



APPLICATION FOR DROPPING OF SUBJECT(S) FORM

1st Semester/Summer, SY 20 22 - 20 23

INSTRUCTION:

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".

Student Number	Family Name	First Name	Middle Name	Course and Year	Major
21-2-00001	MAGUCHU	PERCY	A	TREC207, 2022	MSTE

SUBJECT(S) TO BE DROPPED

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Offering Number	Course Number	Time	Day	Room	Lec/Lab	Units	Name of Instructor	Signature	Date	
	TG02	TBA	TBA	TBA	LEC	2	DR. VICTOR B. ASIO		11/10/22	
	TL02	TBA	TBA	TBA	LAB	1	DR. VICTOR B. ASIO		11/10/22	
Total units dropped =						3	Total semestral units load after dropping subjects =			6

Reasons for dropping:

I HEREBY CERTIFY that all entries are correct

Student's Signature

Recommending Approval:

Academic Adviser

Approved:

Department Head

Distribution of Copies:

1- Registrar
1- Student

Noted:

Cashier

Registrar

Computer Section

OR#