



Leave of Absence

Advanced degree (master's, doctorate) and credential seeking students who plan to be absent from the university for one term or more must file a leave of absence to preserve their current catalog rights (Title 5, Article 5, Sec. 40401). A petition, available through the Office of of Graduate Studies, CE 156, (909) 537-5058, must be filed and approved.

With an approved leave of absence, the student may be absent from the campus without losing rights to the specific degree requirements for the catalog year in which they were admitted (Title 5, Article 5, Sec. 40401). Students who discontinue their studies without an approved leave must reapply to the university when they return and may lose their catalog rights.

The leave of absence policy covers interruptions which are involuntary (medical) or voluntary (military, personal or planned educational leave). Petitions for leaves of absence should be filed in advance of the interruption in enrollment. Medical and military leaves may be considered retroactively if supported by individual circumstances, but those leaves must be filed no later than census date of the first regular term of non-attendance. Personal and planned educational leaves cannot be retroactive since they constitute an agreement or "contract" which must be set in advance. The maximum duration for any leave is two calendar years.

Note: Students who have completed all course work and are working on the thesis, project, or dissertation, or who are preparing for the comprehensive exam, must register each term for the appropriate continuous enrollment course required for their program until the degree is granted.

Leaves of absence will not be approved for students subject to disqualification or dismissal due to academic deficiencies or disciplinary action. Other students ineligible for leaves of absence are those who are not completing any degree applicable course work, those who are enrolling only in extension courses, those who are only auditing courses, and those who have not completed their first term in their current program.

Students who do not return to CSU, San Bernardino at the conclusion of their planned leaves and those who enroll elsewhere without permission will be considered to have withdrawn for the university at the end of their last term of regular enrollment.

Types of Leaves and Requirements

Medical Leave: Requests must be accompanied by a statement from a medical doctor verifying the reason for the leave and the length of recuperation. The statement should be on the doctor's letterhead. Leaves for pregnancy are restricted to the term of delivery unless verified medical circumstances indicate a longer time is required for recuperation. Exceptions to the two year limit may be granted under extenuating circumstances.

Military Leave: CSUSB supports students called to active duty in the U.S. Military. The Military Leave Policy and forms are available from the Veterans Success Center.

Planned Education Leave: Since students usually maintain their catalog rights, courses completed at other institutions must have received prior approval in order to count toward the degree program at CSU, San Bernardino. Therefore, a student must also file a concurrent enrollment form with the Office of Graduate Studies to obtain that approval. Failure to file a concurrent enrollment form may result in coursework not being accepted. Upon return, transcripts must be submitted showing the courses taken. A maximum of six (6) consecutive quarters (4 consecutive semesters) may be approved. (Summer does not count as a term.)

Personal Leave: This option allows time to address personal matters and thus enhance the prospect of successful completion of the academic program. When completing the form, students should briefly describe the reasons for the proposed leave of absence.

Instructions:

1. Submit the form using the Adobe Sign software in your MyCoyote Portal. Step-by-step instructions are below.*
2. Be sure to include your graduate coordinator in the approval flow for review and signature. Your graduate coordinator must review your request. If approved, the form will then be sent to the Office of Graduate Studies for review and final approval
3. You will be able to review the process through the Adobe Sign software.
4. Return to the university by the end of your leave. Students returning from a leave of absence earlier than the date approved must complete a "Readmission from a Leave of Absence" form and submit it to the Office of the Registrar. Students who do not return by the end of the approved leave will be discontinued. If you need to extend your leave, you will need to complete a new leave of absence request. Contact the Office of Graduate Studies at (909) 537-5058 if you have questions or need additional information.

*If you broke enrollment, by not registering for one or more terms, or you are requesting to extend your leave, you will not have access to the AdobeSign form. Please contact April Lane (alane@csusb.edu) in the Office of Graduate Studies for assistance.

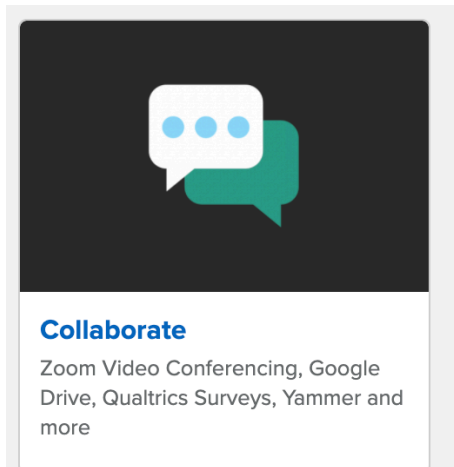
How to Submit a Request for a Leave of Absence

This process is now digital; the student initiates the process, and enters the [Program Coordinator's](#) email address. If the Program Coordinator approves the request, they will sign the document through Adobe Sign and the form will automatically be routed to Office of Graduate Studies for final review. If approved, the form will be routed to the Office of the Register and all parties will receive a copy via email.

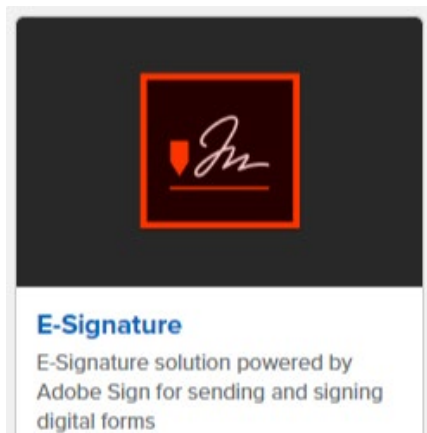
The progress of your request can be viewed within your Adobe Sign account.

Please read the following instructions and complete the form carefully. Incomplete requests or missing information, such as supporting documentation will result in your request being delayed.

To begin, log into your myCoyote student portal. Scroll down until you locate the "Collaborate" tile. Click the "Collaborate" tile.



Scroll down until you locate the "E-Signature" tile. Click the "E-Signature" tile



Sign in using your on-campus student email address.

Tip: Be sure you are using your on-campus student email address. Not sure what this email address is? Find it here: "myCoyote → "My Personal Information" →"Email Addresses" →You must use your "On-Campus" email address (not the email address that is beings with your coyoteidnumber@coyote.csusb.edu).

Sign in

New user? [Create an account](#)

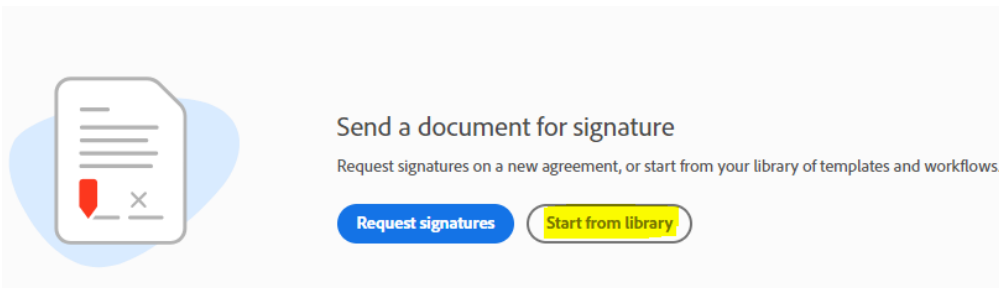
Email address

joecoyote2020@coyote.csusb.edu

Continue

Or

Click "Start from Library"




Send a document for signature

Request signatures on a new agreement, or start from your library of templates and workflows.

[Request signatures](#) [Start from library](#)

Select "Workflows" and type "OGS" into the search bar. You should see the the Leave of Absence form:

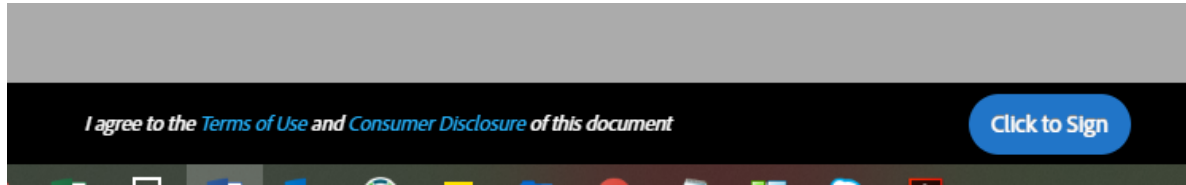
Start from library

Library	OGS
	Name Last Modified
Templates	Account Workflows
Workflows	 OGS - Leave of Absence 05/15/2020

Click on the form and select "Start"

Enter your Program Coordinator's email address and you may want to type a short message in the message box. Attach any supporting documentation you may need for your request and click "Send".

You will be taken to the Leave of Absence Request Form. Complete the required fields* and then select "Click to Sign":



The form has now been successfully submitted. You can view the progress of your request within your Adobe Sign account.

*Personal Leave Comments: Lengthy statements (more than a few word) should be attached in a separate document. If the entire statement is not visible on the form processing will be delayed.