

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 _____

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**

Are you an international student? Yes No

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

Address while away from UR _____

Phone # while away from UR (if different) _____

Type of Change:

Leave of Absence (check all that apply) **Select this option**

~~Degree Pending~~ **This applies to graduate students only**

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

Only select *medical* if you have already recieved permission from UHS/UCC to go on a medical leave. If you are still waiting for paperwork, you will select "Other - Pending Medical" below.

- 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

 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 _____

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

Notes/Comments:

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

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

Leave this section BLANK. Withdrawing means that you will no longer be enrolled at Eastman and would need to go through the Admissions process again in order to take course again.

Is this a new LOA?

- Enrollment status will be from FT (full time) to X (zero enrollment). This is because you were at 12 hours or more and do not plan to register for courses next semester. If you are not sure about your course load, leave this section blank and an administrator will complete it for you.

Is this an extension of a current LOA?

- Enrollment status will be from X to X. This is because you are not currently enrolled in classes and do not plan to enroll next semester.