



1/F Administration Building
Visca, Baybay City, Leyte, 6521-A PHILIPPINES
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Email: registrar@vsu.edu.ph
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1st Semester/Summer, SY 20 22 - 20 23

This form is to be accomplished in 3 copies by a student who intends to drop subjects provided he was not dropped due to absences. If the dropping takes place after 75 percent (75%) of the hours prescribed for the courses has elapsed, the instructor shall state on the form whether the student shall be dropped or be given grade of "5.00" on the basis of his class standing for this course. A student who wishes to drop all courses shall be required to see first the guidance coordinator at the Office of Student Services. The approved form should be submitted to the Registrar's Office for record purposes. Any student who does not follow the procedure shall be given a grade of "5.00"

SUBJECT(S) TO BE DROPPED

Reasons for dropping:

Cannot attend 22 classes regularly due to heavy workload

<p>I HEREBY CERTIFY that all entries are correct</p> <p><u>RONAN KENZ MURPHY</u> Student's Signature</p>	<p>Recommending Approval:</p> <p><u>GABRIELA OBUNA</u> Academic Adviser</p>	<p>Approved:</p> <p><u>WILLIAM B. HUNTER</u> Department Head</p>
<p><i>Distribution of Copies:</i></p> <p>1- Registrar 1- Student</p>	<p>Noted:</p> <p>_____</p> <p>Cashier Registrar Computer Section</p> <p>OR# _____</p>	