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/
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.

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

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 __/__/___

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