

Processing Undergraduate Leave of Absence (LOA)/ Withdraw from College (WD) Requests from the Qualtrics Survey System

Instructions for Chairs

Students can find the "Leave of Absence/ Withdraw from College" link on the Office of the Registrar form page at <https://registrar.buffalostate.edu/forms-and-services>.

When a student submits their request for a Leave of Absence or Withdrawal from college, it will generate two emails.

The first is a confirmation email providing information on who will be reviewing the student's request.

TEST - Buffalo State LOA/Withdrawal Request Submitted



Buffalo State Administrative Forms <noreply@q
To: Marriner, Nigel R



Tue 5/26

Dear Nigel,

Your Withdrawal from College request has been submitted for review to your Department Chair Deborah A. Silverman. Once your request is approved, you will receive another confirmation.

Registrar's Office
Buffalo State College

The second email that is generated is an email to the department chair of the student's identified major. Below is an example of that email notification.

TEST - New LOA/Withdrawal Request



Buffalo State Administrative Form <noreply@q
To: Marriner, Nigel R



5/15/2020

Student Name: Rada
Submitted on: 5/15/2020
Major: Art Conservation Department
Approved by: Patrick C. Ravines
Department chair's email: ravinepc@buffalostate.edu

To view the request, login
to https://buffalostate.co1.qualtrics.com/responses/#/surveys/SV_7PLTv1M5X2bKIZL

To review the request, click on the active link within the email.


You will be redirected to the Qualtrics administration page.

1. Indicate that you are a Buffalo State faculty or staff.
2. Sign in using your Buffalo State IT name and password.

This will bring up the student's request including their name, Banner number, telephone number as well as their responses to the feedback questions that we are asking them.

You can choose to review the student's record in DegreeWorks and reach out to the student if you'd like as both their email address and telephone number is contained in the request.

In order to process the request, you will see at the bottom of the webpage two areas that require your input, your initials and your signature (submitted using your mouse), and then click the orange square box with an arrow in it to submit the request. Examples below.

 16 **Department Chair/Director initials***



Display This Question:
If approver Is Equal to 1

 17 **Sign below:**



 **SIGN HERE**

[clear](#)

This will automatically send an email the Office the Registrar via REGOFC@buffalostate.edu indicating that you have affirmed the request for them to process it.

The student will also receive a confirmation email similar to the following:

Leave of Absence/Withdrawal Request Update



Buffalo State Administrative Form <noreply@q
To: Marriner, Nigel R



Dear Nigel,

Your Leave of Absence request has been approved by Julie J. Henry.

The Registrar's Office
Buffalo State College