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: Eastman School of Music

Term(s) Away
- [ ] Fall 20____
- [ ] Spring 20____
- [ ] Summer 20____

Intended Return
- [ ] Fall 20____
- [ ] Spring 20____
- [ ] Summer 20____

Student ID # __________________________

Student Name __________________________

Phone # __________________________

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)
- [ ] Continuation of Enrollment
- [ ] Degree Complete
- [ ] Degree Pending
- [ ] Medical (additional documents required for leave and return)
- [ ] Study in USA __________________________
- [ ] Internship
- [ ] Military Service
- [ ] Industry Practicum __________________________

Remaining on campus?
- [ ] Yes
- [ ] No

Work
- [ ] Personal
- [ ] Financial
- [ ] Other __________________________

Withdrawal (check all that apply)
- [ ] Transfer to __________________________
- [ ] Lack of Registration
- [ ] Medical (additional documents required for leave and return)
- [ ] Involuntary Separation (Select one)

- [ ] Work
- [ ] Personal
- [ ] Financial
- [ ] Other __________________________

Reasons to choose the option “Other”
- If you are a dual degree student and will be withdrawing from Eastman only, select “other” and write “W ESM only”
**Enrollment Status Change**

**Key:**

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

<table>
<thead>
<tr>
<th></th>
<th>FT</th>
<th>HT</th>
<th>LHT</th>
<th>X</th>
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<td><strong>To</strong></td>
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Are you on a LOA?
- Enrollment status will be from X (zero enrollment) to X (zero enrollment).

Are you currently taking classes and are withdrawing (either immediately or at the end of the semester)?
- Enrollment status will be from FT (full time) to X (zero enrollment).

**Reclassification**

- Class ________ to Class ________

**Reactivation**

- (if applicable) Class ________ to Class ________

**Readmission**

- (if applicable) Class ________ to Class ________

**Notes/Comments:**

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

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**FOR OFFICE USE ONLY**

**Fees/Refund/Tuition/Scholarship Changes:**

**Notes**

**Approval:**

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</tbody>
</table>

**Distribution List:**

- □ Admissions
- □ Dean/Admin
- □ IT
- □ Univ Counseling Ctr
- □ Advisor(s)
- □ Department
- □ NROTC
- □ Univ Health Services
- □ Athletics/Recreation
- □ Financial Aid
- □ OMSA
- □ Registrar
- □ Bursar
- □ GEPA
- □ Registrar
- □ Campus Mail Center
- □ ID Office/Dining Services
- □ Residential Life
- □ Other: see below
- □ Dean of Students
- □ Int’l Services Office
- □ Student Employment

**Other Academic Unit Specific Information:**

Please see attached ESM Distribution List

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Revised 9/05/2019
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 ____________________________

Phone # ____________________________

Preferred Email address: ____________________________

Currently living on campus? “On Campus” means the SLC
- Yes __
- No __

Are you a combined/dual degree student? __Yes __

Are you an international student? __Yes __

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 __

- 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 __

Select the semester that you plan to withdraw. If you plan to withdraw at the end of a semester, please select the following semester. If you are withdrawing mid-semester, this section can be left blank to be completed by an administrator.

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

Revised 8/18/2020
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

Select this option

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

☐ ☐ ☐ ☐ to ☐ ☐ ☐ ☐

FT HT LHT X FT HT LHT X

☐ Reclassification  
Class ______ to Class ______  
Expected completion date __________________

Returns

☑ Reactivation (Return from LOA)  
Expected completion date ________________

☑ Readmission (Return from W/D)  
Expected completion date ________________

☑ Reinstatement (No time away)  
Expected completion date ________________

Reasons to choose the option "Other"

- If you are a dual degree student and will be withdrawing from Eastman only, select "other" and write "W ESM only"
- If you know the name of the institution that you will be transferring to, please list it here.

Are you on a LOA?

- Enrollment status will be from X (zero enrollment) to X (zero enrollment).
- Enrollment status will be from FT (full time) to X (zero enrollment).

Are you currently taking classes and are withdrawing (either immediately or at the end of the semester)?

- Enrollment status will be from FT (full time) to X (zero enrollment).

Notes/Comments:

Student Signature (If applicable) _____ Date ___/___/___

Revised 8/18/2020