

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who drops a course without the approval of the Dean shall have his registration privileges curtailed or entirely withdrawn.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]

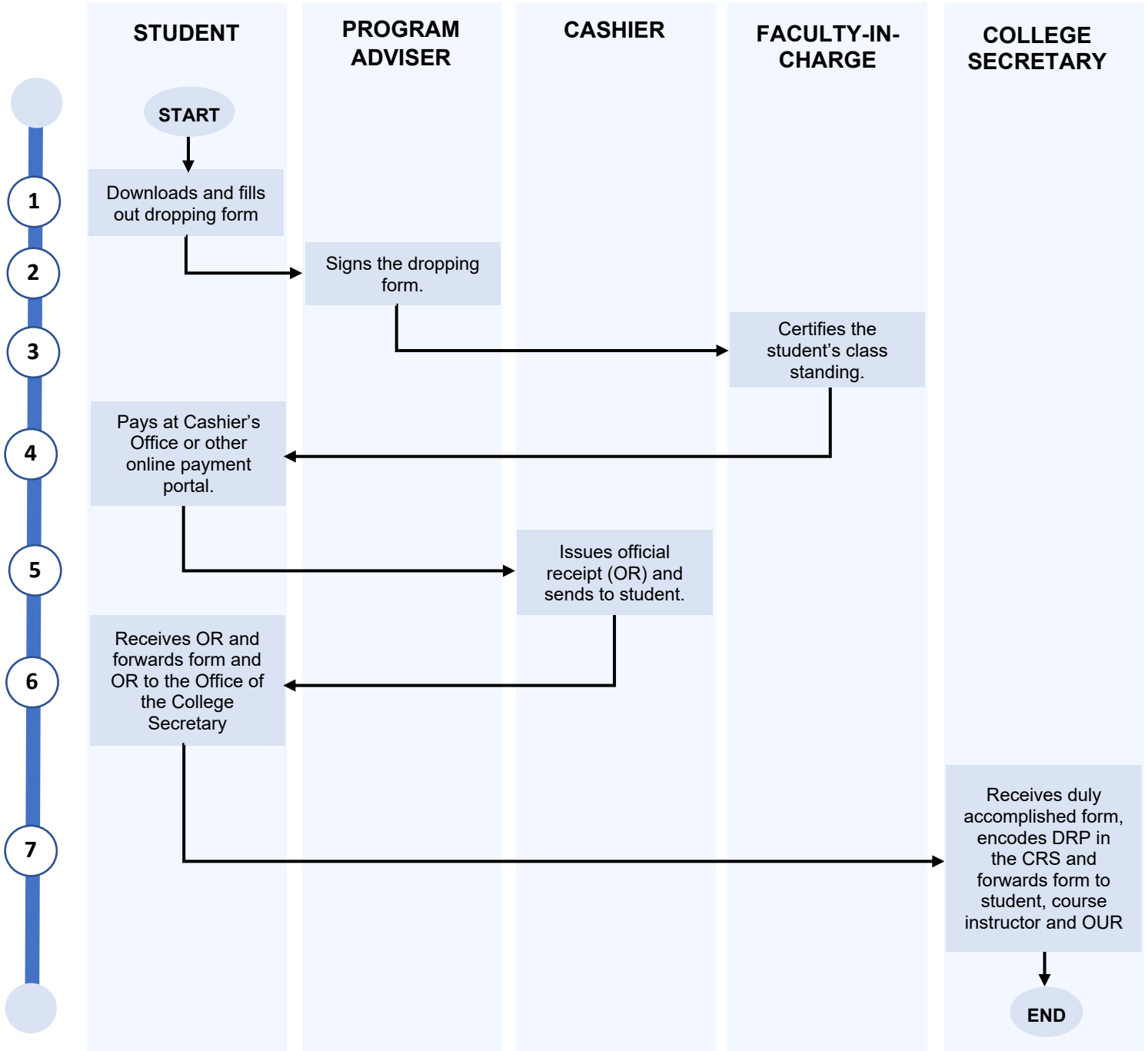
Any college or school may enact special rules on dropping of courses which would meet their particular needs. Provided, that said rules do not have the effect of relaxing the preceding general regulations. [Art 352, UP Code 1975] See Figure 8 for the dropping of course flowchart.

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 of Subject





UNIVERSITY OF THE PHILIPPINES VISAYAS



DROPPING OF SUBJECT

_____ Semester/Term, AY _____ - _____

Name: _____
 Degree Program: _____
 Registration Status: _____

Student Number: _____
 SAIS Number (if applicable): _____

<p>Details of Subject to be Dropped:</p> <p>Course Number: _____</p> <p>Course Title: _____</p> <p>Reason/s: _____ _____</p> <p>_____ Name & Signature Student Date</p> <p>_____ Name & Signature of Adviser Date signed: _____</p>	<p>Student's Class Standing after the middle of the term (please check one):</p> <p style="text-align: center;"> <input type="checkbox"/> <u>PASSING</u> <input type="checkbox"/> <u>FAILING</u> </p> <p>_____ Name & Signature of Faculty-in-Charge Date signed: _____</p> <p>APPROVED:</p> <p>_____ Name & Signature of Dean (or College Secretary if authority is delegated) Date signed: _____</p>
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Dropping fee: _____ OR #: _____ OR Date: _____

VITAL POLICIES IN RELATION TO DROPPING AND ACADEMIC LOAD
 Source: UP Code

<p>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 (as amended at the 669th meeting of the University Council Executive Committee on 3 September 1975).</p>	<p>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 (as amended at the 884th BOR meeting, 31 March 1977).</p>
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_____ Student's Conforme

Reminders:

1. Once **PAID**, dropping of subject is considered official.
2. Original copy shall remain with the OUR. Furnish copies for OCS, Instructor, and Student.