

# WITHDRAW POLICY

Registration in a given Rowan University course implies the student's obligation to complete its requirements. Provisions for withdraw 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.

## Withdraw From A Course(s)\*

*\*If you are a matriculated undergraduate student and you are withdrawing from your last class for the current semester, you must contact the Counseling and Psychological Services Center.*

### 1. During Drop/Add

Courses can be dropped by TTR or Web for Students. Any course dropped during the Drop/Add period will not be recorded on the permanent record.

### 2. Between Drop/Add and Mid-Term

A Withdraw Request Form must be secured from the Office of the Registrar. The reason for the request **may** be stated on the form and must be signed by the student and the professor, with the last date of attendance indicated. Upon receipt of the form, the Office of the Registrar will enter a (W) on the student transcript.

### 3. After Mid-Term

The same process as #2 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 also provide the last date of attendance.

### 4. 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. (WP/WF 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.

## Withdraw From the University

If for some reason a student decides to withdraw from the University, the following steps must be taken:

1. Obtain an official Withdraw Form from the Counseling and Psychological Services Center in Savitz Hall. It is the responsibility of the student to take this form to each office designated to complete the withdraw procedure.
2. If, for reasons of illness, the student cannot return to the campus, the student should write a letter of withdraw in which the student gives his/her full name, home address, social security number, effective date of the withdraw, and reason(s) for such action.

This letter must be addressed to the:

Director, Counseling and Psychological Services Center  
Savitz Hall  
Rowan University  
201 Mullica Hill Road  
Glassboro, NJ 08028-1701

**\*\*\*Failure to attend class does not constitute a withdraw from the class.\*\*\***

**Students are subject to grading in accordance with University policy**

## GRADE INFORMATION

If you would like to check your grades from previous semesters, you can:

Use Web for Students from any pc.  
Go to: <http://www.rowan.edu/webforstudents>

**OR** Call the Touch-Tone line at 1-800-816-1606.  
(Be advised that this line is unavailable at certain times during the semester.)

## GUIDELINES FOR STATE RESIDENCY TUITION

A student must be a legal resident of New Jersey for a period of not less than 12 consecutive months prior to the first day of classes in order to qualify for state resident tuition. The "residence" of a student is defined in terms of the student's "domicile," which is the student's permanent, true and fixed home, to which he or she intends to return whenever absent. University decisions with regard to a student's residence are governed by the standards set out at N.J.S.A. 18A:62-4, N.J.A.C. 9A:5-1.1 et seq. and N.J.A.C. 9A:9-2.6. A student can seek reconsideration of the University's decision pursuant to the procedures set out in the student handbook.