MARIKINA POLYTECHNIC COLLEGE

Sta. Elena, Marikina City

DROPPING THE SUBJECT FORM

Student's Name: _____ Sem. & S.Y _____
Course, Yr. & Sec., Major: _____

Please read carefully before filling-up the form:

1. The student who drops the subject/s **BEFORE the midterm exam or within the first half of the semester** gets the remark of **"Dropped"** for the particular subject. Said remark shall appear on the Transcript of Records.
2. The student who drops the subject/s **AFTER the midterm exam or within the second half of the semester** gets the teacher's rating of **5.0**.

To the COLLEGE REGISTRAR: Please be informed that I am officially dropping my subject load/s for this semester effective on this date _____ for reasons I have cited hereon:

Subject/s being dropped (Pls. write the Subj. Code)	Reason for dropping the Subject/s	Printed Name of Subject Teacher	Signature of Subject Teacher