



**VISAYAS**  
STATE UNIVERSITY

June 13, 2023

**DR. BEATRIZ S. BELONIAS**

Vice-President for Academic Affairs  
Visayas State University  
Visca, Baybay City, Leyte

**THRU: MS. MARWEN A. CASTAÑEDA**

University Registrar  
Visayas State University  
Visca, Baybay City, Leyte

**RE: Withdrawal of TREC 207-TROPICAL GEOMORPHOLOGY AND  
GEO-ECOLOGY**

Dear **DR. BELONIAS**,

Warmest greetings!

We would like to ask for the approval of the WITHDRAWAL REQUEST for the course, TREC207-TROPICAL GEOMORPHOLOGY AND GEO-ECOLOGY that we enrolled in the SY2022-2023 first semester. We sent a letter to your office on November 10, 2022, after which we received the signed and approved letter a few days after submission. Unfortunately, we later discovered that there was a **note** in our attached letter indicating that the subject was only approved for **DROPPING** instead. While none of us immediately realized the impact of the dropping note on our academic records, the two DOST scholars, MARY CHRIS P NIERVES and BROR RAGNAR COLLANDER found out when they were processing their requirements for the scholarship. Please be informed that the reasons for the subject not being taught in the first semester were due to our professor's overload schedule and also that no other faculty member could handle the course.

When the concern about the approved letter with note for dropping only was personally raised with the registrar's office, we were advised to inquire with the academic affairs office. As per registrar if there is a **written document that is approved for withdrawal** then they follow that document's instructions. When we inquired with the academic affairs office, we were informed that the communication during the processing of the letter was not clear, and if it had been, they would perhaps have considered it. The registrar further recommended that it would be best to rewrite a letter regarding this so that withdrawal can be approved and the matter be settled with the registrar's office. Hence, the submission of this letter.