



Undergraduate Biomedical Research

Nova Southeastern University  
3300 S. University Drive  
Fort Lauderdale, FL 33328

### Undergraduate Student Leave Request Form

This form is used to make and approve leave requests for U-RISE@NSU students. Requests for leave from appointment duties should be made four weeks in advance. Students on leave from their appointments must generally continue to meet minimum registration requirements.

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**Section I. To be completed by the student and submitted to their mentor**

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Student's name (print): \_\_\_\_\_

Dates of requested absence (MM/DD/YYYY): From: \_\_\_\_\_ To: \_\_\_\_\_

Leave type: Vacation  Sick/Other Leave  Parental Leave   
University business  Unpaid Leave  Bereavement

Comments: \_\_\_\_\_

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I certify that the information provided as part of this request is true, accurate, and complete. I understand that a person who, knowingly and with intent to defraud, requests leave using materially false information is guilty of fraud, which may result in disciplinary action.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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**Section II (To be completed by Advisor):**

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Action: Approved  Not Approved

Comments if Not Approved (or attach explanation): \_\_\_\_\_

Mentor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

U-RISE Program Director: \_\_\_\_\_ Date: \_\_\_\_\_

cc: \_\_\_\_\_ (Student's Mentor)

\_\_\_\_\_ (U-RISE Program Director)