

Pacifica Graduate Institute

**Request to Drop a Class**

- ✓ Student may drop a course without the course appearing on his/her transcript if s/he submits a Request to Drop a Class form to the Registrar’s Office prior to the start of the quarter or within one week after the start of fall, winter and spring quarters.
- ✓ Summer quarter drops must predate the start of class.
- ✓ Any course dropped after the first week of class is considered a withdrawal and the course will remain on the transcript and the withdrawal will be noted with a “W” grade.
- ✓ Tuition will be refunded according to the refund schedule listed in the Student Handbook.

Student Name: \_\_\_\_\_ Track: \_\_\_\_\_

Course Number: \_\_\_\_\_ Quarter & Year Enrolled in Course: \_\_\_\_\_

Course Title: \_\_\_\_\_

Instructor: \_\_\_\_\_

Reason for Request: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Return this form to the Registrar’s Office**

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Registrar: \_\_\_\_\_ Date: \_\_\_\_\_

Business Office: \_\_\_\_\_ Date: \_\_\_\_\_

Financial Aid: \_\_\_\_\_ Date: \_\_\_\_\_

Cc: \_\_\_\_\_ Instructor

Cc: \_\_\_\_\_ Housing