FALL 2020 COURSE LATE DROP/ADD FORM
Please refer to the Semester Dates & Deadlines chart for specific deadlines.

How to use this form:
1. Students copy and paste the information below into a new email.
2. Students must complete the “Student & Course Information”
3. To ADD a course: Students must send the email to the PROFESSOR of the course only.
4. To DROP a course: Students can send the email to the Professor of the course OR their advisor. (only one approval is required)
5. The professor or advisor will complete the “Professor or Advisor Information” details and then send the email to registrar@rowan.edu.
6. The email must be received within posted deadlines and the Registrar Team will honor the date it is received.
7. When the DROP/ADD is processed both the student and the faculty member will receive a confirmation email.

By submitting this form, I understand:
- that adding or dropping a course may impact my University bill and that I will be responsible for handling the payment arrangements for any and all associated costs/charges.
- that this process may affect my Financial Aid
- that I must contact the appropriate office regarding consequences of this action if I am a student athlete, international student, or in University Housing.

STUDENT & COURSE INFORMATION

Student Name (Last, First):
Rowan ID#:
Start & End Dates of Course:
CRN:
TITLe OF COURSE:
SUBJ:
CRSE #:
SECTION:

PROFESSOR OR ADVISOR INFORMATION PER INSTRUCTIONS ABOVE

Name (Last, First):
Indicate your approval to DROP or ADD the request course:
If a course waiver is required, please indicate which waivers are approved:
(Capacity, Pre-Req, Field of Study, Repeat, or other)