PACIFICA
GRADUATE INSTITUTE

Request to
Drop a Class

STUDENT INFORMATION			
Student Name:		Student ID Number:	
Telephone:		Track:	

COURSE INFORMATION

Students must retake any dropped course and register for the course as indicated by their academic plan.
I, the undersigned, have reviewed the drop policy and request to drop the following course for the indicated term & year:

Requested Action: Term   Year

☐ Drop a Course   ☐ Fall   _____

Course ID #_____   Unit Value _____   ☐ Winter   _____

Title _____   ☐ Spring   _____

Reason for Drop _____   ☐ Summer   _____

Instructor Name _____

A student may drop a course without the course appearing on his/her transcript if a Request to Drop a Class form is received by 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 be received by the Registrar's Office prior to the first day of the quarter.

Any course dropped after the first week & before the last day of the quarter is considered a withdrawal and the course will remain on the transcript, noted with a "W" grade.

The drop form is effective the date the Registrar's Office receives the completed and signed Request to Drop a Class form. Tuition will be refunded according to the refund schedule listed in the Student Handbook. Dropping coursework may affect financial aid and a student loan repayment schedule.

Registrar's Office Fax Number: 805.565.3804 or Scan/email to registrar@pacifica.edu
Revised 8/2022

Required Signatures: If emailing form, student must submit this form from their My.Pacifica.edu student email account.

_____   _____
Student   Date
☐ I certify that my typed name is my authorized signature

_____   _____
Registrar   Date

_____   _____
Student Accounts Office   Date

_____   _____
Financial Aid Office   Date

Drop Effective Date _____   NSC Status Change _____

Changed to PGI PT _____ Email Faculty _____ Email Housing_____

Email D2L _____   Email PA/SAC _____

Course Deleted/Course Dropped/Grade Posted