

*This form is for Rowan U. undergraduate and graduate students except GSBS, SOM, & CMSRU students. This form/deadlines replaces the "Student Request to Drop or Add a Course after the Drop/Add Period" form.*

**POLICY & PROCESS SUMMARY:**

After the Regular Drop/Add period, a grace period of equal length to the drop/add period (for the particular course/Part of Term) is provided to accommodate special circumstances that delayed the registration adjustment (such as finances, etc.) A signature is required from a University staff or faculty member who can verify the delay. Late Drops/Add must be requested by the student via the official Late Drop/Add Form submitted to the Office of the University Registrar with all required signatures and by the appropriate deadlines. \* (We will accept the form in person or scanned and emailed to [registrar@rowan.edu](mailto:registrar@rowan.edu) as long as all required information is included and it is sent from official Rowan email addresses).

**\*Late Drop/Add Deadlines:** (Review all registration-related deadlines for the term at: <http://www.rowan.edu/provost/registrar/courseschedule.html>.)

| If the course length/Part of Term in which the course appears is: | The Late Drop/Add dates are:                                                                                                                                                  |
|-------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 3 weeks or shorter                                                | the 2 business days <u>after</u> the end of the Regular Drop/Add period for the course, which are the first 2 business days of the Part of Term in which the course appears.  |
| over 3 weeks and up to 6 weeks                                    | the 3 business days <u>after</u> the end of the Regular Drop/Add period for the course, which are the first 3 business days of the Part of Term in which the course appears.  |
| over 6 weeks and up to the full term (12-16 weeks)                | the 5 business days <u>after</u> the end of the Regular Drop/Add period for the course, which are the first 5 business days of the Part of Term in which the course appears.. |

*Note: Late drops are not possible after the deadlines above.  
Late add requests may continue after the dates above at the discretion of the instructor and will be processed by the University Registrar with fully-signed forms.*

**PART I: STUDENT & COURSE INFORMATION:** *Every box below must be complete in order to process. One form per course please.*

|                                                                                                                                    |      |                                                                                        |         |
|------------------------------------------------------------------------------------------------------------------------------------|------|----------------------------------------------------------------------------------------|---------|
| Last name                                                                                                                          |      | First name                                                                             |         |
| Rowan ID                                                                                                                           |      | Major                                                                                  |         |
| Term <input type="checkbox"/> Fall <input type="checkbox"/> Winter <input type="checkbox"/> Spring <input type="checkbox"/> Summer | Year | Start and End Dates of Part of Term                                                    |         |
| CRN                                                                                                                                | SUBJ | CRSE#                                                                                  | Section |
| Course title                                                                                                                       |      | <input type="checkbox"/> LATE DROP <input type="checkbox"/> LATE ADD *(See deadlines.) |         |

**PART II: STAFF/FACULTY VERIFICATIONS & SIGNATURE:** *Every box in the appropriate column must be completed.*

*The signature below must be from a University staff or faculty member who can verify that the reason for this late drop/add is warranted and should be processed.*

|                                                                        | Late Drop                                                                            | Late Add                   |
|------------------------------------------------------------------------|--------------------------------------------------------------------------------------|----------------------------|
| Last date of attendance in course                                      |                                                                                      | Not required for late add. |
| Reason for late processing (verified by staff/faculty signature below) |                                                                                      |                            |
| 1a. University staff/faculty signature who can verify reason for delay |                                                                                      |                            |
| 1b. Official title of above individual                                 |                                                                                      |                            |
| 2. Instructor signature also required for late adds                    | Not required for late drops - but it is advised you notify instructor of your plans. |                            |
| Date of staff/faculty signature(s)                                     |                                                                                      | 1. _____<br>2. _____       |

**PART III: STUDENT VERIFICATIONS & SIGNATURE**

Via my signature below, I verify that:

- I have reviewed the registration adjustment process options and deadlines at: <http://www.rowan.edu/provost/registrar/courseschedule.html>;
- I have discussed this registration adjustment with my advisor (recommended) and instructor (required) and am aware of how it will affect my credits, schedule, and progress toward program completion;
- I understand if adding a course that the course will be placed on my transcript and I will be responsible for handling the payment arrangements for any and all associated costs/charges (within 48 hours of registration);
- If I am a student athlete, international student, or in University Housing, I have discussed the consequences with the appropriate office;
- If I am receiving any type of federal aid, I have discussed the consequences of this drop or addition with the Financial Aid Office;
- I certify that the information supplied above is factually true and honestly presented to the best of my knowledge.

Student signature \_\_\_\_\_

date \_\_\_\_\_

**Should you have any questions about processing this form, please contact [registrar@rowan.edu](mailto:registrar@rowan.edu).**