

DROPPING OF COURSES

A student may, with the consent of his instructor and the Dean, drop a course by filling out the prescribed UP Form 26-A before 3/4 of the hours prescribed for the semester/trimester/quarter term have elapsed, and not later. Any student who drops a course without the approval of the Dean shall have his registration privileges curtailed or entirely withdrawn. [Approval of dropping is included in the delegated authority for the College Secretary. Memo No. FN 90-68 dated 08 Aug. 1990] If a course is dropped after the middle of the term, the faculty member concerned shall indicate the date and the class standing of the student at the time of dropping as either Passing or Failing solely for administrative guidance. [Art 350 and 351, UP Code 1975]

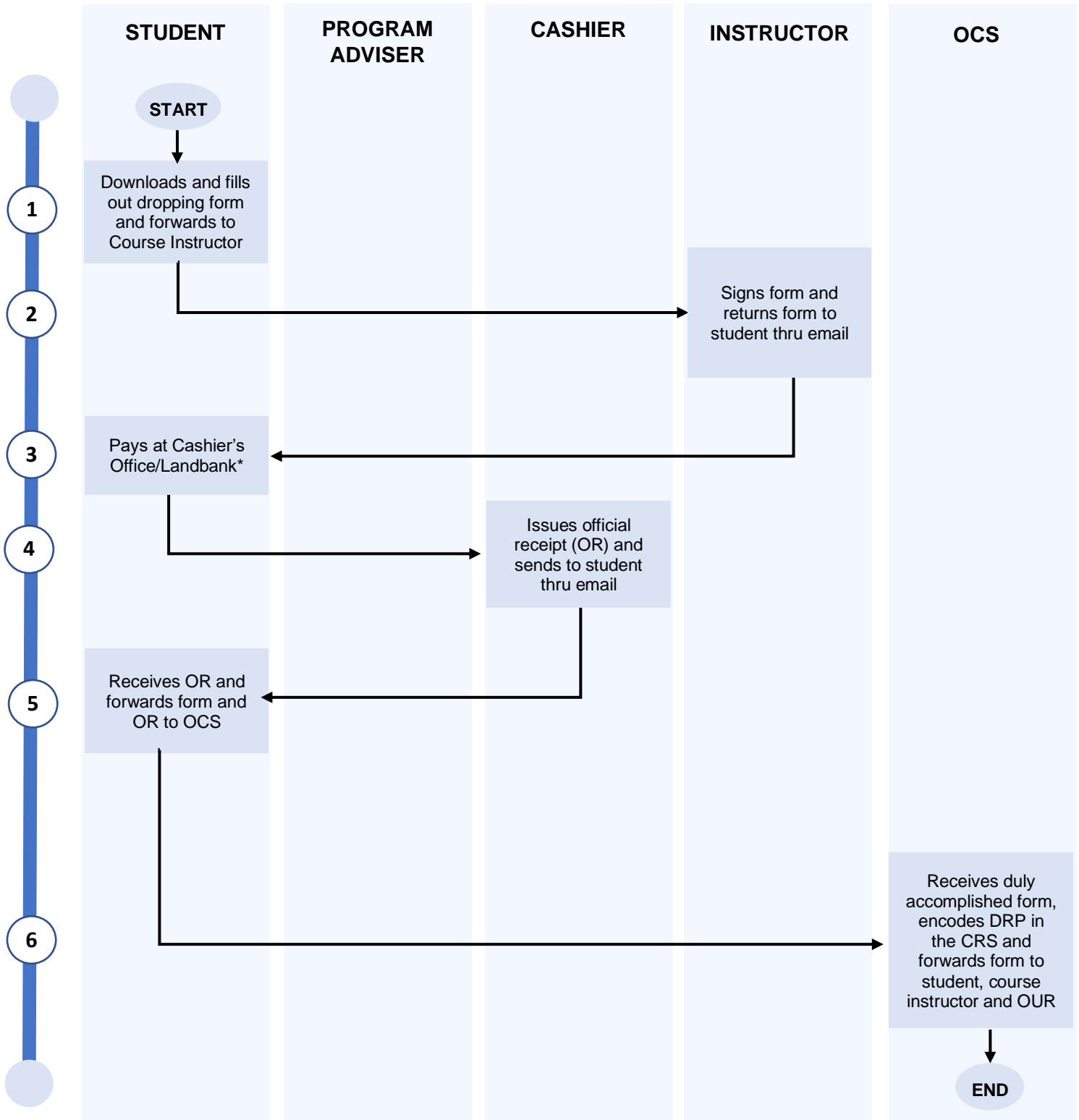
Any college or school may enact special rules on dropping of courses which would meet their particular needs. Provided, that said rules do not have the effect of relaxing the preceding general regulations. [Art 352, UP Code 1975] See Figure 8 for the dropping of course flowchart.

NOTES:

1. *Only 2 copies of the dropping form shall be accomplished for submission to the OCS and the OUR.*
2. *The student must indicate his/ her reason for dropping. Also, it is the responsibility of the student to have his/ her instructor sign the dropping slip before the deadline.*
3. *It is mandatory for the instructor to indicate the class standing of the student as either Passing or Failing if the dropping is made in the middle of the semester. However, some faculty members say that they have no basis for indicating passing or failing. In this case, faculty members are required to put the notation "No Basis" or "Not Enough Basis".*
4. *If majority of the absences of the student are not excused, he/ she shall be given a grade of 5." Thus, faculty members should be reminded that they should note in their record books who among their students dropped their courses officially.*
5. *In most instances, "dropping" may lead to "underloading". Since underloading may disqualify students from graduating with honors, the program adviser/ instructor should make sure that the student dropping the course is aware of this consequence before he/ she signs the dropping slip*



Dropping a course



* Payment through Landbank (LBP). Deposit the amount to the UP Visayas account:
 LBP Account Name: UP VISAYAS
 Account Number : 3052-1015-13



UNIVERSITY OF THE PHILIPPINES VISAYAS



DROPPING A COURSE

Student number: _____ College: _____
 Name: _____
 Email add.: _____
 Contact #: _____
 Degree Program: _____
 Subject Dropped: _____
 Reason for dropping: _____

 Fee: _____ O.R.: _____ Date: _____

(To be filled in by the instructor)
STUDENT'S CLASS STANDING

 Instructor's Signature _____ Date _____
 Over Printed Name

 College Secretary _____ Date _____



UNIVERSITY OF THE PHILIPPINES VISAYAS



DROPPING A COURSE

Student number: _____ College: _____
 Name: _____
 Email add.: _____
 Contact #: _____
 Degree Program: _____
 Subject Dropped: _____
 Reason for dropping: _____

 Adviser: _____
 Fee: _____ O.R.: _____ Date: _____

(To be filled in by the instructor)
STUDENT'S CLASS STANDING

 Instructor's Signature _____ Date _____
 Over Printed Name

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