Students are expected to coordinate with their Dissertation Chair, if applicable, before submitting a Leave of Absence Request. Students must submit this form at least TWO weeks prior to the beginning of the term. Please refer to the Academic Calendar for dates.

Student Name: ____________________________  Best Contact #: ____________________________
NSU ID#: ____________________________  Non-NSU Email: ____________________________

Program (✓):

☐ Ph.D. in Information Systems (DISS)  ☑ Ph.D. in Computer Information Systems (DCIS)
☑ Ph.D in Computer Science (CISD)  ☑ Ph.D. in Computing Technology in Education (DCTE)
☑ Ph.D in Information Assurance (DIA)

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

<table>
<thead>
<tr>
<th>Clearly mark the term(s) in which you will be on Leave:</th>
<th>Leave Categories</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ Fall 20___</td>
<td>☐ Academic Research  ☐ Family Obligations  ☐ Illness</td>
</tr>
<tr>
<td>□ Winter 20___</td>
<td>☐ Maternity</td>
</tr>
<tr>
<td>□ Summer 20___</td>
<td></td>
</tr>
</tbody>
</table>

Briefly outline your reasons for requesting a leave of absence below:

__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________

Please note that a leave of absence does NOT extend the time you have to complete incomplete grades, probation, or your degree. Students are required to contact the Program Office when returning from a leave.

To submit this form, please email to cecadvising@nova.edu.

__________________________________________  ________________
Student Signature  Date

__________________________________________  ________________
Program Director Signature  Date