

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: _____

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____

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.

Do not fill out the "Intended Return" section

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)

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) ➔ Select this option

Transfer to _____ ➔ If you know the name of the institution that you will be transferring to, please list it here.

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

to
 FT HT LHT X FT HT LHT X

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

Leave this section BLANK

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.

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



Sign and Date the form before submitting

FOR OFFICE USE ONLY

Fees/Refund/Tuition/Scholarship Changes:
Notes

Approval:

Signature _____ Date __/__/__ Signature _____ Date __/__/__
 Signature _____ Date __/__/__ Signature _____ Date __/__/__

Distribution List:

| | | | |
|---|--|---|---|
| <input type="checkbox"/> Admissions | <input type="checkbox"/> Dean/Admin | <input type="checkbox"/> IT | <input type="checkbox"/> Univ Counseling Ctr |
| <input type="checkbox"/> Advisor(s) | <input type="checkbox"/> Department | <input type="checkbox"/> NROTC | <input type="checkbox"/> Univ Health Services |
| <input type="checkbox"/> Athletics/Recreation | <input type="checkbox"/> Financial Aid | <input type="checkbox"/> OMSA | <input checked="" type="checkbox"/> Other: <u>see below</u> |
| <input type="checkbox"/> Bursar | <input type="checkbox"/> GEPA | <input type="checkbox"/> Registrar | |
| <input type="checkbox"/> Campus Mail Center | <input type="checkbox"/> ID Office/Dining Services | <input type="checkbox"/> Residential Life | |
| <input type="checkbox"/> Dean of Students | <input type="checkbox"/> Int'l Services Office | <input type="checkbox"/> Student Employment | |

Other Academic Unit Specific Information:

Please see attached ESM Distribution List

Withdrawal (check all that apply) ← Select this option

- Deceased
- Financial
- Lack of Registration
- Medical (additional documents required for leave and return)
- Other _____
- Pandemic Related _____
- Personal
- Transfer to _____
- Work

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.

Dismissal (Expulsion)

- Academic
- Non-academic

Suspension (Administrative)

- Academic
- Non-academic

Discontinue (Never attended)

- Cancel
- Defer

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).

Enrollment Status Change ?

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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 _____

Notes/Comments:

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