

**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**

?	FOR OFFICE USE ONLY
Effective Date:	_____
Determination Date:	_____ Continuation <input type="checkbox"/>

**Student Information:**

Academic Unit                      Select one

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

Intended Return  Fall 20       Spring 20       Summer 20     

Select the semester that you plan to return from a LOA. This form should be submitted for the upcoming semester. If you do not plan on returning in the upcoming semester, please follow the "How to: Leave of Absence" guide.

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  ? Primary campus: Select one

You only need to select your campus if you are a Dual Degree student.

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)

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

**Leave this section BLANK. This is only to be used for Leave of Absence requests**

Withdrawal (check all that apply)

- Deceased
- Financial
- Lack of Registration
- Medical (additional documents required for leave and return)
- Other \_\_\_\_\_
- Pandemic Related \_\_\_\_\_
- Personal
- Transfer to \_\_\_\_\_
- Work

Dismissal (Expulsion)

- Academic
- Non-academic

Suspension (Administrative)

- Academic
- Non-academic

Discontinue (Never attended)

- Cancel
- Defer

Enrollment Status Change ?

Key: FT = full-time    HT = half-time    LHT = less than half-time    X = no enrollment/non-deferrable loan status

FT   
  HT   
  LHT   
  X   
 to   
  FT   
  HT   
  LHT   
  X

For your return, your enrollment status will change from X (no enrollment) to FT (full time).

Reclassification    Class \_\_\_\_\_ to Class \_\_\_\_\_    Expected completion date \_\_\_\_\_

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

Returns

- Reactivation (Return from LOA)    Expected completion date \_\_\_\_\_
- Readmission (Return from W/D)    Expected completion date \_\_\_\_\_
- Reinstatement (No time away)    Expected completion date \_\_\_\_\_

Someone from the office of Academic Affairs will complete this section on your behalf

**Notes/Comments:**

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

Student Signature (if applicable) \_\_\_\_\_ Date \_\_\_/\_\_\_/\_\_\_

**Leave this section BLANK. This is only to be used for Withdrawal requests**