



Leave of Absence

To be absent from the university for one or more semesters, postbaccalaureate students must file a leave of absence request to preserve their current catalog rights (Title 5, Article 5, Sec. 40401). Additional information can be found in the Coyote Graduate Student Guidebook, located on our [Policies and Procedures page](#) and in the current catalog under [Graduate Degree and Program Requirements](#). Failure to file prior to being absent may require you to reapply to the university when you want to return.

The leave of absence policy covers interruptions for medical, military, personal, or planned educational leave for up to two years.

Students are not eligible if:

- They have completed all coursework and are working on the thesis, project, or dissertation, or are preparing for the comprehensive exam. You must register for [Continuous Enrollment for Graduate Candidacy Standing](#).
- They have not completed any degree applicable course work.
- They are only auditing a course, or only enrolling in extension courses.
- They have not completed the first term in their current program.

Instructions:

1. Submit the form using Adobe Sign in your MyCoyote Portal. **Follow the step-by-step instructions carefully. Failure to follow the instructions may result in your request not being received and processed.**^{*^}

2. If the leave is approved by your program coordinator, the form will route to the Office of Graduate Studies for review and final approval.

3. Once approved by Graduate Studies, download a copy of the form for your records.

4. Return to the university at the end of your leave. Students who do not return at the end of the approved leave will be discontinued and may need to reapply. If you need to extend your leave, complete a new leave of absence request.

**If you broke enrollment by not registering for one or more terms you will not have access to the Adobe Sign form. Complete the fillable LOA request on the [Graduate Studies - Forms](#) page.*

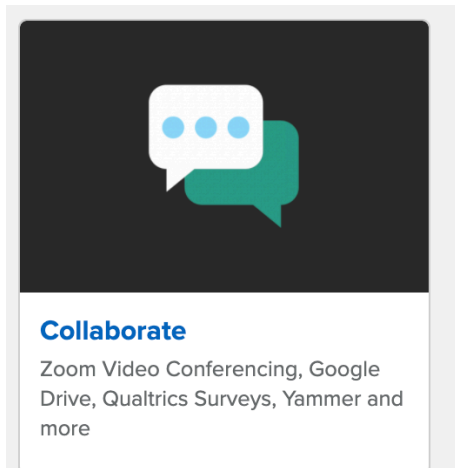
*[^]**International Students:** International students can only have a Leave of Absence under certain circumstances. You may need to follow up with an international adviser (iss@csusb.edu) to see how this impacts your immigration”.*

Students returning from a leave of absence earlier than the date approved must complete a [Readmission from a Leave of Absence form](#) and submit it to the Office of the Registrar.

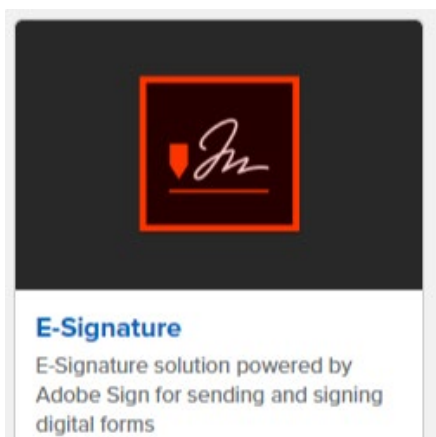
How to Submit a Request for a Leave of Absence

Please read the following instructions and complete the form carefully. Incomplete requests or missing information will result in your request being delayed.

To begin, log into your myCoyote student portal. Scroll down until you locate the “Collaborate” tile. Click the “Collaborate” tile.



Scroll down until you locate the “E-Signature” tile. Click the “E-Signature” tile



Sign in using your on-campus student email address.

Tip: Be sure you are using your on-campus student email address. Not sure what this email address is? Find it here: “myCoyote → “My Personal Information” → “Email Addresses” → You must use your “On-Campus” email address (not the email address that is beings with your coyoteidnumber@coyote.csusb.edu).

Sign in

New user? [Create an account](#)


Email address

joecoyote2020@coyote.csusb.edu

Continue

Or

Click “Start from Library”




Send a document for signature

Request signatures on a new agreement, or start from your library of templates and workflows.

[Request signatures](#) [Start from library](#)

Select “Workflows” and type “OGS” into the search bar. You should see the the Leave of Absence form:

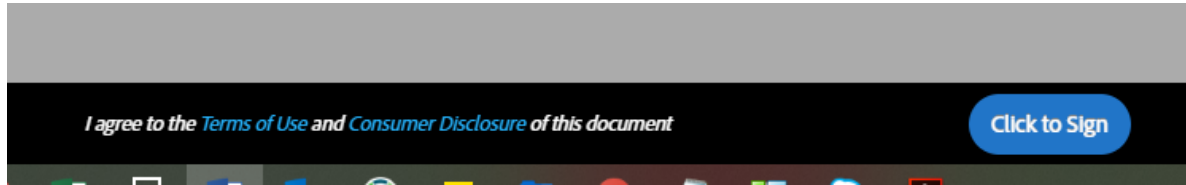
Start from library

Library	x OGS
	Name Last Modified
Templates	Account Workflows
Workflows	 OGS - Leave of Absence 05/15/2020

Click on the form and select “Start”

Enter your Program Coordinator's email address and you may want to type a short message in the message box. Attach any supporting documentation you may need for your request and click "Send".

You will be taken to the Leave of Absence Request Form. Complete the required fields* and then select "Click to Sign":



The form has now been successfully submitted. You can view the progress of your request within your Adobe Sign account.

*Personal Leave Comments: Lengthy statements (more than a few word) should be attached in a separate document. If the entire statement is not visible on the form processing will be delayed.