

## How to Request an Extension for Your Leave of Absence

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

The screenshot shows the MyCoyote dashboard. On the left, there is a 'My Schedule' section with a table of classes. Below the table are buttons for 'Add Classes', 'Drop Classes', and 'Swap Classes'. On the right, there is a 'Top Tools' section with various icons. The 'Student Center' icon, which depicts a building, is circled in red. Other icons include Student Email, Canvas, Schedule Planner, Library OneSearch, Coyote OneCard, Coyote Connection, myCAP + PAWS, CAPS, Student Health Center, Zoom, and Handshake. At the top right, there are notifications for 'Graduation Check Filed' and 'Have Questions? Ask Cody!'.

Class	Days	Location	Instructor
<b>COUN 6980</b> Comprehensive Examination Section 70 - SUP - 0 units	-		Edwin Hernandez Edwin.Hernandez@csusb.edu
<b>COUN 6980</b> Comprehensive Examination Section 70 - SUP - 0 units	-		Edwin Hernandez Edwin.Hernandez@csusb.edu

- Supplemental Instruction  
 - Tutoring

[Add Classes](#) [Drop Classes](#) [Swap Classes](#)

**IMPORTANT FAFSA INFORMATION**  
 **Money for College - Beat the Deadline**

**Top Tools**

- Student Email
- Canvas
- Student Center
- Schedule Planner
- Library OneSearch
- Coyote OneCard
- Coyote Connection
- myCAP + PAWS
- CAPS
- Student Health Center
- Zoom
- Handshake

2. Select the Dropdown icon on the Academics Line.

The screenshot shows the navigation bar for 'Anaya's Student Center'. It includes a 'View Full Site' button, a search bar with a magnifying glass icon and the text 'Search', and a 'Holds' button. The 'Academics' menu item is highlighted, and a red arrow points to the dropdown arrow icon next to it. Below the navigation bar, there are sections for 'DEADLINES' with a calendar icon and 'URL' with a computer monitor icon and a search field.

Anaya's Student Center

[View Full Site](#)

Academics

Search

[Holds](#)

DEADLINES URL

3. Select the “Leave of Absence Request” option.

Academics	
<a href="#">Change of Majors/Minors</a>	<a href="#">Class Schedule</a>
<a href="#">Course History</a>	<a href="#">Course Repeat Request</a>
<a href="#">Enrollment Verification</a>	<a href="#">Enrollment: Add</a>
<a href="#">Enrollment: Drop</a>	<a href="#">Enrollment: Edit</a>
<a href="#">Enrollment: Swap</a>	<a href="#">Exam Schedule</a>
<a href="#">Grade Forgiveness</a>	<a href="#">Grades</a>
<a href="#">Leave of Absence Request</a>	<a href="#">Permission request: Add</a>
<a href="#">Permission request: Drop/Withdraw</a>	<a href="#">Transcript: View Unofficial</a>
<a href="#">Veterans Benefit</a>	

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.

Leave of Absence Request

Return To Student Center

View Full Site

**Please note:** A Leave of Absence Request is not necessary if you only plan to be absent from the university for one semester (Fall or Spring). Leave of Absence Requests are not required if you will be absent from Winter Intercession or Summer.

To submit a Leave of Absence request, select the “Create New Request” button.

To view the status of an existing request, please refer to the boxed area below. Select the View Comments button to see the approver’s comment. Select the View Request button to see the complete request that was submitted.

To request an extension on an approved Leave of Absence request, select the Request Extension button. Please note: this button is only displayed for requests that are eligible for an extension.

Create New Request

Existing Requests

RETURN TERM	SUBMITTED ON	STATUS	VIEW COMMENTS	VIEW REQUEST	REQUEST EXTENSION
Fall 2021	04/02/2021 12:13PM	Approved		<a href="#">View Request</a>	<a href="#">Request Extension</a>

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.

Coyote ID: [REDACTED]

Anticipated return term:

Category:

Justification:

[Back](#) [Cancel](#) [Submit](#)