



VISAYAS
STATE UNIVERSITY

**OFFICE OF THE
VICE PRESIDENT FOR
ACADEMIC AFFAIRS**

1 October 2024

MEMORANDUM CIRCULAR NO. 26
Series of 2024

T O: All Academic Units

R E: Deadline for Dropping of Subjects Without a Grade of 5.0

Please be informed that the deadline for dropping of subjects without a grade of 5.0 is on **October 7, 2024**, the first day of the Midterm Examination week.

Faculty members are advised to remind students in their classes whose pre-requisite subject have no grade yet and those who are planning to drop the course for whatever reason to file their dropping form on or before the deadline to avoid receiving a grade of 5.0.

To drop, the student first secures a dropping form from the department clerk or from the Registrar's Office, pays a fee of P25.00 at the Cash Office, fills out the form and have it approved by the course professor/instructor, academic adviser and department head and submit the completed dropping form to the Registrar's Office.

For your guidance and compliance.

ROTACIO S. GRAVOSO, PhD

Vice President for Academic Affairs

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FOR ACADEMIC AFFAIRS**

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