

Change of Status

Students sometimes decide to take time away from school during the course of their programs for professional, personal, or financial reasons. New England Conservatory recognizes that this time can be valuable; that is why we designate such students “Inactive” in pursuit of the degree and provide an opportunity for them to return to their studies. Interrupting your education has serious implications that you need to consider before making any decisions. Please read this information sheet carefully; if you have any questions, contact your Academic Advisor or the Sr. Associate Dean of Students.

Leaving the Conservatory

Status: According to the Academic Catalog, students wishing to leave the Conservatory fall into one of three categories:

1. **Leave of Absence:** Available to students with compelling medical or professional reasons for brief interruption of their education. Students requesting a Leave of Absence must provide appropriate documentation for the requested leave. A Leave of Absence may only be authorized for up to 180 days in a 12-month period or the end of the current semester in which the leave begins, whichever comes first. To request a Leave of Absence you must submit this Change of Status form as well as the Leave of Absence Request form and appropriate documentation. Students are expected to return to Active status in the following semester. If a student does not return to Active status in the following semester, they will be administratively shifted into Inactive Status. Please see the Leave of Absence Request Form for more information.
2. **Inactive:** Available to all students, Inactive Status is granted for a maximum of two years from the beginning date of the semester in which the inactive period begins. Students who do not return to Active status within this period are administratively withdrawn from NEC. Inactive students may not enroll in another degree-granting institution during their absence from the Conservatory.
3. **Withdrawal from the program:** This is the only option for students transferring to another institution. If you withdraw but later wish to return to NEC, you must reapply through the Admissions Office. Previously earned course credits and grades may only be reapplied to the program with permission from the Sr. Associate Dean of Students.

Procedure: Whether you wish to request a Leave of Absence, a shift to Inactive Status, or a Withdrawal from the Conservatory, you should discuss your plans with your department chair and your studio instructor. Then, submit the attached form to the Office of Student Services. Please remember that submitting the form should be the end of the process; we urge you to meet with your Academic Advisor or the Sr. Associate Dean of Students to discuss any questions that would affect your decision.

Calendar: We designate those students who leave after a term ends, but before the next term begins, as inactive from the last day of the term in which they were an enrolled student. Those who leave during the term would be inactive (or on leave, or withdrawn) from the date designated in their letter from the Sr. Associate Dean of Students. This could have important implications for refunds or loan repayments.

Leaving Active Status:

Status: Students who are not active in their pursuit of their degrees are not allowed to participate in NEC activities, use the faculties, live in the Residence Hall, or continue their work-study jobs. The government requires that International students on F or J Visas leave the country within fifteen (15) days of your status change. There are no exceptions to this law.

Loans: Unless you are granted a Leave of Absence, your In-School Deferment period will end when you become inactive. If you fail to make the appropriate arrangements, the loan agencies may declare you in default thereby preventing you from obtaining any government-subsidized financial aid (including new loans). Please contact the Financial Aid Office to discuss your options BEFORE you leave NEC.

Refunds: If you shift your status to Inactive during the term, you will be responsible for paying a percentage of tuition and fees. This policy is explained in the Academic Catalog (see *Refund Policy*). Any refund will be credited to your account; loans and scholarships may revert back to their source rather than count as a refund. If there is a credit balance in your account, it will be sent to your permanent address within six weeks of your change in status. If you have paid for Health Insurance through NEC, you will retain your coverage until the expiration date of the plan, regardless of enrollment status.

Time Limits: New England Conservatory requires that graduate students (excluding DMAs) complete their degrees within five (5) years. Exceptions may be made, but only with permission of the department chair and the Sr. Associate Dean of Students.

Access to Campus Resources: Students withdrawing from NEC will permanently lose access to all campus resources including their NEC email on the effective date of the change. Students going Inactive will lose access to all campus resources including their NEC email on the effective date of the change; upon approval to return to Active Status, they will regain their access to certain campus resources including their NEC email and full access to campus resources upon the start of their next active semester. Students taking a Leave of Absence will retain full access to campus resources including their NEC email during their leave semester. However, if they do not return to Active Status in the following semester and are switched to Inactive Status, they will lose that access.

Returning to Active Status:

Notification: Students who wish to return to active status are required to submit their petitions to the Sr. Associate Dean of Students no later than March 1 for a September return and October 1 for a January return.

Auditions: Students must prepare to resume studies in their department, either by audition or conference with the chair. Students returning to Active Status may require retesting in Music Theory to determine whether previous credits still apply.

Reactivation Fee: The Conservatory charges students a “Reactivation Fee” to cover the costs of maintaining administrative records, auditing transcripts, and supervising accounts; the fee is \$75 and will not be charged until after you have resumed active status in your program.

Financial Aid: Students returning to New England Conservatory are eligible to apply for financial aid. For more information, please refer to Financial Aid’s **Renewal Policy** or contact their office at 617-585- 1110.

Housing: As a returning student, you may request to live in the Residence Hall.

Questions: Please do not hesitate to contact the Office of Student Services by phone (617-585-1310) or email (StudentServices@NECmusic.edu).



Change of Status Form

Student Name _____ ID # _____

Major _____ Degree Program (*circle one*) UD BM GD MM DMA AD

Studio Instructor _____ Personal Email (*NO NEC EMail*) _____

I wish to change my status at New England Conservatory to:

_____ Leave of Absence for (*click one*):

Medical Reasons: must include LoA Request form and medical documentation

Professional Reason: must include LoA Request form and documentation

_____ Inactive in my program

_____ Withdrawn from the Conservatory

Effective Date: _____

Reason(s) for requesting a Change of Status (**required**):

I intend to return (*select one and fill in remainder of year*): Fall 20__ Spring 20__ Unknown Not returning

I have read, and understand, the attached information sheet, and I have notified my department chair of my change in status.

Signature

Date

Temporary Address:

Permanent Address:

Phone: _____

Email: _____

Please return your completed form to:

Office of Student Services 290 Huntington Avenue Boston, MA 02115

Fax: (617) 585-1315 Email: studentservices@necmusic.edu