



## REQUEST FOR OFFICIAL WITHDRAWAL OF COURSE

Document No.: FM-RO-21-02

Effective Date: July 28, 2017

**BILLING NO.** \_\_\_\_\_

Amount: \_\_\_\_\_

\_\_\_\_\_ **QUARTER, AY** \_\_\_\_\_

1. Request for official withdrawal of course must be done not later than one (1) week after the end of the midterm examinations. The grade will be "W" regardless of the student's academic performance, and provided he/she has not committed any act of dishonesty in the performance of the course; otherwise he/she will be given a grade of "5.00" (FAILURE).
2. No withdrawal of course will be entertained after the deadline set hereforth.
3. In the absence of an official withdrawal form, the student shall be given a grade of "5.00" (FAILURE) in the course/s he/she has given up.

NAME : \_\_\_\_\_  
Last
First
Middle

STUDENT NO. : \_\_\_\_\_ PROGRAM/YEAR : \_\_\_\_\_

CONTACT NO. : \_\_\_\_\_ NATIONALITY : \_\_\_\_\_

COURSE TO BE DROPPED : \_\_\_\_\_ SECTION : \_\_\_\_\_

**REASON/S FOR WITHDRAWAL :** (Documents authenticating stated reasons must be available.)

\_\_\_\_\_  
 \_\_\_\_\_

**NOTE :** *Accomplish this form and return to the Office of the Registrar Customer Service Section upon payment.*

*Request will be valid only upon the notation of the Records Section Chief.*

\_\_\_\_\_  
 Student's Signature/Date

CLEARANCES :		TREASURY OFFICE:
Center for Academic Advising :    Academic Adviser	Office of the Prefect of Discipline :    	    Payment Validation

OFFICE OF THE REGISTRAR		
Verified and encoded by/Date :   R.O. Personnel	Form No. :   _____	Noted by/Date :   Records Section Chief