NAVAL POSTGRADUATE SCHOOL

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

Please Read Instructions Below
Completed forms may be turned into the Registrar's Office located in Herrmann Hall Room 022 or 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Withdrawal Submittal Period:** Day after the Add/Drop Deadline - Course will remain in record and assigned a "W" for Withdrawn.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:	
First 3 of SSN#:	

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

Revised 7/3/2017