

DROPPING OF COURSES

A student may, with the consent of his instructor and the Dean, drop a course by filling out the prescribed form 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 dean's consent will have his or her registration privileges restricted or revoked. Approval of dropping is included in the delegated authority for the College Secretary.

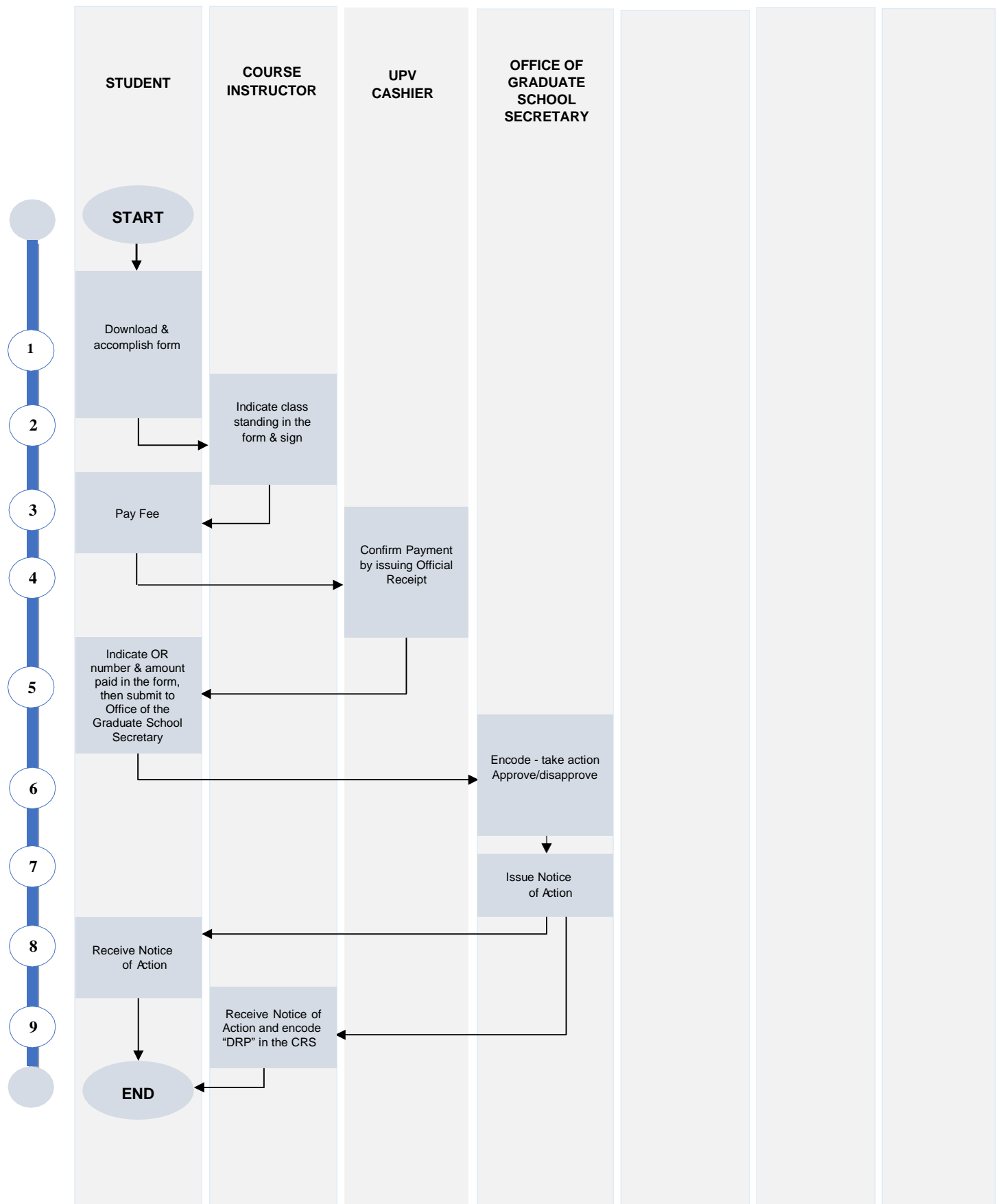
If a course is dropped after the middle of the term, the faculty member concerned shall indicate the date and the class standing of the student at the time of dropping as either "Passing" or "Failing" solely for administrative guidance.

Please find attached the flowchart outlining the process for dropping a course and the corresponding prescribed form.

NOTES:

1. Only 2 copies of the dropping form shall be accomplished for submission to the Office of the School Secretary and the Office of the University Registrar.
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 the 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





UNIVERSITY OF THE PHILIPPINES VISAYAS

GRADUATE SCHOOL

General Luna St., 5000 Iloilo City, Philippines

Telefax No. (033) 337-7982

Email Address: gs-secretary.upvisayas@up.edu.ph



DROPPING A COURSE

Student's Copy

Student number: _____
 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

 Graduate School Date
 Secretary



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DROPPING A COURSE

Graduate School Secretary's Copy

Student number: _____
 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

 Graduate School Date
 Secretary



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DROPPING A COURSE

Registrar's Copy

Student number: _____
 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

 Graduate School Date
 Secretary