



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 about this policy, and eligibility requirements, 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 a leave of absence prior to a planned absence may require that a student reapply to the university.

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

Students are not eligible for a leave of absence 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. Fill out the leave of absence form and send it to your graduate coordinator for review and signature (approval).
 2. Send the completed (approved) form to gradstud@csusb.edu.
International students: Copy iss@csusb.edu in your email. International students can only have a Leave of Absence under certain circumstances. You may need to follow up with an international adviser to see how this impacts your immigration.
 3. Within 7-10 business days, your request will be reviewed by Graduate Studies, and you will receive an email from AdobeSign. Click on the link in the email, and download the form for your records. The approved form is automatically routed to the office of the registrar for final processing.
 4. The form will be sent to the Office of the Registrar for final processing.
 5. Register for classes for the term you are approved to return.
- ***If your plans change and you want to return early from your approved leave of absence send an email to gradstud@csusb.edu and let us know what term you would like to return.***
 - ***IMPORTANT: A leave of absence may impact your federal loan repayment status. Contact the Office of Financial Aid & Scholarships if you have questions about how this may impact your loan repayment.***

Academic Affairs
Office of Graduate Studies

CALIFORNIA STATE UNIVERSITY, SAN BERNARDINO
5500 University Parkway, San Bernardino, CA 92407
909.537.5058 | fax: 909.537.5078
www.csusb.edu/graduate-studies

REQUEST FOR LEAVE OF ABSENCE

Leaves are required for any student who will be absent from the University for one term or more.

Name (First & Last):

Coyote ID:

Email:

Phone:

Last Term Completed:

Term:

Year:

Term Leave Will Start:

Term:

Year:

Returning Term:

Term:

Year:

Current Graduate Program and Concentration:

Type of Leave Requested:

Please provide a brief explanation for the leave request (200 character limit):

Note: All students returning from an approved leave of absence *earlier* than stated above must email gradstud@csusb.edu and let us know what term you want to return.

Student Signature

Program Coordinator Signature

Program and Office Graduate Studies approval is required. Send the completed form to gradstud@csusb.edu for processing. Do not send directly to the Dean.

Approve

Deny

Dean of Graduate Studies Signature

Date