POLICY & PROCESS SUMMARY:
After the Regular Drop/Add period, a grace period of equal length to the drop/add period (for the particular course/Part of Term) is provided to accommodate special circumstances that delayed the registration adjustment (such as finances, etc.). Late Drops/Adds must be requested by the student and 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).

*Late Drop/Add Deadlines: (Review all registration-related deadlines for the term at: http://www.rowan.edu/provost/registrar/courseschedule.html.)

<table>
<thead>
<tr>
<th>If the course length/Part of Term in which the course appears is:</th>
<th>The Late Drop/Add dates are:</th>
</tr>
</thead>
<tbody>
<tr>
<td>3 weeks or shorter</td>
<td>the 2 business days after the end of the Regular Drop/Add period for the course, which are the first 2 business days of the Part of Term in which the course appears.</td>
</tr>
<tr>
<td>over 3 weeks and up to 6 weeks</td>
<td>the 3 business days after the end of the Regular Drop/Add period for the course, which are the first 3 business days of the Part of Term in which the course appears.</td>
</tr>
<tr>
<td>over 6 weeks and up to the full term (12-16 weeks)</td>
<td>the 5 business days after the end of the Regular Drop/Add period for the course, which are the first 5 business days of the Part of Term in which the course appears.</td>
</tr>
</tbody>
</table>

STUDENT & COURSE INFORMATION: Every box below must be complete in order to process. One form per course please.

<table>
<thead>
<tr>
<th>Last name</th>
<th>First name</th>
<th>Rowan ID</th>
<th>Major</th>
<th>Term</th>
<th>Winter</th>
<th>Spring</th>
<th>Summer</th>
<th>Year</th>
<th>Start and End Dates of Part of Term</th>
<th>CRN</th>
<th>CRSE#</th>
<th>Section</th>
<th>SUBJ</th>
</tr>
</thead>
</table>

TO DROP A COURSE: SIGNATURE OF COURSE PROFESSOR OR ADVISOR IS REQUIRED

NAME OF PROFESSOR FOR THE COURSE OR ADVISOR (PLEASE PRINT)

SIGNATURE OF THE PROFESSOR/ADVISOR

DATE OF SIGNATURE

TO ADD A COURSE: SIGNATURE OF PROFESSOR OR DEPARTMENT CHAIR IS REQUIRED

NAME OF PROFESSOR FOR THE COURSE OR DEPT. CHAIR (PLEASE PRINT)

SIGNATURE OF THE PROFESSOR/DEPT. CHAIR

DATE OF SIGNATURE

IF A COURSE WAIVER IS REQUIRED PLEASE INDICATE WHICH WAIVERS ARE APPROVED:

- [ ] CAPACITY
- [ ] PRE-REQ
- [ ] FIELD OF STUDY

INITIALS OF PROFESSOR/DEPT. CHAIR ______________________

STUDENT VERIFICATIONS & SIGNATURE

Via my signature below, I verify that:

- [ ] 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. I understand that this process may affect my Financial Aid;
- [ ] If I am a student athlete, international student, or in University Housing, I have discussed the consequences with the appropriate 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.