



**NPS STAFF/FACULTY & LOCAL TENANT COMMAND EMPLOYEES ONLY
COURSE DROP/WITHDRAWAL REQUEST FORM
REGISTRAR'S OFFICE**

Please Read Instructions Below

Completed forms should be emailed to registrar@nps.edu. **Deadline to submit form is by the Add/Drop Deadline (10 business days from the day instruction begins)**. Reference the Academic Calendars link <https://my.nps.edu/web/registrar/calendar>.

Course Drop Submittal Period: First day of the quarter through the Add/Drop Deadline - Course is removed from record.

Course Withdrawal Submittal Period: Day after the Add/Drop Deadline through the end of the eighth week of the quarter - Course will remain in record and assigned a "W" for Withdrawn. This does not affect QPR (GPA) calculations but will appear on the transcript.

Today's Date (mm/dd/yyyy): _____ **Academic Year** _____ **Quarter** _____

I. Student Information

| | |
|----------------|-------|
| Last Name: | _____ |
| First Name: | _____ |
| Middle Name: | _____ |
| Email Address: | _____ |

II. Course Drop/Withdraw Information

| | | | |
|------------------------------------|-------|--------------------------------------|-------|
| Course Number (i.e., NS2079): | _____ | Segment Number: (i.e., 1, 2) | _____ |
| Days of Course: (i.e., Mon-Wed) | _____ | Time of Course: (i.e., 0800-0950) | _____ |
| Course Title: | _____ | | |
| Instructor Name: | _____ | | |

IV. Approvals – Please print name, sign and date.

| | |
|--|----------------|
| Instructor: _____ | Signature/Date |
| Academic Associate (if enrolled in a curriculum): _____ | Signature/Date |
| Program Officer (if enrolled in a curriculum): _____ | Signature/Date |