



University of the Philippines  
Visayas  
DROPPING OF SUBJECT  
\_\_\_\_ Semester, AY \_\_\_\_\_

Name: \_\_\_\_\_  
Degree Program: \_\_\_\_\_  
Registration Status: \_\_\_\_\_

Student Number: \_\_\_\_\_  
SAIS Number (if applicable): \_\_\_\_\_

<p><b>Details of Subject to be Dropped:</b></p> <p>Course Number: _____ Course Title: _____ Class Code: _____</p> <p>Reason/s: _____</p> <p>_____ Name &amp; Signature of Student                      Date</p> <p>_____ Name and Signature of Adviser Date Signed: _____</p>	<p><b>Student's Class Standing after the middle of the term</b> (please check one):</p> <p><input type="checkbox"/> <u>PASSING</u>    <input type="checkbox"/> <u>FAILING</u>    <input type="checkbox"/> <u>NO BASIS</u></p> <p>_____ Name &amp; Signature of Faculty-in-Charge Date Signed: _____</p> <p><b>APPROVED:</b></p> <p>_____ Name &amp; Signature of Dean Date Signed: _____</p>
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Dropping fee: \_\_\_\_\_ OR #: \_\_\_\_\_ OR Date: \_\_\_\_\_

\_\_\_\_\_  
Student's Conforme

<p><b>Reminders:</b></p> <ol style="list-style-type: none"> <li>1. Read the University rules on dropping and academic load at the back.</li> <li>2. Once <b>PAID</b>, dropping of subject is considered official.</li> <li>3. Original copy shall remain with the OUR. Furnish copies for OCS, Instructor, and Student.</li> </ol>
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**VITAL POLICIES IN RELATION TO DROPPING AND ACADEMIC LOAD**  
(Source: UP Code)

**Article 350.** A student may, with the consent of his instructor and the Dean, drop a subject by filling out the prescribed UP Form 26 before three-fourths of the hours prescribed for the semester/term has 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who drops a course without the approval of the Dean shall have his registration privileges curtailed or entirely withdrawn. If a subject 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 the dropping as either "PASSING" or "FAILING" solely for administrative guidance (UP Code 1961, as amended at the 669<sup>th</sup> meeting of the University Council Executive Committee on 3 September 1975).

**Article 414.** Students who are candidates for graduation with honors must have taken during each semester/term not less than 15 units of credit or normal load prescribed in the curriculum in cases where such normal load is less than 15 units, unless the lighter load was due to justifiable causes such as health reasons, the unavailability of courses needed in the curriculum to complete the full load, or the fact that the candidate is a working student (UP Code 1961, as amended at the 884<sup>th</sup> BOR meeting, 31 March 1977).

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