

DROPPING OF SUBJECTS *(Revised UP Code: Art. 350-351)*

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 ($\frac{3}{4}$) of the hours 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who drops a course without the approval of the Dean shall have his registration privileges curtailed or entirely withdrawn. 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 dropping as either Passing or Failing, solely for administrative guidance.

Any student who drops a course without the approval of his Dean/Director shall have his registration privileges curtailed or entirely withdrawn (*Annex 5: Dropping flow chart*).

A student drops a subject by initiating a dropping transaction online before three-fourths ($\frac{3}{4}$) of the hours prescribed for the current term have elapsed. The faculty member concerned then considers the dropping application online. If a subject is dropped after the middle of the term, the faculty member also indicates the class standing of the student at the time of dropping as either "Passing" or "Failing" solely for administrative guidance. The dropping application is then noted by the adviser before the Dropping Form (Form 26) is printed out by the student's home unit. Form 26 is then signed and approved by the Dean before it becomes acceptable for payment.

The student may cancel the dropping transaction any time before it is printed by the home unit. The faculty member concerned may withhold consent for the dropping application, in which case, the dropping application is considered invalid.

Dropping transactions that remain unpaid after the prescribed deadline shall be considered invalid.

Any college 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.