

## Academic Forms

### Description

#### GENERAL / ADMINISTRATIVE FORMS

[Add / Drop / Withdraw Form](#)

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#### 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 [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](#)**

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[Certificate Program Application Form](#)

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[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](mailto:Registrar@ESM.Rochester.edu)

[Independent Study Form](#)

[Independent Study Form](#)

[Non-Matriculated Registration Form](#)

[Non Matriculated Registration Form](#)

[Incomplete Grade Form](#)

[Incomplete Grade](#)

[Transfer Credit Approval Form](#)

[Transfer Credit Approval Form](#)

[Waiver/Substitution Form](#)

[Waiver/Substitution Form](#)

## UNDERGRADUATE FORMS

[Credit Overload Form](#)

[Credit Overload Permission Form](#)

[Set-Aside Credit Application](#)

[Set-Aside Credit Application-Form](#)



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**Date**

2024/05/18