



**University of the Philippines
MINDANAO**

DROPPING OF SUBJECT

_____ Semester, AY _____

Name: _____ Student Number: _____
 Degree Program: _____ SAIS Number (if applicable): _____
 Registration Status: _____

Details of Subject to be Dropped:

Course Number: _____

Course Title: _____

Reason/s:

 Name & Signature Student Date

 Name & Signature of Adviser

Date signed: _____

Student's Class Standing after the middle of the term (please check one):

PASSING

FAILING

 Name & Signature of Faculty-in-Charge

Date signed: _____

APPROVED:

 Name & Signature of Dean

(or College Secretary if authority is delegated)

Date signed: _____

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who drops a course without the approval of the Dean shall have his registration privileges curtailed or entirely withdrawn.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 669th 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 884th BOR meeting, 31 March 1977).

 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.

Flowchart Dropping of Subject

