

**IMPORTANT:**

1. Use one set per subject.
2. The student is responsible for giving his instructor the instructor's copy not later than one (1) week after the deadline for dropping.
3. During the second half of the semester, THE INSTRUCTOR IS REQUIRED TO INDICATE THE STUDENT'S CLASS STANDING (PASSING OR FAILING) AT THE TIME OF DROPPING.
4. Please see back page for rule on dropping and sign indicated space for student's signature.

UP FORM 26-A			CEAT	<b>STUDENT'S COPY</b>
Name: _____			TO BE FILLED IN BY THE INSTRUCTOR	
Student Number: _____			Student's Class Standing _____	
Curr: _____ Classif. : _____			_____	
Subject Dropped: _____ (SS1920)			Instructor's Name in Print	
Reason: <b>Due to Covid-19</b>			_____	
_____			Instructor's Signature _____ Date _____	
Adviser's Signature _____ Date _____			<u>ANGELO C. ANI</u>	
_____			(For the Dean) _____ Date _____	
Fee Charged _____ CR. No. _____ Date _____			_____	

UP FORM 26-A			CEAT	<b>INSTRUCTOR'S COPY</b>
Name: _____			TO BE FILLED IN BY THE INSTRUCTOR	
Student Number: _____			Student's Class Standing _____	
Curr: _____ Classif. : _____			_____	
Subject Dropped: _____ (SS1920)			Instructor's Name in Print	
Reason: <b>Due to Covid-19</b>			_____	
_____			Instructor's Signature _____ Date _____	
Adviser's Signature _____ Date _____			<u>ANGELO C. ANI</u>	
_____			(For the Dean) _____ Date _____	
Fee Charged _____ CR. No. _____ Date _____			_____	

UP FORM 26-A			<b>DROPPING SLIP</b>	
UNIVERSITY OF THE PHILIPPINES LOS BAÑOS College of Engineering and Agro-industrial Technology				
			<b>DEAN'S COPY</b>	
Name: _____			TO BE FILLED IN BY THE INSTRUCTOR	
Student Number: _____			Student's Class Standing _____	
Curr: _____ Classif. : _____			_____	
Subject Dropped: _____ (SS1920)			Instructor's Name in Print	
Reason: <b>Due to Covid-19</b>			_____	
_____			Instructor's Signature _____ Date _____	
Adviser's Signature _____ Date _____			<u>ANGELO C. ANI</u>	
_____			(For the Dean) _____ Date _____	
Fee Charged _____ CR. No. _____ Date _____			_____	

UP FORM 26-A			CEAT	<b>REGISTRAR'S COPY</b>
Name: _____			TO BE FILLED IN BY THE INSTRUCTOR	
Student Number: _____			Student's Class Standing _____	
Curr: _____ Classif. : _____			_____	
Subject Dropped: _____ (SS1920)			Instructor's Name in Print	
Reason: <b>Due to Covid-19</b>			_____	
_____			Instructor's Signature _____ Date _____	
Adviser's Signature _____ Date _____			<u>ANGELO C. ANI</u>	
_____			(For the Dean) _____ Date _____	
Fee Charged _____ CR. No. _____ Date _____			_____	

## **RULE ON DROPPING**

A student may, with the consent of his instructor and the Dean, drop a subject by filling out the prescribed U.P. Form 26-A before three-fourths of the hours prescribed for the semester term has elapsed, and not later. Any student who drops a course without the approval of the Dean shall have his registration privileges curtailed or entirely withdrawn.

If a subject is dropped after the middle of the term, the faculty member concerned shall indicate the date and the class standing of the student at the time of dropping as either "PASSING" or "FAILING", solely for administrative guidance.

### **(FOR CANDIDATES FOR HONORS)**

Students who are candidates for graduation with honors must have taken during each semester not less than fifteen units of credit or the normal load prescribed in the curriculum in cases where such normal load is less than fifteen units, unless the taking of a lighter load was due to justifiable causes, such as health reasons, the unavailability of courses needed in the curriculum to complete full load, or the fact that the student is a working student.

A certification of employment, or of illness, or of other cause, that makes of necessary for the student to have a reduced load must be submitted to the College Secretary within one month after the official registration but not later than the end of the semester during which the loading occur.

This is to certify that I have read and understood the rule of dropping.

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Date