

## Course Withdrawal System

Registration in a given Rowan University course implies the student's obligation to complete its requirements. Provisions for withdrawal are made for special circumstances. Except in extreme circumstances when the department chair and the dean of a particular college allow, students are not permitted to withdraw from the same course more than two (2) times.

The notation of W, withdrawal, is not a grade. The notation of W is made by the Registrar on the basis of information supplied by the student. Students should follow the regulations stated below in order to receive the notation of W.

- a. To drop a course during the drop/add period only, students must secure a Drop/Add Form from the Registrar's Office. When students withdraw from a course during the drop/add period, neither the course nor the drop will be recorded on the transcript.
- b. To withdraw from a course between the drop/add period and mid-semester, students must secure a Withdrawal from Course Request Form A from the Registrar's Office. The reason for the request may be stated on the form and must be signed by both the student and the course professor, who must note the student's last date of attendance in class on the form. Upon receipt of the signed Withdrawal from Course Request Form A, the Registrar's Office will enter a W on the official transcript.
- c. To withdraw after mid-semester, the same process as stated in item b above will prevail, except that the reason(s) for the request must be stated and approval must be obtained from the professor and respective department chairperson. If the approval is granted, the professor will indicate that the student is withdrawing with a passing grade (WP) or withdrawing with a failing grade (WF). The professor will also note the student's last date of attendance in class on the form. Upon receipt of the properly approved form, the Registrar's Office will enter a WP or WF on the official transcript.
- d. Withdrawals during the last four weeks of the semester are considered exceptional and may occur only with the approval of the professor, department chairperson and dean and only for good and sufficient reasons beyond the control of the student. (WP/WF remains in effect.)