Academic Forms

Description

GENERAL / ADMINISTRATIVE FORMS

Add / Drop / Withdraw Form

Add / Drop / Withdraw Form

Dropping Courses

Students can drop and add classes in UR Student from when registration opens through the second week of the semester.

Beginning with the third week of the semester through the end of the fourth week of the semester, an electronic drop/add form must be used to add a class. Students can drop a course in UR Student up until the end of the fourth week of the semester.

After the end of the fourth week of the semester, and up until the end of the eleventh week of the semester, students are eligible to withdraw from one or more courses. A notation of “W” will be recorded on the transcript. Withdrawal from one or more courses may impact graduation plans, financial aid, and for international students—their visa status. Students are always advised to discuss their plans to withdraw from a class with their faculty or College advisor.

Transcripts

Courses dropped before the end of the fourth week of the semester will be deleted from the transcript and the advising record. Beginning with the fifth week, and thereafter through the last day of the eleventh week of classes, courses will appear on the advising record with a grade of W and the week in which the course was dropped, and on the transcript with a grade of W (the week is not specified).

Underloads

Students should be aware of the fact that dropping below 12 credits before the four-week deadline will affect all financial aid. Only students enrolled in at least 12 credits may receive University grants and scholarships. Dropping below 12 credits even after the four-week deadline may also change TAP, Pell, and loan eligibility. Students contemplating such actions should be referred to the Financial Aid Office.

International students are not permitted to drop below 12 credits. There are rare exceptions and
students must always consult with the International Services Office (ISO) and an advisor in Academic Affairs.

Part-time students who are also University of Rochester employees using tuition benefits should check the tuition benefit policy.

Full-time students who drop below 12 credits will be sent a warning letter at the end of the semester.

Certificate of Achievement and Advanced Achievement Forms

Certificate of Achievement/ Advanced Achievement Application Forms

Certificate Program Application Form

Certificate Homepage

Change of Address Form

Change of Address Form

Change of Academic Major

Change of Academic Major Form

Change of Status Form

ESM Change of Status

Instructions for ESM Undergrads
Instructions for ESM Grads (coming soon)

Degree/Enrollment Verification Form
Enrollment/Degree Verification Form

Intent to Graduate Degree Application Form

Intent to Graduate – Degree Application (Current Students)

Diploma Reorder Form

Eastman School of Music degree

To request a replacement diploma for an Eastman School of Music degree submit the online form through our diploma vendor, Paradigm, using the Credential Request Portal.

Contact Information

Eastman School of Music Registrar’s Office
26 Gibbs Street
Rochester, NY 14604
Registrar@ESM.Rochester.edu

Independent Study Form

Non-Matriculated Registration Form

Incomplete Grade Form

Transfer Credit Approval Form

Transfer Credit Approval Form
Waiver/Substitution Form

UNDERGRADUATE FORMS

Credit Overload Form

Credit Overload Permission Form

Set-Aside Credit Application

Set-Aside Credit Application-Form

Viewing PDF requires a PDF reader, such as Adobe Acrobat Reader

Date
2024/07/13