



## Leave of Absence

To be absent from the university for one or more semesters, postbaccalaureate students must file a leave of absence request to preserve their current catalog rights (Title 5, Article 5, Sec. 40401). Additional information about this policy, and eligibility requirements, can be found in the Coyote Graduate Student Guidebook, located on our [Policies and Procedures page](#) and in the current catalog under [Graduate Degree and Program Requirements](#). Failure to file a leave of absence prior to a planned absence may require that a student reapply to the university.

The leave of absence policy covers interruptions for medical, military, personal, or planned educational leave for up to two years.

Students are not eligible for a leave of absence if:

- They have completed all coursework and are working on the thesis, project, or dissertation, or are preparing for the comprehensive exam. You must register for [Continuous Enrollment for Graduate Candidacy Standing](#).
- They have not completed any degree applicable course work.
- They are only auditing a course, or only enrolling in extension courses.
- They have not completed the first term in their current program.

### Instructions:

1. Fill out the leave of absence form and send it to your graduate coordinator for review and signature (approval).
2. Send the completed (approved) form to [gradstud@csusb.edu](mailto:gradstud@csusb.edu).  
*International students: Copy [iss@csusb.edu](mailto:iss@csusb.edu) in your email. International students can only have a Leave of Absence under certain circumstances. You may need to follow up with an international adviser to see how this impacts your immigration.*
3. Within 7 business days, your request will be reviewed by Graduate Studies, and you will receive an email from AdobeSign. Click on the link in the email, and download the form for your records.
4. The form will be sent to the Office of the Registrar for final processing.
5. Register for classes for the term you are approved to return.

***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.***

Academic Affairs  
Office of Graduate Studies

CALIFORNIA STATE UNIVERSITY, SAN BERNARDINO  
5500 University Parkway, San Bernardino, CA 92407  
909.537.5058 | fax: 909.537.5078  
www.csusb.edu/graduate-studies

### REQUEST FOR LEAVE OF ABSENCE

Leaves are required for any student who will be absent from the University for one term or more.

**Name (First & Last):**

**Coyote ID:**

**Email:**

**Phone:**

**Last Term Completed:**

**Term:**

**Year:**

**Term Leave Will Start:**

**Term:**

**Year:**

**Returning Term:**

**Term:**

**Year:**

**Current Graduate Program and Concentration:**

**Type of Leave Requested:**

**Please provide a brief explanation for the leave request (200 character limit):**

**Note:** All students returning from an approved leave of absence earlier than stated above must submit a Readmission from a Leave of Absence form to the Office of the Registrar.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Program Coordinator Signature

**Department and Graduate Studies Certification – Required for all leaves.**

Approve

Deny

\_\_\_\_\_  
Associate Dean of Graduate Studies Signature

\_\_\_\_\_  
Date