SUMMER 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.

**STUDENT & COURSE INFORMATION**

Student Name (Last, First):

Rowan ID#:

Start & End Dates of Course:

CRN:

TITLE OF COURSE:

SUBJ:

CRSE #:

SECTION:

**PROFESSOR INFORMATION & APPROVAL**

Professor 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)