



Nova Southeastern University
Graduate School of Humanities and Social Sciences

LEAVE OF ABSENCE REQUEST FORM

Due TWO weeks prior to the beginning of term, please refer to the Academic Calendar for dates.

Student Name: Student Contact #:

NSU ID #: NSU Email: @nova.edu

Department:

You may use this form to request a leave of absence up to one academic year. Additional leave time must be requested separately.

Please clearly mark the trimester(s) during which you choose to be on leave:

- Fall 20
Winter 20
Summer 20

Please briefly outline your reasons for requesting a leave of absence. Attach additional pages and supporting documents if needed.

Four horizontal lines for writing reasons for leave.

Note: A leave of absence does NOT extend the time you have to complete incomplete grades, probation, or your degree. Student is required to contact the Program Coordinator in writing when returning from a leave.

Student Name (please print)

Student Signature Date

Program Chair/Director Signature Date