

**Rowan Math Department
COURSE WITHDRAWAL POLICY
(Effective July 1, 2008)**

IMPORTANT: Students should check the official schedule of courses to determine actual dates for withdrawing from a course each semester.

Period	Signatures Required	Other Requirements
DROP/ADD (1st week of semester)	None	None
Between DROP/ADD and Mid-term	Instructor	Check with instructor
After Mid-term	<ol style="list-style-type: none"> 1. Instructor 2. Math Dept Chairperson 	<ol style="list-style-type: none"> 1. Check with instructor 2. Instructor must indicate WP or WF and last date of attendance 3. Signature of student's academic advisor (undeclared majors should see an advisor in the CAP center) 4. If course is required for their major, then student must write a letter describing how they plan to successfully complete the course the second time or why they no longer need to take the course (NOTE: Students are only allowed two attempts to complete a course)
Last 4 weeks of the semester (EXCEPTIONAL CIRCUMSTANCES)	<ol style="list-style-type: none"> 1. Instructor 2. Math Dept Chairperson 3. Dean of LAS 	<ol style="list-style-type: none"> 1. Check with instructor 2. Instructor must indicate WP or WF and last date of attendance 3. Signature of student's academic advisor (undeclared majors should see an advisor in the CAP center) 4. If course is required for their major, then student must write a letter describing how they plan to successfully complete the course the second time or why they no longer need to take the course (NOTE: Students are only allowed two attempts to complete a course) 5. Documentation that explains exceptional circumstances beyond the control of the student