This document serves as instructions ONLY. Do not submit this form for your Change of Status.

A blank copy of this form can be found online on the ESM Academic Affairs website.

https://www.esm.rochester.edu/academic-affairs/esmstudents/cosforms/
Change of Status Form

Student Information:

Academic Unit: Select one

Term(s) Away: □ Fall 20   □ Spring 20   □ Summer 20   □ None

Intended Return: □ Fall 20   □ Spring 20   □ Summer 20

Student ID #: ________________

Student Name: ____________________________

Last Name: ____________________________

First Name: ____________________________

Middle Initial: ____________________________

Phone #: ____________________________

Preferred Email address: ____________________________

Currently living on campus? "On Campus" means the SLC: □ Yes □ No

Location: ____________________________

Are you a combined/dual degree student? □ Yes □ No

Are you an international student? □ Yes □ No

Address while away from UR ____________________________

Phone # while away from UR (if different) ____________________________

Type of Change:

□ Leave of Absence (check all that apply) Select this option

□ Degree Pending

□ Financial

□ Industry Practicum ____________________________ Remaining on campus? □ Yes □ No

□ Internship

□ Medical (additional documents required for leave and return)

□ Military Service

□ Other ____________________________

□ Pandemic Related ____________________________

□ Personal

□ Study in USA

□ Work

FOR OFFICE USE ONLY

Effective Date: ____________________________

Determination Date: ____________________________

Continuation: □

Only select medical if you have already received permission from UHS/UCC to go on a medical leave. If you are still waiting for paperwork, you will select "Other - Pending Medical" below.

Revised 8/18/2020
Enrollment status will be from FT (full time) to X (zero enrollment). This is because you were at 12 hours or more and do not plan to register for courses next semester. If you are not sure about your course load, leave this section blank and an administrator will complete it for you.

Is this a new LOA?
- Enrollment status will be from FT (full time) to X (zero enrollment). This is because you were at 12 hours or more and do not plan to register for courses next semester. If you are not sure about your course load, leave this section blank and an administrator will complete it for you.

Is this an extension of a current LOA?
- Enrollment status will be from X to X. This is because you are not currently enrolled in classes and do not plan to enroll next semester.

Leave this section BLANK. Withdrawing means that you will no longer be enrolled at Eastman and would need to go through the Admissions process again in order to take course again.

Leave this section blank. If you need to be reclassified it will be determined by the Office of the Registrar.

Notes/Comments:
Leave this section blank. The administrator will add notes/comments as necessary.

Student Signature (if applicable) _____ Date __/__/___

Revised 8/18/2020