



OFFICE OF THE DEAN

TO: THE REGISTRAR

Student No.: Date:
Name: Sem./ Acad. Year:

Dear Sir/Madam:

I wish to withdraw my subjects enrolled for the following reasons:

	COURSES TO WITHDRAW	SECTION	PROFESSORS' SIGNATURE / DATE
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			

Student's Signature / Date

Dean / Date

Registrar / Date

FOR TOTAL WITHDRAWAL:
(Seek approval from the following offices for total withdrawal)

[1] Guidance & Counseling [2] Department of Student Affairs [3] Library Services [4] Student Accounts

Steps to follow:

For Subject Withdrawal

- 1. Fill up the form by listing the subject you wish to withdraw from and sign the form.
- 2. Get the approval of the faculty member handling the subject.
- 3. Get the approval of the Dean.
Submit the completed form to the Registrar's Office

For Total Withdrawal

- 1. List all subjects as contained in the registration form.
- 2. Get the approval of all faculty members involved, then have it approved by the Dean of your college.
- 3. Get clearance from the offices indicated at the lower portion of this form Submit to the Registrar's Office.