program 2017 Fall

**Instructions:** Please submit this form to request of a one year leave of absence. A leave of absence may be requested for personal/family medical conditions or a call to active duty. Please note: an extension of one additional year must be requested four months prior to the end of the initial leave.

**Reason for request**  
Military

**Explain**  
Deployment to Iraq in July 2018

**Requested term to begin leave**  
Fall 2018

**Describe progress toward degree completion to date**  
have completed 30 credits towards degree. Need to complete 30 more and work on dissertation.

**Student's signature** [Redacted] 04/03/2018  
**Program Coordinator**  
**Program Director**

UNIVERSITY OF Cincinnati

**Related documents:**  
[Open in new window](#)

[Request Modifications](#) (Click to start/abort modification)

**Approver Comments:** Info on how you plan to complete your degree upon your return from Iraq.

Return for Modifications

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- 15) At that point, the form will read "Your Comment is Submitted" at the bottom of the page and the student will receive an email that he/she needs to provide the additional requested information and resubmit. Once this is done, an email will be released again to each approver one at a time, in the order of approval. (Anyone in the cycle can request modifications along the way, which will return the form to the student.)

Once the final approver (the Graduate College Associate Dean) approves and submits the form, all parties will receive an email with the approved form attached, stating that the student has been approved. The approved form will be automatically sent to OnBase. No other email will be generated from the Graduate College regarding this.

- 16) If denied, the Graduate College Associate Dean will write denied in the comments box and return for modifications. The form will remain available in GradTracker should circumstances change and the student wishes to resubmit the form.

