



**UNIVERSITY OF THE PHILIPPINES OPEN UNIVERSITY**  
*Office of the University Registrar*

**APPLICATION FORM FOR DROPPING OF COURSES**

NAME OF STUDENT:	STUDENT NUMBER:
PROGRAM:	MAJOR:
COURSE NO./TITLE:	TERM OF EFFECTIVITY:
REASON FOR DROPPING:	

( ) DROPPING FEE PAID UNDER OR # \_\_\_\_\_  
DATED \_\_\_\_\_ IN THE AMOUNT OF \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE OF STUDENT

NOTED:

\_\_\_\_\_  
Faculty Secretary

\_\_\_\_\_  
Date

**IMPORTANT:** A student may drop a course before the three-fourths (3/4) of the term has elapsed. The registration privilege of a student who drops a course without the approval of the Dean shall be curtailed or entirely withdrawn.

**DO NOT FILL THIS PORTION**

NOTE TO THE **FACULTY-IN-CHARGE:** IF A COURSE IS DROPPED AFTER THREE-FOURTHS (3/4) OF THE SEMESTER/TERM HAS ELAPSED, INDICATE THE CLASS STANDING OF THE STUDENT AT THE TIME OF DROPPING. *AFTER FILING UP THIS PORTION, PLEASE SUBMIT THIS TO THE OFFICE OF THE FACULTY DEAN.*

Subjects Enrolled in	Class Standing (Passing or Failing)	FIC's Signature
1.		
2.		
3.		
4.		

APPROVED:

\_\_\_\_\_  
DEAN

\_\_\_\_\_  
DATE