



Program Change Form

1. Student Information

Name (Last, First MI)

Longwood ID (L#)

Date

Current Major

Current Minor

2. Program Change Information

CHANGE or ADD

Major

Concentration (if applicable)

Minor (if applicable)

Teacher Certification Plan (if applicable)

Elementary

Elementary & Middle

Secondary

PreK-12

REMOVE

Major

Concentration (if applicable)

Minor (if applicable)

3. Acknowledgements

I understand that exceeding 125% of the credit hours needed for a specific degree program may subject me to an additional tuition surcharge.

I will complete the requirements for the above changes and authorize the Registrar's Office to update my academic record. I will notify the Registrar Office of any future changes.

Please check if you use Veterans education benefits.

NOTE: Some majors lead to licensure. If your state is other than Virginia, check here .. Additional instructions for non-Virginia residents will be sent to your Longwood email.

4. Student Approval

Student Signature (Electronic Signatures Not Accepted)

Athletics Signature (if applicable)

5. Chair Approval: (New department chair's signature is required before submitting)

New Advisor

Department Chair Signature

6. Submission

Longwood University
Office of the Registrar
201 High St.
Farmville, VA 23909

Phone: 434-395-2580

Fax: 434-395-2252

registrar@longwood.edu

Registrar's Office Use Only

Processed by

Date

Check Trans/Reg/Exceptions

Credits Not Applied (notify)