



March 22, 2023

**MEMORANDUM CIRCULAR 14**  
Series 2023

**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 April 17, 2023, the first day of the Midterm Examination week.

Faculty members are advised to remind students in their classes who are planning to drop the course to process their dropping on or before the deadline to avoid getting a grade of 5.0.

Please be reminded also that since we are now back to face-to-face classes, it will already be the concerned students, NOT the adviser nor the department who will process the dropping.

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

For your guidance and compliance.

  
**BEATRIZ S. BELONIAS**  
Vice President for Academic Affairs