



***Inactive Status/Leave of Absence (ESM 385/985)  
Registration Form for Fall 2016 and Spring 2017  
\$100/Semester***

UR ID # \_\_\_\_\_ LAST NAME: \_\_\_\_\_ FIRST NAME: \_\_\_\_\_

E-MAIL WHILE INACTIVE: \_\_\_\_\_ TELEPHONE WHILE INACTIVE: \_\_\_\_\_

ADDRESS WHILE INACTIVE: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

APPLIED TEACHER: \_\_\_\_\_ PROGRAM ADVISOR: \_\_\_\_\_

DEGREE: \_\_\_\_\_ MAJOR: \_\_\_\_\_ INSTRUMENT: \_\_\_\_\_

EFFECTIVE DATE FOR ESM 385 / 985: \_\_\_\_\_

EXPECTED DATE OF DEGREE COMPLETION: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

**ESM 385/985 (Inactive Status) is required for students who, for extraordinary reasons, must temporarily delay progress on their program of study. Usually, though not always, this means that the student is not in residence at Eastman.**

STUDENT WILL BE AWAY:  FALL 2016  SPRING 2017

REASONS:  \*MEDICAL  MILITARY  STUDY ELSEWHERE  WORK  OTHER

\*Medical reasons require a written statement from the Director of University Health Service (UHS) (Dr. Manchester), with effective date, attached to this form.

*Please give your Student ID card and any ESM keys that you have to the Office of Academic Affairs or Graduate Studies Office with this form.*

**APPROVALS: International students who register for ESM 385 / 985 must first obtain permission from the International Student Advisor and then from the Assistant Dean of Academic Affairs for Undergraduate Students or Graduate Advisor for Graduate Students.**

\_\_\_\_\_  
**International Student Advisor**  
Available days/times at Eastman are posted outside ESM 103, or call 585-275-2866.

\_\_\_\_\_  
Date

\_\_\_\_\_  
**Director of Graduate Advising and Services (FOR GRADUATES ONLY)**  
Graduate Studies Office (ESM 102)

\_\_\_\_\_  
Date

\_\_\_\_\_  
**Associate Dean of Academic and International Affairs (FOR UNDERGRADS ONLY)**  
Academic Affairs Office (RM 111)

\_\_\_\_\_  
Date

**Copies to the following offices:**  
 Academic Affairs  Applied Teacher  Bursar  Financial Aid  Program Advisor  Registrar  Residential Life, if applicable  University Health Service