

APPLICATION FOR OFFICIAL DROPPING OF COURSE

GUIDELINES

- (1) REQUEST FOR OFFICIAL DROPPING OF COURSES MUST BE DONE NOT LATER THAN **10th WEEK OF THE CURRENT TERM**. A GRADE OF "DRP" SHALL BE EARNED TO THE COURSE OFFICIALLY DROPPED REGARDLESS OF THE ACADEMIC PERFORMANCE OF THE STUDENT; PROVIDED THAT THE STUDENT DID NOT COMMIT ANY ACT IN VIOLATION OF THE CODE OF CONDUCT OF STUDENTS.
- (2) COURSES WILL NOT BE ALLOWED TO BE DROPPED AFTER THE DEADLINE SET FORTH BY THE OFFICE OF THE COLLEGE REGISTRAR AS POSTED IN BULLETIN BOARDS AND/OR OTHER FORMS OF INFORMATION DISSEMINATION.
- (3) STUDENT FILLS OUT THE FORM; SUBMITS TO THE OFFICE OF THE COLLEGE REGISTRAR FOR VERIFICATION; FORWARDS TO THE PREFECT OF STUDENTS FOR ENDORSEMENT; SUBMITS BACK TO THE OFFICE OF THE COLLEGE REGISTRAR FOR BILLING; PROCEEDS TO THE OFFICE OF THE TREASURER FOR PAYMENT; AND, RETURNS TO THE OFFICE OF THE COLLEGE REGISTRAR TO PRESENT THE OFFICIAL RECEIPT AND FOR FINAL APPROVAL
- (4) IN THE ABSENCE OF AN APPROVED APPLICATION FOR OFFICIAL DROPPING OF COURSES, THE STUDENT SHALL EARN A GRADE OF "5.00" (FAILURE) IN THE COURSE THAT THE STUDENT HAS GIVEN UP.

PERSONAL INFORMATION

NAME	<input style="width: 95%;" type="text"/>	DATE	<input style="width: 95%;" type="text"/>
	SURNAME GIVEN NAME MIDDLE NAME		
STUDENT NO.	<input style="width: 95%;" type="text"/>	PROGRAM / YEAR	<input style="width: 95%;" type="text"/>

COURSE INFORMATION

SCHOOL YEAR / TERM <input style="width: 95%;" type="text"/>	COURSE / SECTION <input style="width: 95%;" type="text"/>
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REASON FOR DROPPING COURSE

STUDENT'S SIGNATURE

VERIFICATION

_____ OCR ASSISTANT	_____ DATE
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APPROVAL

_____ THE COLLEGE REGISTRAR	_____ DATE
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ENDORSEMENT

_____ THE PREFECT OF STUDENTS	_____ DATE
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