



1. Student Information

Name (Last, First MI)

Date

Longwood ID (L#)

2. Withdrawal Information

Term

Course ID / CRN

Course Subject & Number

Credit Hours

Total Credits Withdrawn

3. Approvals

Student's Signature

Advisor's Signature

Athletic's Signature (if applicable)

Student's Responsibility

The Registrar Office will not be responsible for errors resulting from copying numbers incorrectly. Students should confirm these changes on MyLongwood.

Signatures

Advisor's signature is required for all students under 46 credit hours, including all Social Work Majors and Athletes regardless of earned hours. Graduate Students are not required to get advisor's signature.

IMPORTANT NOTICE

This is an individual course withdrawal. No refunds will be given for a withdrawal. If you drop below half-time status during the semester and you are a Stafford loan borrower, your one time only grace period begins immediately!

4. Submission

Return request in person or from your live.longwood email account to:

registrar@longwood.edu

Registrar's Office Use Only

Processed by

Date

Credits after changes