



UNIVERSITY OF THE PHILIPPINES DILIMAN

Office of the University Registrar

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OUR Memorandum No. MTTP-2018-19

For: College Secretaries and Graduate Program Coordinators

Through: The Deans

From: *Theresa T. Payongayong*
Ma. Theresa T. Payongayong, PhD
University Registrar

Subject: Reminders regarding Certificate of Non-Attendance and "Forced DRP"

With regard to Withdrawal of Enrollment, Certificates of Non-Attendance, Forced Drop, and related matters, please be reminded of the following:

Withdrawal of Enrollment

A student enlisted in classes who wishes to withdraw enrollment may do so within the prescribed period set each semester (deadlines are included in the Academic Calendar of each academic year). Please see attached OUR Memorandum No. MRC 15-012.

Attendance and "Forced Drop"

From the UPD General Catalogue:

When the number of hours lost by absence of a student reaches 20% of the hours of recitation, lecture, laboratory, or any other scheduled work in one (1) subject, s/he shall be dropped from the subject; provided, a faculty member may prescribe a longer attendance requirement to meet special needs. If the majority of the absences are excused, a student shall not be given a grade of 5.0 upon being thus dropped (often referred to as "forced drop"); but if the majority and the absences are not excused, the student shall be given a grade of 5.0 upon being thus dropped. Time lost by late enrollment shall be considered as time lost by absence. (UPD General Catalogue 2014, p. 36)

Certificate of Non-attendance

For students who never attended and/or enlisted in classes but did not proceed with enrollment and would like to eventually withdraw their enlistment/enrollment beyond the designated period, a certificate of non-attendance is warranted, duly signed by the instructor of each class (see attached OUR Memorandum No. MRC 16-011).

If a student was given a grade of 5.0 but was able to secure a certificate of non-attendance in that class, the grade of 5.0 must be withdrawn. After which, withdrawal of enrollment can be processed.

Thank you.

