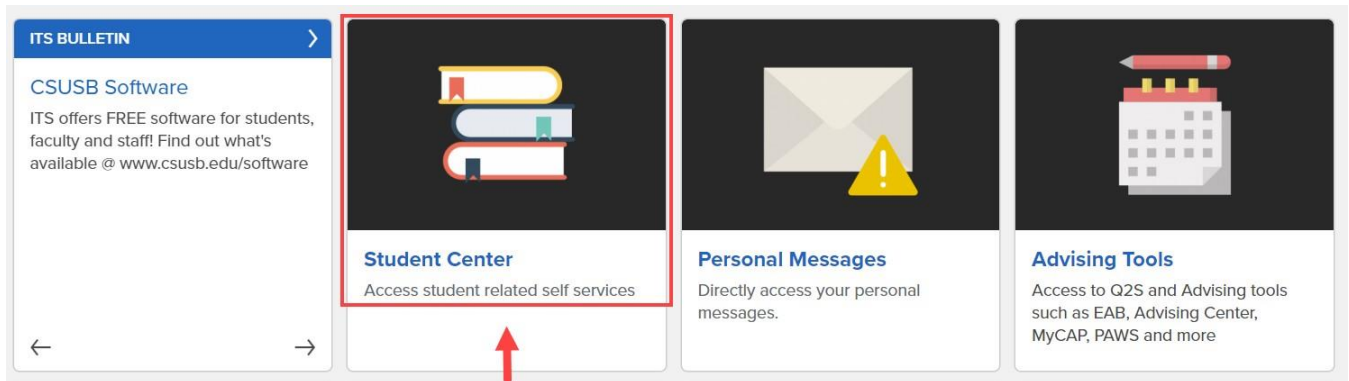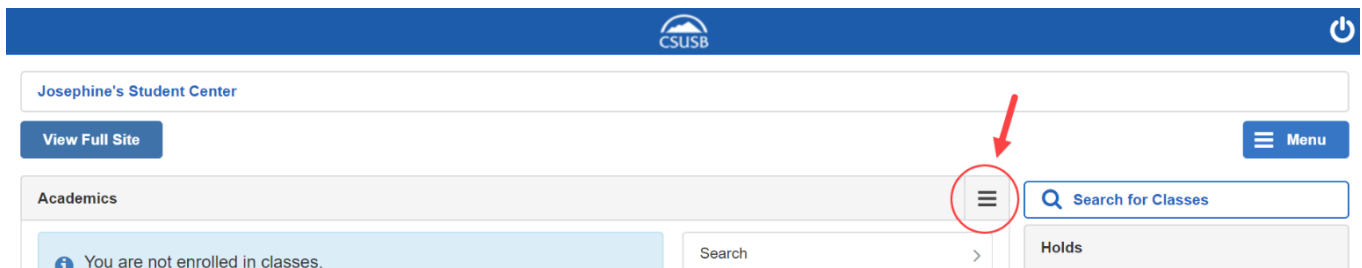# How to Request an Extension for Your Leave of Absence
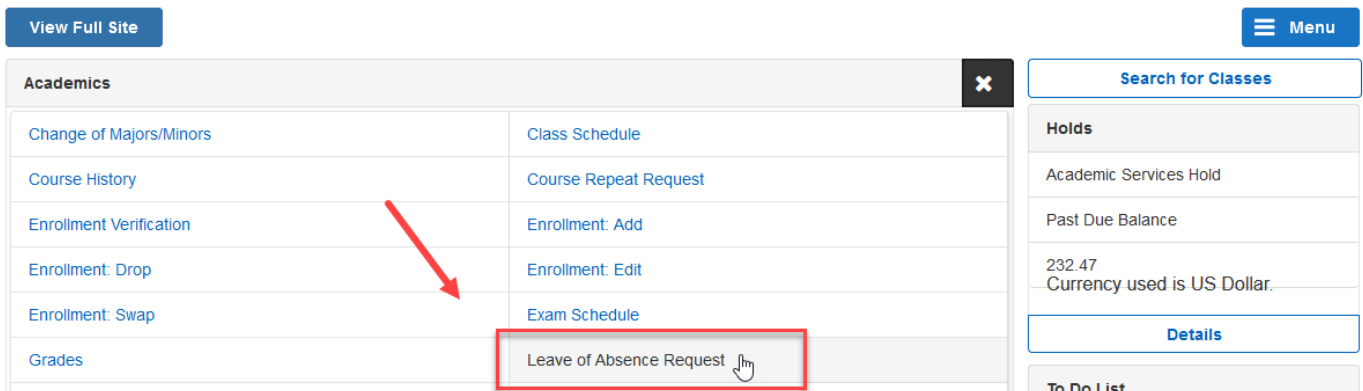
1. Log in to MyCoyote and select the Student Center tile.

2. Select the Hamburger icon on the Academics Line.

3. Select the Leave of Absence Request option.

4. Select the Request Extension button. *(If you are not eligible to have your Leave of Absence extended, the button will not appear on your screen.)*

Leave of Absence Request   Return To Student Center

Please note: A Leave of Absence Request is <u>not</u> necessary if you only plan to be absent from the university for <u>one semester</u> (Fall or Spring). Leave of Absence Requests are not required if you will be absent from Winter Intersession 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		View Request	Request Extension

5. Select the term you would like to return to campus and the category for your leave from the drop-down menus, then type a justification for why you would like to extend your Leave of Absence and submit your request.

Coyote ID: ▇▇▇▇

Anticipated return term   Select ⌄

Category   Select ⌄

Justification

Back

Cancel

Submit

6. The extension request has been submitted and you will see the following message on your screen.

Your request for a Leave of Absence was submitted successfully. Please allow 10 business days for the request to be reviewed.

If you have any questions or concerns, please call (909) 537-3046.

Return to Summary

Return to Student Center