

How to Submit a Leave of Absence Request

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'. In the center, there is a banner for 'IMPORTANT FAFSA INFORMATION' with a piggy bank icon. On the right, there is a 'Top Tools' section with a grid of 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.

Class	Days	Location	Instructor
COUN 6980 Comprehensive Examination Section 70 - SUP - 0 units	-		Edwin Hernandez Edwin.Hernandez@csusb.edu
COUN 6980 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
FAFSA 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 a close-up of the Academics Line. A red arrow points to a small downward-pointing chevron icon (dropdown icon) on the right side of the Academics Line. Below the Academics Line, there is a search bar with the text 'Search for Classes'. To the left of the search bar, there is a dropdown menu with two options: 'Search' and 'Plan', each with a right-pointing chevron icon.

Search for Classes


Holds

No Holds.

Search >

Plan >

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

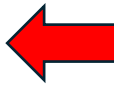
Academics	
Change of Majors/Minors	Class Schedule
Course History	Course Repeat Request
Enrollment Verification	Enrollment: Add
Enrollment: Drop	Enrollment: Edit
Enrollment: Swap	Exam Schedule
Grade Forgiveness	Grades
Leave of Absence Request 	Permission request: Add
Permission request: Drop/Withdraw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

4. Select the “Create New Request” button.

[Leave of Absence Request](#)

[View Full Site](#)

You do not have any existing Leave of Absence requests on record.

[Create New Request](#) 

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

*Please note: Only one online class will count towards the 12 units full-time. You may take more than one online class but only if you have 9 credits of sit-in classes.

*Summer and winter terms are optional. You are not required to take class these terms. If you take 12 credits in summer, you can take fall or spring term off as a vacation term. Please note you must still fill out a waiver form

*For “Personal” reason - Please note, as an international student you will not be able to remain in the U.S. for this time. Before you return, you must contact the Center for International Studies and Programs for a new I-20 and pay the I-901 fee again.

Waiver **As an F-1 or J-1 visa holder, you are required to take 12 units every quarter. If you have circumstances in which you can't take 12 units in the current term, you will need to fill out a full-time waiver form to explain why. Please go to <https://www.csusb.edu/cisip/student-services/requests/waivers> and read the instructions on how to continue your application.**

LOA Degree-seeking undergraduate students who plan to be absent from the university for more than one term, excluding Winter Intercession and Summer, must file a leave of absence to preserve their current catalog rights (Title 5, Article 5, Sec. 40401) and avoid being discontinued from the University.

Petitions for leaves of absence must be filed no later than Census Date of the second consecutive term of non-attendance. Leaves of absence will not be approved for students subject to disqualification or dismissal due to academic deficiencies or disciplinary action. Students who do not return to CSU, San Bernardino at the conclusion of their planned leave and those who enroll elsewhere without permission of the Office of the Registrar will be considered to have withdrawn from the university at the end of their last term of regular enrollment.

All leave of absence periods for International students will be reviewed by an International Advisor in order to report the student properly in SEVIS. Be aware that your place in the university will be assured on approval but you may have to leave the U.S. for the duration of your leave. Your immigration adviser will give you further instructions on how to keep your immigration status.

6. **All Students:** Read the directions and select “Next” to proceed with the “Leave of Absence” request.

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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.

Medical

For a Medical Leave of Absence, a statement from a medical doctor must accompany the request that explains why the student must interrupt enrollment. Exceptions to the two-year limit may be granted under extenuating circumstances.

US Military

For a military Leave of Absence, requests must be accompanied by a copy of military orders indicating the induction date. For students being called to active military services, Title 5, Section 40401, provides an extended Leave of Absence for up to a maximum of five years due to approved educational reasons and for circumstances beyond a student's control. The university will approve a Leave of Absence for students called for active military service as a result of mobilization of U.S. military reserves. Students will retain their catalog rights and register for subsequent terms. In the case of students called for active military service, the University will authorize withdrawals throughout the term. For additional information, assistance with dropping current classes and other processing, see the Veteran's Coordinator in the Office of the Registrar: UH-171, (909) 537-5213.

Personal

Personal Leave of Absence is defined as a planned interruption or pause in a student's regular education during which the student temporarily ceases formal studies at CSU, San Bernardino. Such activities may be for the purpose of clarifying or enriching educational goals or to allow time for the solution of personal problems and thus enhance the prospect of successful completion of the student's academic program. This includes completing Basic Skills requirements. Students who take courses at other institutions must complete a Concurrent Enrollment form with the Office of the Registrar. A maximum of six (6) consecutive quarters may be approved.

Back **Next** Cancel

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.

Emp ID: [REDACTED]

Anticipated return term: [2204 - Spring 2020], [2208 - Fall 2020], 2214 - Spring 2021, 2218 - Fall 2021, 2224 - Spring 2022

Category: []

Justification: []

Back Next **Submit**

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

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) 537-4470.

Return to Summary Return to Student Center