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 will complete the “Professor Information & Approval” 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)