

**GRADUATE SCHOOL**  
**COLLEGE OF COMPUTER & INFORMATION SCIENCE**  
**REQUEST FOR LEAVE OF ABSENCE**

**PLEASE PRINT CLEARLY**

NU I.D. \_\_\_\_ - \_\_\_\_ - \_\_\_\_

Last Name \_\_\_\_\_ First Name \_\_\_\_\_

Program \_\_\_\_\_

Current Mailing Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Day Telephone (\_\_\_\_) \_\_\_\_ - \_\_\_\_

Country (if applicable)

E-mail Address \_\_\_\_\_

Requesting Leave of Absence for the following Semester(s)/Year \_\_\_\_\_

Semester/Year student will return \_\_\_\_\_

Reason for request required – a statement may be attached, if preferred. (For medical leave, student must complete a *Request for Medical Leave of Absence Form* which can be obtained at University Health and Counseling Services)

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## Policy on Leave of Absence

1. A student can request a leave of absence for at most 1 year at any time. Thus, the first LOA is for at most a year, and subsequent extensions, if any, are at most a year.
2. The student must complete the LoA Form. This form is available at <http://www.ccs.neu.edu/graduate/currentstudents/forms.html>
3. The student must discuss the LoA with the Graduate Director of the program. Please note that in the case of an international student requesting a Leave of Absence, approval from the International Student & Scholar Institute must be obtained BEFORE the student submits the form to the Graduate Office.
4. For any leave to be granted, the student's mentor/advisor must support the application.
5. A student on an approved Leave, who does not return after the LoA has expired, may be subject to dismissal from the academic program and the College of Computer and Information Science.
6. Being a MS student on an approved Leave of Absence does not extend the amount of time allowed for (1) degree completion, or (2) incomplete grades. In addition, a student on an approved Medical Leave of Absence may not be involved in any academic work related to his or her degree program, including research.
7. For a Ph.D. student on an approved Leave of Absence, the following policy regarding Academic Review and total duration of leave will also apply.

### PhD students who are on approved Leave of Absence

#### ACADEMIC REVIEW:

1. For the academic review immediately preceding the end of their leave period, an LOA student should write to their advisor/mentor or to grad director indicating their immediate plans and, if they intend to complete their PhD at CCIS, how they plan to do so. If the student wishes to extend their leave, this is also the time when the student formally applies for their extension.
2. The LOA student plan and any leave extension request will be reviewed at the academic review, following which a response and decision on any leave request will be made by the Graduate School of the College and the student will be notified.
4. No ratings will be assigned for students on leave of absence.
5. All the clocks (paper requirement, comprehensive exam, and thesis defense) will freeze during the student's leave period.

#### TOTAL LEAVE DURATION:

6. The total leave granted to a student who has not completed the comprehensive exam (proposal) will not exceed two years, barring extraordinary circumstances (which will be evaluated on a case-by-case basis).
7. The total leave granted to a student who has completed the comprehensive exam (proposal) will be no more than three years, barring extraordinary circumstances (which will be evaluated on a case-by-case basis).