

ROWAN UNIVERSITY
STUDENT REQUEST TO DROP OR ADD A COURSE AFTER THE DROP/ADD PERIOD

This form will be processed by the Registrar's Office for up to two weeks after the end of the Drop/Add Period. Deadlines are posted on the Registrar's website. After this date, changes of registration can only be processed through a request to withdraw. It is your responsibility to obtain the required signatures and submit this form to the Registrar by the deadline. **You are strongly urged to consult with your advisor regarding plans to drop or add a course.**

Last name	First name	
Rowan ID	Major	
Semester/Part of Term		
COURSE TO BE ADDED OR DROPPED (A separate form must be used for each Add or Drop.)		
CRN	Course number	Section
Course title	<input type="checkbox"/> DROP <input type="checkbox"/> ADD	

REASON FOR LATE DROP/ADD: In order for this request to be considered, you **must specify circumstances** that prevented you from enrolling for the course during one of the normal registration periods and **must provide documentation** (faculty/staff note, physician's note, etc.) which substantiate the circumstances of the request.

The following circumstances are recognized as acceptable reasons for requesting to add or drop a Rowan University course after all registration periods have expired. Exceptions for situations not noted below are made only in the case of rare and compelling circumstances. If your situation does not involve such circumstances, you must submit a *Student Request to Withdraw from a Course*. **Please check all that apply and attach appropriate documentation. Documentation must remain attached through the approval process.**

<input type="checkbox"/> Cancellation of courses due to delay in approval of financial aid	<input type="checkbox"/> Personal issue (death of family member or loved one, serious illness or accident, etc.)
<input type="checkbox"/> Documented error by advisor, faculty member, or staff member	<input type="checkbox"/> Military service
<input type="checkbox"/> Other (please describe):	

REQUIRED SIGNATURES: Please note that the Chairperson and Dean are those of the Department and College where the course is housed. You have **5 working days** from the date the Registrar signs this form to obtain the Bursar's signature and Final Approval to Drop/Add from the Registrar. Forms not completed within 5 working days will become void.

Student signature and date	
Professor signature and date	
<input type="checkbox"/> Student has not attended any classes in this course. <input type="checkbox"/> Student has attended regularly since:	
Department Chairperson signature and date	
Dean/Dean Designee signature and date	
Registrar signature and date	
Bursar signature and date	
Registrar signature and date (Final Approval to Drop/Add)	