



CPCE Course Permission & Override Form for the CPCE Student

ABOUT THIS FORM: Just as CPCE courses are specifically designed for the non-traditional, part-time adult learner and all spots in those courses are normally reserved for the CPCE student or non-matriculant, the on-campus Rowan courses are normally reserved for the traditional RU student. In rare circumstances, a traditional student may obtain permission to take a CPCE course and vice versa. For a CPCE student to obtain permission to enroll in a traditional, on-campus Rowan course, they will use this form. (Please note that even if you receive permission to enroll, actual registration is still dependent upon the space available in the course. Students may initially be put on a waiting list while availability is determined. Remember also that traditional on-campus courses are usually 15-16 weeks). If you are permitted to enroll, you will be registered by CPCE. Please know that you will be required to follow all traditional Rowan deadlines and regulations. (These dates, as they relate to registration, drop/add, withdraw etc., might be different from the CPCE programs. It is the student's responsibility to make sure they adhere to these deadlines. Details may be found on the Registrar's website: www.rowan.edu/registrar).

Please complete this form in its entirety and submit it to: Director of Academic Services, CPCE, Education Hall 3127.

Form fields for Student Last Name, Student First Name, MI, Rowan ID Number, Student Email, and Student Phone.

I AM REQUESTING PERMISSION TO ENROLL IN THE FOLLOWING COURSE

Form fields for CRN#, Subject Code & CRS #, and Course Title.

Term: [ ] Fall [ ] Spring [ ] Summer [ ] Full Term or Module#: [ ] 1 [ ] 2 [ ] 3 [ ] 4 [ ] 5 [ ] 6 Year: \_\_\_\_\_

DELIVERY MODE OF THE ABOVE COURSE: (Please check ONE of the boxes below)

[ ] Online [ ] Hybrid [ ] Off-Site [ ] On-Campus, Glassboro/Camden (circle one)

STUDENT RATIONALE FOR REQUESTING COURSE

(Please include below your reason for requesting registration into this traditional on-campus course).

STUDENT STATUS

(If you are granted permission as a CPCE student to enroll in a traditional course, it is important that we know your total # of non-CPCE credit hours for which you are/plan to register for in order to make sure you are billed correctly. For information about CPCE rates, please visit www.rowan.edu/bursar. If your registration status changes from what you indicate below, you may be dropped from the course. Please check ONE of the boxes below).

- [ ] I am a matriculated undergraduate student who is registered/plans to register for fewer than 12 non-CPCE credits
[ ] I am a matriculated undergraduate student who is registered/plans to register for 12-17 non-CPCE credits \*
[ ] I am a matriculated graduate student who is registered/plans to register for fewer than 9 non-CPCE credits
[ ] I am a matriculated graduate student who is registered/plans to register for 9 or more non-CPCE credits \*

\*Only in very special circumstances, will a CPCE student be permitted to register for more than one traditional course. If you check this box and registration is approved, you will be registered for an alternate CRN that is cross-listed with the original.

REQUIRED SIGNATURES (This form will not be processed without signatures).

It is the responsibility of the student to obtain the first 2 signatures. CPCE will obtain the CPCE Dean's signature.

[ ] The Advisor signature confirms that the student has met all necessary pre-requisites/restrictions and/or that special arrangements have been made to allow the student to register for this course.

- 1. Student's Academic Advisor Date
2. College Dean (for the College in which the course is housed) Date
3. CPCE Dean (or the Director of Academic Services) Date

Upon receipt and review of this form, you will be contacted by CPCE via email regarding permission and registration results. If you are permitted to register, this form constitutes permission for CPCE to manually register you for the course in question. Questions should be directed to CPCE Director of Academic Services at cpceacademicservices@rowan.edu.