Dear Students, Academic Advisors, and Course Instructors—

The deadline to withdraw from a full-semester course has been extended two weeks to Monday, April 6. Given the circumstances, this typically paper-based process will be handled via email for the remainder of the semester.

To withdraw from a course, follow these steps:

1) Students: Using your Lycoming email account, send your request to registrar@lycoming.edu with “course withdrawal” as the subject line. Be sure to state the course prefix and number (i.e. ENGL 123). Include the course instructor and academic advisor on the “CC” line of the email.

2) Instructors and advisors: Please “reply all” to the student’s email to voice your approval.

Once the Registrar’s Office receives an affirmative response from the instructor and advisor, we will change the course to withdrawn status and send a confirmation email.

To learn more about the course withdrawal policy, click here. When in doubt about withdrawing from a course, contact your academic advisor or an academic dean for guidance on this decision.

Sincerely,

Jilliane