



STUDENT NO. _____

DROPPING FORM

Date: _____

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|-------------------------|------------|---------|----------------|---------------------|
| _____ | _____ | _____ | _____ | _____ |
| Surname | First Name | MI | Course | |
| Subject/s to be dropped | Units | Section | Teacher's Name | Teacher's Signature |
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Reason for Dropping: _____

Interviewed by: _____ Student's Signature

Guidance Counselor

Recommending Approval: _____ Approved:

Chairperson/Dean

Registrar

Accountant

FM-LPU-L-REGO-21
Revision: 04
Effective: August 1, 2019



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DROPPING PROCEDURE

1. Consult Guidance Counselor
2. Fill up Dropping Form (FM-LIT-REGO-28)
3. Inform your teacher for each subject and secure teacher's signature.
4. Seek recommendation for approval from your respective Dean/Chairperson
5. Seek Registrar's approval
6. Pay dropping fee at the Cashier
7. Submit processed Dropping Form at the Registrar's Office

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