FALL 2020 COURSE WITHDRAWALS

Students should follow these steps to request a Regular Course Withdrawal:

1. Students will copy and paste all information below (including the instructions) into a new email:

   FALL 2020 COURSE WITHDRAWAL FORM

   Instructions:
   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 registrar@rowan.edu.
   5. The email must be received within posted deadlines and the Registrar Team will honor the date it is received.
   6. When the 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 withdrawal:

   PROFESSOR INFORMATION & APPROVAL
   Professor Name (Last, First):
   Last date student attended/logged in:

2. Complete all parts of the “Student & Course Information” section.
3. Send the email to the PROFESSOR of the course.

Professors will then complete the remaining steps:

1. Provide the “Professor Information & Approval” details.
2. Forward the completed email to registrar@rowan.edu for processing.

When the withdrawal is processed, both the student and the faculty member will receive a confirmation email.