Office of the University Registrar

ALL-ENROLLMENT WITHDRAWAL Form & Instructions

This form is for Rowan University undergraduate and graduate students except GSBS, SOM, & CMSRU students. This form/deadlines replaces all previous non-course withdrawal forms.

POLICY & PROCESS SUMMARY:

Registration in courses implies students’ obligation to complete course requirements. Non-attendance does not constitute a drop or withdrawal. Students are financially and academically responsible for timely and appropriate completion of registration adjustments. However, we recognize that circumstances may arise preventing students from completing coursework, or students may leave Rowan, either temporarily or permanently. To maintain accurate enrollment reporting and keep students in the best position for future enrollment or changes, students must complete this form and submit it to the Office of the University Registrar.* If students are requesting a current and/or future term withdrawal of all enrollment and are not requesting exceptions to policy, only this form is required. (We will accept the form in person or scanned and emailed to registrar@rowan.edu as long as all required information is included and sent from official Rowan email addresses). (Withdrawals which involve exceptions to policy must instead submit a Hardship* Form.***)

Notification: The Office of the University Registrar will notify the student (via Rowan email) as well as the following offices after processing withdrawal forms: Financial Aid, Bursar, Housing, Athletics, Academic Dean’s Offices, International Ctr., Advising, and Dean of Students.

WITHDRAWAL DETAILS:

• An All-Enrollment Withdrawal may be requested any time, but typically is submitted after the drop/add period** for the courses in question, and up to the 75% point of the Part of Term in which the courses appear.

• For withdrawals involving a current term, students are not eligible for a cancellation of tuition and/or fees, and financial aid (if applicable) for any current term will be impacted. (After the 75% point,*** and/or if a cancellation of tuition/fees is requested, or if any other request outside of policy is requested, a Hardship Form* with documentation is required instead of this form.)

• If this form is signed by the student and submitted properly, “W” grades are recorded for any current course registration and, while the courses and W grades remain on the transcript, no credits are earned and the GPA is not affected.

• Any future registration requested to be withdrawn will be removed from the transcript.

• Completing this form does not restrict students from completing the re-entry process at a later date.

NOTES:

• Note about when to use this form: This form is only used when a student has registration at RU, and is withdrawing from ALL currently-registered but not completed course enrollment (which could include a current and/or future term depending upon the timing and student needs). If you are not withdrawing from ALL coursework, use the Course Withdrawal Form* instead. If you are withdrawing from all coursework for a current term after the 75% point*** of the Part of Term in which a course appears, use the Hardship Form* instead. [The All-Enrollment Withdrawal Form may not be used while any Academic Integrity and/or Disciplinary action is pending. In such cases, contact the Provost’s Office (academic) or the Office of Community Standards (disciplinary issues).] If you plan to complete current enrollment, but want to temporarily leave the University and therefore, withdraw only from future enrollment, please submit a Leave of Absence Form instead.

• *Note about unofficial withdrawals/what happens if you don’t submit this form: Students who leave the University (for a term or more) but do not complete this form will have the grades they earned (which could be failing grades) posted on their transcripts, will still need to repay financial aid for the term/courses in question (if applicable), and may be ineligible to continue in housing, athletic participation, etc. Students may also need to complete a re-entry process if they did not complete an official withdrawal and/or leave of absence prior. Your Advisor, the Registrar staff, and other University officials are available for consultation if needed.

• **Note about dropping all coursework online during drop/add: If students need to withdraw from all enrollment before or during the drop/add period for the courses in question, they should not use this form; instead, they should drop themselves from coursework online via Self Service (www.rowan.edu/selfservice). Courses are removed from transcripts and associated tuition/fees are cancelled. However, it is strongly recommended students consult with all the offices identified in the student signature section of this form so they fully understand all consequences of this decision and how it impacts academic plans. It is also requested that the student email registrar@rowan.edu to allow us to properly record the information.

• ***Note about the timing of the withdrawal: After drop/add, there is still a late drop/add period, followed by the regular withdrawal period from individual coursework, so these options may allow you to avoid an All-Enrollment Withdrawal. However, if you choose All-Enrollment Withdrawal, the rules regarding timing will align with course withdrawal processes, which is why if you are submitting this form after the 75% point of the full term, you need to instead complete a Hardship Registration Adjustment Form with documentation. The 75% point of the Part of Term date coincides with the final date listed under “Late Withdrawal” in the term’s Registration Related Date Chart: www.rowan.edu/registration. The full process for All-Enrollment Withdrawals typically takes 2-3 weeks.

• Note about official withdrawal dates: Students should consult with Advisors before withdrawing. Therefore, All-Enrollment Withdrawal Forms should include Advisor signatures, and that signature date will be recorded as both the official withdrawal date and the Last Date of Attendance (LDA) for all courses (where applicable***). If the Advisor signature and date are not obtained/provided on the form, both the official withdrawal date and the LDA will be recorded as the form submission date, unless we have any earlier notification of the withdrawal, in which case, the earliest date will be recorded.****

(****unless directed otherwise by Financial Aid)
Office of the University Registrar
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### PART I: STUDENT INFORMATION:

<table>
<thead>
<tr>
<th>Last name</th>
<th>First name</th>
<th>Rowan ID</th>
<th>Major</th>
<th>Cell</th>
</tr>
</thead>
<tbody>
<tr>
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</tr>
</tbody>
</table>

Reason for withdrawal

### PART II: FINANCIAL AID INFORMATION:

- Yes [ ] No [ ] Are you receiving any type of Federal or Rowan financial aid at this time? (select one)

(Note: You are responsible for all tuition and fees associated from the courses from which you withdraw. All forms requesting current term withdrawals will first be reviewed by the Financial Aid Office, before withdrawal processing can be performed.)

### PART III: ENROLLMENT INFORMATION:

#### Current Term:

- Yes [ ] No [ ] Are you enrolled in courses taking place right now/this term? (select one)

If yes what term/year? Term (select one): Fall [ ] Winter [ ] Spring [ ] Summer [ ]

- Yes [ ] No [ ] Do you want to withdraw from all of your current coursework? (select one)

#### Future Term:

- Yes [ ] No [ ] Are you already enrolled in courses taking place in a future term? (select one)

If yes what term/year? Term (select one): Fall [ ] Winter [ ] Spring [ ] Summer [ ]

- Yes [ ] No [ ] Do you want to withdraw from all of your future coursework? (select one)

#### Educational Plans:

- Yes [ ] No [ ] Are you planning to return to Rowan University after the withdrawal terms identified? (select one)

Please include any notes/comments to help us assist you with your current/future plans:

### PART IV: VERIFICATIONS & SIGNATURES:

Advisor Verification & Signature: (strongly recommended) Via my signature below, I verify that

- I have discussed academic options as well as the academic and financial consequences of this withdrawal with the student.

Printed Advisor Name: [ ]

Advisor Signature: [ ]

date of signature: [ ]

Student Signature: Via my signature below, I verify that:

- Before submitting this form, I discussed with my advisor (strongly recommended) and instructors (recommended) other options available to me;
- I understand that by submitting this request, any current coursework will remain on my transcript with W grades, my GPA will not be affected, but I will be responsible for paying all tuition and fees associated with the courses;
- If current coursework is requested to be withdrawn, I confirm I have not taken the final exam/project for any of the courses in the term;
- I do not have any Academic Integrity and/or Disciplinary action pending;
- If I am a student athlete, international student, or in University Housing, I have discussed the consequences with the appropriate office(s);
- If I am receiving any type of federal aid, I have discussed the consequences of this withdrawal (including how it affects what I owe, my loan re-payment grace period, and my ability to repeat this coursework and have aid apply to it in the future) with the Financial Aid Office;
- I certify that the information supplied above is true and honestly presented to the best of my knowledge.

Student signature: [ ]

date of form submission: [ ]

^All Registrar forms mentioned can be found at [www.rowan.edu/registrar](http://www.rowan.edu/registrar) under “Forms.” Should you have any questions about processing this form, please contact registrar@rowan.edu.

For office use: Date Rec’d: [ ] TERM: [ ] Pending: [ ] Acad/Edisc: [ ] Aid: [ ] Earliest De/FAW/DRL: [ ] Processed: [ ] SPCMNT: [ ] Confirm Email: [ ] cc notifications: [ ] Staff reminders: [ ] Rev: 04/2017