



**PERMIT TO WITHDRAW/DROP
COURSE(S)**

Document Code:	QF-OUR-07B	Revision Number:	
Effectivity:	October 18, 2023	O.R. No.	
		OUR use only	
		Date Received:	

Name: _____ ID No. _____
 _____ Family Name _____ Given Name _____ Middle Name _____
 Degree and Year: _____ Term: () 1st Sem () 2nd Sem () Mid-Year School Year _____

REASON/S: [] Change of Interest [] Not part of the curriculum [] Others (specify): _____

COURSE(S)		FACULTY MEMBER Signature over printed name	Date	Endorsed:	
Class Code	Course No.			Guidance Counselor (except GS & OU)	Date
				Department Chairperson Approved:	Date
				College Dean	Date

Remarks: _____ Encoded: _____

Student's Signature _____ Date _____ OUR Personnel _____ Date _____

College Copy



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GENERAL INSTRUCTION: Please take note of the following when processing PERMIT TO DROP/WITHDRAW COURSE/S:

1. Fill out form properly.
2. Proceed to the OSS Guidance Office for Counseling (except for Postgraduate students).
3. Request the signature of Faculty member concerned.
4. Have the Department Chairperson and the Dean/ Director of your Mother College/ Academic Institute sign the form for endorsement and approval, respectively.
5. Pay the processing fee at the University Cashier's Office (Undegrad -50, Postgrad - 100).
6. During enrollment period, submit signed form, previous enrollment form, and Official Receipt (O.R.) of the processing fee to the OUR personnel for printing of new enrollment and assessment form.
7. Proceed to the Accounting Office and submit photocopy of signed form and Enrollment and Assessment Form (EAF), if with refund.

IMPORTANT: Any erasure or alteration will render this form VOID. Improperly filled forms will not be processed and approved by the OUR Personnel.

NOTE: If withdrawal is done during dropping period, it will be removed from the enrollment, if after dropping period and before mid-term tests, a "WP" mark shall be given; after the midterm exams, a "D" mark which means Dropped mark shall be given to the student concerned. Unauthorized dropping of course(s) shall be given a grade of "5.0"

(THIS FORM MAYBE REPRODUCED)