

## **Late Registration Policy** (Formerly Hardship Registration Policy)

In recognition of the fact that there are circumstances that students may face from time to time that prevent them from registering for courses during appropriate registration periods, including the late registration and drop/add periods, Rowan University has adopted the following policy which specifies such circumstances.

Only the following circumstances are recognized as reasonable and acceptable reasons for requesting registration in a Rowan University course after all registration periods have expired. One or more of these circumstances or reasons must have prevented the student from registering during one of the normal registration periods:

- Death in the immediate family
- Serious illness or accident
- Hospitalization
- Psychological distress
- Documented error by a Rowan employee
- Military service
- Faculty moving a student to new section/not informing student
- Cancellation of student's courses due to delay in approval of financial aid
- Department/faculty/advisor requirement for student to withdraw from a course for which the student does not have the appropriate prerequisites

Exceptions to this policy may only be made in rare and compelling circumstances or situations other than the ones noted above which are clearly beyond the control of the student. Such exceptions must be approved by the dean of the College in which the course is offered.

In considering requests for late registration (after all registration periods have expired) which cite one or more of the circumstances or situations identified above, it is the student's responsibility, at the time the request is made, to provide all supporting documentation (i.e., physician's or counselor's note) which will be attached to the Late Registration Request form.