SUMMER 2020 LATE COURSE WITHDRAW 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. Students must send the email to the PROFESSOR of the course.
4. The professor will complete the “Professor Information & Approval” details and then send the email to the department chair.
5. The department chair will confirm their approval and forward the email to registrar@rowan.edu for processing.
6. The email must be received within posted deadlines and the Registrar Team will honor the date it is received.
7. When the late withdrawal 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:
REASON FOR LATE WITHDRAWAL:

PROFESSOR INFORMATION & APPROVAL
Professor Name (Last, First):
LAST DATE student attended/logged in:
Grade (WP or WF):

DEPARTMENT CHAIR INFORMATION & APPROVAL
Chair Name (Last, First):
Date approved: