Leaving Rowan University

Important Reminders: Withdrawing from a Course:

Add/Drop Period: Courses can be dropped by Student Self-Service. Any course dropped during the Drop/Add period will not be recorded on the permanent record.

Between Drop/Add and Mid-Term
A “Withdraw Request Form” must be secured from the Office of the Registrar. The reason for the request must be stated on the form and must be signed by the student and the professor. If the professor approves the withdraw, he/she will indicate that the student is either withdrawing with a passing academic standing (WP) or withdrawing with academic failure (WF) and also provide the last date of attendance.

Withdrawing After the Mid-Term
The same process as listed above will prevail except that the reason must be stated and approval obtained from the professor and the respective department chairperson. If the professor approves the withdraw, he/she will indicate that the student is either withdrawing with a passing academic standing (WP) or withdrawing with academic failure (WF) and provide the last date of attendance.

During the Last Four Weeks of the Semester
Withdraw must be considered exceptional and may occur only with the approval of the Professor, Department Chairperson and College Dean and only for good and sufficient reasons beyond the control of the student. (WF/WP remains in effect as does the last date of attendance.) Forms are available from the Dean of the College in which the course is being offered.

For further information, please refer to the Registration Information Guide at http://www.rowan.edu/provost/registrar/courseschedule.html

Important Information
Add/Drop Period: First 7 Days after classes begin: Students must withdraw before the end of the add/drop period to receive a refund.

Make Sure you speak with your Academic Advisor prior to withdrawing

Important Terms

Matriculated Status:
are those who have formally been admitted to the University through the Admissions Office, have confirmed their intention to enroll in either a certificate granting program or a degree program, and who subsequently register and attend classes. Matriculated students regularly enroll in classes on either a full-time or part-time basis.

Regular Academic semester:
A fall/spring semester. Summers are not counted.

Official Leave of Absence

A student may apply for an Official Leave of Absence through the Office of the Vice President for Student Life/Dean of Students. This form must be completed before the term begins. Students who are currently enrolled, but do not intend to register for classes in an upcoming semester may maintain their matriculated status by applying for a leave of absence. Students cannot apply for a leave of absence for a semester in which they are currently registered for classes. A leave of absence can only be approved before a semester has begun. A “Leave of Absence” is granted for a period of up to four (4) consecutive semesters. Students who fail to register for a fifth (5th) consecutive regular academic semester will lose their matriculated status. Students who stop attending without notifying the University may apply for leaves of absences before failing to register for a third consecutive regular academic semester. If a leave of absence is granted, students can maintain matriculated status. However, the total number of consecutive semesters missed (the stop out plus extension with the leave of absence) shall not exceed four (4) semesters.

Steps to take prior to returning to the University:
(1) please contact the Registrar’s Office to inform them that you are returning;
(2) contact your department to meet with an academic advisor for selection of courses.

Please note that there is a fee of $65.00 applied to a ‘Leave of Absence’.

Unofficial Withdrawal

A student who does not register for two consecutive regular academic semesters and is not granted a ‘Leave of Absence’ will lose matriculated status at the end of the third semester drop/add period. The student will be required to apply for readmission to the University through the Admissions Office and to a major program, and meet any program requirements which have been officially instituted. Please Note: Students who fail to complete any of their courses for a given semester and receive grades of F, IN, W, WD, WF or WP will be deemed to have dropped out of the semester. These students are entitled to only 50% of the financial aid they qualified for. The other 50% is returned to the funding programs and the students are billed for any unearned financial aid they may have received.

Students are strongly encouraged to notify the Registrar’s Office if they plan to withdraw from classes.

Withdrawal from the Current Semester

A student who withdraws from all classes within a current semester, must complete a “Withdraw from Current Semester” form. When a student withdraws from a current semester, a “W” (withdrawal) grade is received. Please note that if a student wishes to take a leave of absence midway through a semester, the student must first withdraw from the current semester and then take a leave of absence for the upcoming semester.
In order to receive a refund of tuition and fees, the student must withdraw during the add/drop period. The student must submit documentation detailing any extenuating circumstances. A withdrawal from the current semester will only hold a student’s matriculated status for one semester.

Withdrawal from the University

To withdraw from Rowan University, the student must obtain a withdrawal form from the Office of the Vice President for Student Life/Dean of Students or online at www.rowan.edu/studentlife/. The date of withdrawal will be determined by the date the student begins the withdrawal process. Students receiving financial aid must visit the Financial Aid Office for an exit interview. Students who fail to follow the withdrawal process will be assigned a grade of F or NR, depending on the faculty member’s ability to assign a grade for the semester. A student may request an Incomplete from a professor. This agreement can only be made with student and professor. Students who withdraw completely from the University and wish to re-enroll in the next semester should complete a “Reapplication Form” obtained from the Admissions Office.

A student who has experienced a medical condition or financial situation which would require the student to miss one or more semesters, but who desires to keep their matriculated status, may apply for a University Hardship/Medical Retractive Withdrawal. Official documentation is required for this withdrawal to be approved by the Vice President for Student Life and Dean of Students. A retroactive withdrawal may be requested if it was situation so extenuating that it prevented the student from withdrawing during the current semester.

University Hardship/Medical Retroactive Withdrawal

Re-Entry/Readmission to Rowan University

Re-Entry

Student must have previously been admitted and matriculated at Rowan University and voluntarily withdrawn in good academic standing, to be re-admitted. Re-entry students have no financial obligation to Rowan University. If the student is re-entering an Education major or Engineering major, they must receive written approval from the chairperson of that department in order to re-enter. The Admissions Office staff will request this departmental approval on the student’s behalf as part of the re-entry application evaluation process.

Readmission to the University following an Academic Dismissal

Student must be absent from Rowan University for one full calendar year from the official start of their dismissal. They must submit a statement about the activities in which they were involved in since dismissal (e.g., employment, military, academic work, etc.). The student must submit three letters of recommendation from faculty, counselors or employers to the Admissions Committee and send to the attention of the Re-Admissions Secretary. The student must also contact the Re-Admissions Secretary to schedule a personal interview with an Admissions Counselor.

Upon request, the student may be tested by the Academic Success Center. If applicable, the student may submit certification from a physician that a health problem may have contributed to academic difficulties, and/or certification from a psychologist or psychiatrist that an emotional problem contributed to academic difficulties. For more information, please contact the Admissions Office.

Financial Aid/Refunds

How the Title IV Funds Policy Affects Your Financial Aid

Students must remain enrolled and attending through the 60% point of the semester before they can retain the full amount of the financial aid they have been granted. Students that withdraw or stop attending (drop-out) before completing 60% of the semester can receive only a pro-rated portion of their financial aid for that semester. All students should understand that the financial aid they received is for class attendance. Students are encouraged to attend all of their classes in order to receive the full benefit from their courses. Indeed, class attendance often is the single most important factor in doing well in college. Also, please note that the discussion regarding “Financial Aid Withdrawal” applies only to students who withdraw from all their courses or stop attending their classes and are receiving federal Title IV financial aid. Moreover, please note that this policy does not affect your responsibility to pay for institutional charges.

Financial Aid Official Withdrawal

Students who withdraw on or before reaching the 60% point of a semester may receive only a pro-rated amount of the financial aid they may otherwise qualify to receive. The pro-rated amount is equal to the fraction of the number of days elapsed in the semester as of the day of the withdrawal divided by the number of days in the semester.

For example, assume there are 110 days in a semester. Further, assume the student withdraws on the 35th day of the semester. That student would be entitled to 32% (35/110) of the aid for that semester. The balance of the aid is considered unearned and must be returned. For its part, Rowan must return any unearned portion of student aid it has retained for the payment of tuition, fees and other charges. Rowan will bill the student for any balance created as a result of returning unearned financial aid to the federal IV programs. Additionally, a student who receives a financial aid refund and withdraws on or before the 60% point in the semester may have to return a portion of those funds to the financial aid programs.

For example, assume there are 60 days in a semester as of the day of the withdrawal. That student would be entitled to 40% (60/150) of the aid for that semester. The balance of the aid is considered unearned and must be returned. For its part, Rowan must return any unearned portion of student aid it has retained for the payment of tuition, fees and other charges. Rowan will bill the student for any balance created as a result of returning unearned financial aid to the federal IV programs. Additionally, a student who receives a financial aid refund and withdraws on or before the 60% point in the semester may have to return a portion of those funds to the financial aid programs.

Leaving Rowan University

For more information regarding “Official Withdrawal,” please refer to the Office of Residential Learning and University Housing Office. If applicable, the student may submit certification from a physician that a health problem may have contributed to academic difficulties, and/or certification from a psychologist or psychiatrist that an emotional problem contributed to academic difficulties. For more information, please contact the Office of Residential Learning and University Housing Office.

Bursar’s Office

First Floor of Savitz Hall
Phone: (856) 256-4150
http://www.rowan.edu/admit/finance/bursar/

For Information regarding Financial Aid Status:

Location: Financial Aid Office
First Floor of Savitz Hall
Phone: (856) 256-4525
http://www.rowan.edu/provost/financialaid

For Information regarding on-campus housing:

The Office of Residential Learning & University Housing
First Floor of Savitz Hall
Phone: (856) 256-4373
http://www.rowan.edu/studentlife/reslife

For Information regarding Class cancellation status:

Registrar Office
First Floor of Savitz Hall
Phone: (856) 256-4373
http://www.rowan.edu/provost/register

FAQ

I’m living on campus, how soon can I move out?

You can move out 24 hours after your withdrawal is approved.

I took a Leave of Absence over break do I have to wait to get my things?

No, you can contact Residential and University Housing and make an appointment to open your room back over.

I withdrew and moved out of my apartment during the add/drop period do I get a refund on my housing?

Yes, if approved, housing charges can be adjusted up to 5 weeks into the semester.

What happens to the balance of the money on my bookstore/dining dollars?

If your balance is over $10 and you do not owe money to the University you will receive a refund check.