



## University of the Philippines

Manila

## DROPPING OF SUBJECT

\_\_\_\_ Semester, AY \_\_\_\_\_

Name: \_\_\_\_\_ Student Number: \_\_\_\_\_  
 Degree Program:     BSP / BSPS / MSP / MSPS / MSSAP     SAIS Number (if applicable): \_\_\_\_\_  
 Registration Status: \_\_\_\_\_

<p><b>Details of Subject to be Dropped:</b></p> <p>Course Number: _____          Course Title: _____</p> <p>Reason/s:          _____          _____</p> <p>_____          Name &amp; Signature Student      Date</p> <p>_____          Name &amp; Signature of Adviser          Date signed: _____</p>	<p><b>Student's Class Standing after the middle of the term (please check one):</b></p> <p><input type="checkbox"/> <u>PASSING</u>      <input type="checkbox"/> <u>FAILING</u></p> <p>_____          Name &amp; Signature of Faculty-in-Charge          Date signed: _____</p> <p><b>APPROVED:</b></p> <p>_____          Name &amp; 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

**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who drops a course without the approval of the Dean shall have his registration privileges curtailed or entirely withdrawn.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 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 (as amended at the 884<sup>th</sup> BOR meeting, 31 March 1977).

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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.