How to Submit a Leave of Absence Request

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 “Create New Request” button.
5. **International Students:** Read the message on the page and select either “Waiver” or “LOA.” Then select “Next.”

6. **All Students:** Read the directions and select “Next” to proceed with the “Leave of Absence” request.
7. Select the reason for requesting a “Leave of Absence” out of the following options: medical, military, or personal.
   a. Please note, medical and military leave will require supporting documentation to be uploaded.

8. Complete the information on the form and then select “Submit.”
   a. Anticipated Return Term – select which term you would like to resume taking classes.
      i. Please note that terms shown inside brackets indicate that a Leave of Absence is not required, and the form can be cancelled.
   b. Category – select a category explaining the reason for the request.
   c. Justification – briefly explain your reason for requesting a Leave of Absence.

9. After selecting “Submit,” a message will verify that the form was submitted successfully.