UP Diliman Leave of Absence(LOA) Process Starting First Semester 2020-2021

Student

- Start
- Submits LOA Application
- Mid-term* and Enrolled? → Yes / No

Instructor

- Submits Class Standing

Adviser

- Advising
- Has Department? → Yes / No

Department

- Department Endorsement

College

- College Scholastic Encoding and Approval Endorsement

Dean

- Dean's Approval

Cashier

- Payment Validation

Student (continued)

- Generates Payment Slip
- Online Payment/OTC Payment
- Adds Payment at Settlement of Outstanding Transaction Module
- Prints LOA Form via Completed Transaction Tab at Settlement of Outstanding Transaction Module
- Finish