

This form is for Rowan U. undergraduate and graduate students except GSBS, SOM, & CMSRU students. This form/deadlines replaces the previous "Student Request to Withdraw from a Course" form.

POLICY & PROCESS SUMMARY:

Registration in a Rowan University course implies the student's obligation to complete the course requirements. Non-attendance does not constitute a drop or withdrawal; and the student is financially and academically responsible for the timely and appropriate completion of any registration adjustment procedures. If a student is not able to complete a course after any applicable Drop/Add periods for the particular course have passed, a course withdrawal may be an option. Course withdrawals must be requested by the student via the official Course Withdrawal Form submitted to the Office of the University Registrar with all required signatures and by the appropriate deadlines.* (We will accept the form in person or scanned and emailed to registrar@rowan.edu as long as all required information is included and it is sent from official Rowan email addresses).

***Note: Withdrawal deadlines are posted for each term within the appropriate "Registration Dates & Deadline Chart," available to view at www.rowan.edu/registration. The Course Withdrawal Form is available to download from the Registrar website (www.rowan.edu/registrar) under "Registrar Forms." Withdrawals and/or any other registration-adjustment request made after the 75% point of the Part of Term in which the course appears, students must instead complete the "Hardship Registration Adjustment Request Form," (also available on the Registrar website) and submit it with appropriate documentation to the Office of the University Registrar. Please consult that form for more details about the hardship request process.**

PART I: STUDENT & COURSE INFORMATION: *Must complete all boxes unless marked "optional." One form per course please.*

Last name		First name		
Rowan ID		Major		
Term	<input type="checkbox"/> Fall <input type="checkbox"/> Winter <input type="checkbox"/> Spring <input type="checkbox"/> Summer	Year	Start and End Dates of Part of Term	
CRN	SUBJ	CRSE#	Section	CRS Title
Reason for withdrawal (optional)				

PART II: STAFF/FACULTY VERIFICATIONS & SIGNATURES *Choose only one withdrawal type.*

REGULAR WITHDRAWAL Complete the white boxes in this section if it is after the Regular Drop/Add period for the course and up to the 50% point of the Part of Term in which the course appears.* Approval from the instructor is not required; however the instructor signature is required since they must include a last date of attendance for reporting purposes, and the signature confirms they are aware of your withdrawal decision.

Last date of attendance (LDA) (Acc. to Instructor)	LDA date required for processing:	Withdrawal grade will be a "W" for all Regular Withdrawals. (This does not affect GPA; however, you are still financially responsible.)	
Instructor	Printed name:	Signature:	Sig. Date:

LATE WITHDRAWAL Complete the white boxes in this section if it is after the 50% and up to the 75% point of the Part of Term in which the course appears.* Approval from the instructor is not required; however the instructor and chair signatures are required since they must include a last date of attendance for reporting purposes, select either the "WP" or "WF" grade (indicating a passing or failing grade at time of withdrawal), and their signatures confirm they are aware of your withdrawal decision.

Last date of attendance (LDA) (Acc. to Instructor)	LDA date required for processing:	Instructor, please indicate the withdrawal grade at time of withdrawal. (Required for processing. This does not affect GPA; however, you are still financially responsible.)	<input type="checkbox"/> WP or <input type="checkbox"/> WF
Instructor	Printed name:	Signature:	Sig. Date:
Dept. Chairperson**	Printed name:	Signature:	Sig. Date:

**Please note that the Chairperson should be from the College where the course you are withdrawing from is housed.

If you require a withdrawal after the 75% point of the Part of Term in which the course is housed, please consult the *Note at the top of this document.

PART III: STUDENT VERIFICATIONS & SIGNATURE

Via my signature below, I verify that:

- I have reviewed the registration adjustment process options and deadlines at: www.rowan.edu/registration;
- I have discussed with my advisor(recommended) and instructor (required) any options available to me other than a withdrawal;
- I understand that by submitting this request, the course will remain on my transcript, my GPA will not be affected, but I will still be responsible to pay for all tuition and fees associated with the course;
- If I am an athlete, international student, military, or in University Housing, I have discussed the consequences with the appropriate office;
- If I am receiving any type of federal aid, I have discussed the consequences of this withdrawal with the Financial Aid Office;
- I certify that the information supplied above is factually true and honestly presented to the best of my knowledge.

Student signature _____

date _____

Should you have any questions about processing this form, please contact registrar@rowan.edu.