How to Request an Extension

for Your Leave of Absence

1. Log in to MyCoyote and select the Student Center tile.

2. Select the Dropdown icon on the Academics Line.

3. Select the "Leave of Absence Request" option.

4. Select the "Request Extension" button. If you are not eligible for your Leave of Absence to be extended, the button will not appear on your screen.

5. Select the term that you would like to return to campus as well as the category for your leave. You will then need to type out a justification for why you would like to extend your Leave of Absence and submit your request.