

ROWAN UNIVERSITY
STUDENT REQUEST TO WITHDRAW FROM A COURSE

Conditions governing each type of withdrawal are specified in the Course Withdrawal Policy, available in the Student Information Guide and on the Provost's Policies and Procedures website. You remain financially responsible for a course even if you withdraw. Deadlines are posted on the Registrar's website. It is your responsibility to obtain the required signatures and submit this form to the Registrar by the deadline. **Please note that the Chairperson and Dean are those of the Department and College where the course you are withdrawing from is housed. You are strongly urged to consult with your advisor regarding plans to withdraw from a course.**

Last name	First name	
Rowan ID	Major	
CRN	Course number	Section
Course title	Semester/Part of Term	

WITHDRAWAL (withdrawal from course after Drop/Add and before mid-Semester/Term): A W will be assigned to this course on your transcript if this form is submitted to the Registrar by the posted deadline.

Reason for withdrawal (optional)	
Student signature and date	
Date of last attendance	
Professor signature and date	

LATE WITHDRAWAL (withdrawal from course after mid-Semester/Term and before the last four weeks of the Semester/Term): A WP or WF, as indicated by your professor, will be assigned to this course on your transcript if your request is approved and this form is submitted to the Registrar by the posted deadline.

Reason for withdrawal (required)			
Student signature and date			
Date of last attendance		WP	WF
Professor signature and date			
Department Chairperson signature and date			

HARDSHIP WITHDRAWAL (withdrawal during the last four weeks of the Semester/Term): A WP or WF, as indicated by your professor, will be assigned to this course on your transcript if your request is approved and this form is submitted to the Registrar by the posted deadline. Please note that Hardship Withdrawals are approved only for rare and compelling circumstances and that documentation is required. **Documentation must remain attached through the approval process.**

Reason for withdrawal (required and must be accompanied by documentation)			
Student signature and date			
Date of last attendance		WP	WF
Professor signature and date			
Department Chairperson signature and date			
Dean/Dean Designee signature and date			