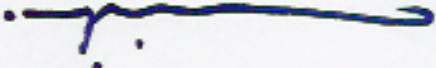


OFFICE OF THE VICE-CHANCELLOR
FOR ACADEMIC AFFAIRS

MEMORANDUM NO. OVCAA-BMP 15-074

TO : ALL DEANS, DIRECTORS, HEADS OF ACADEMIC UNITS


FROM : BENITO M. PACHECO, Ph.D.
Vice-Chancellor for Academic Affairs

SUBJECT : Review and Revision of the University Rules on Dropping of Courses

DATE : 9 June 2015

It has come to the attention of some University Council committees, Office of University Registrar and other central administration offices, and Deans that practices vary very widely when it comes to the observance of University rules concerning excessive absences by students (Art. 346), dropping a course within the allowable period (Art. 350-351), and special rules of colleges on dropping of courses (Art. 352).

As we discussed during the Executive Committee meeting on 8 June 2015, we urgently solicit the recommendations of the colleges or units, all of which may or may not lead to a revision of the University rules. Among other options, may we urgently request your faculty to consider the following (illustrated in the enclosed 7-page document)?

Option O: status quo without revision;

Option A: additional rule on longer attendance requirement; deletion of grade of "5" in forced drop; mandatory reporting of reason for dropping;

Option B: deletion of grade of '5.0' in forced drop; deletion of requirement of consent by faculty and Dean;

Option C: additional rule on longer attendance requirement; additional rule on valid reason to deny consent by faculty or approval by the Dean; additional rule on intervention by the University Registrar.

Kindly submit your College or Unit position and recommendation(s) to our office on or before 21 August 2015. All your inputs shall be endorsed to the UC Committee on Academic Policies and Programs (CAPP) and UC Committee on Student Admission, Progress and Graduation (CSAPG), who may or may not resolve to propose to revise the rules. Any revisions of these rules will be coursed to the University Council and, through channels, to the Board of Regents.

Thank you.

cc: Chancellor
Vice-Chancellors
University Registrar
Chair and Members, UC CAPP
Members, UC CSAPG

Dropping of Subjects: rule revision version A, p.1

Existing Rule	Proposed Rule	Remarks
<p>When the number of hours lost by absence of a student reaches 20% of the hours of recitation, lecture, laboratory, or any other scheduled work in one (1) subject, s/he shall be dropped from the subject.</p> <p>However, a faculty member may prescribe a longer attendance requirement to meet special needs.</p> <p>If the majority of the absences are excused, a student shall not be given a grade of "5" upon being thus dropped (often referred to as "forced drop"); but if the majority of the absences are not excused, the student shall be given a grade of "5" upon being thus dropped.</p> <p>Time lost by late enrolment shall be considered as time lost by absence.</p> <p>[Art. 346]</p>	<p>When the number of hours lost by absence of a student reaches 20% of the hours of recitation, lecture, laboratory, or any other scheduled work in one (1) subject, s/he shall be dropped from the subject.</p> <p>However, a faculty member may prescribe a longer attendance requirement to meet special needs. <u>Guidelines for such longer requirement shall be announced by the Department on the class enlistment list or equivalent online module, and by the faculty member in writing during the first class meeting.</u></p> <p><u>The student shall be given a record of "DRP" upon being thus dropped (often referred to as "forced drop").</u></p> <p>Time lost by late enrolment shall be considered as time lost by absence.</p> <p>[Art. 346]</p>	<p>There is a need to clarify "longer attendance requirement," guidelines for which should be transparently known to the faculty member, the Department chair and the students.</p> <p>There is no need to determine if excused or unexcused absences: either way the record shall bear "DRP." The student shall not be given a "5."</p>
<p>A student may, with the consent of the faculty and the Dean, drop a subject by filling out the prescribed UP Form 26 not later than $\frac{3}{4}$ of the hours prescribed for the semester/ trimester/ quarter term.</p> <p>A student who drops a subject without the approval of the Dean shall have his/her registration privileges curtailed or entirely</p>	<p><u>A student may formally drop a subject by filling out the prescribed UP Form 26 or equivalent online module</u> not later than $\frac{3}{4}$ of the hours prescribed for the semester/ trimester/ quarter term. <u>S/he must state his/her reason in writing on the form.</u></p> <p><u>A student who does not formally drop a subject and incurs a record of "DRP" by forced dropping</u> shall have his/her registration privileges</p>	<p>Within the prescribed period, without need of consent of the faculty and approval of the Dean, a student may formally drop a subject. There is a need to know his/her reason in writing, solely for administrative guidance.</p> <p>If there is no stated reason, the formal dropping shall be rendered</p>

<p>withdrawn in the following semester.</p> <p>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.</p> <p>[from Art. 350-351]</p>	<p>curtailed or entirely withdrawn in the following semester.</p> <p>[from Art. 350-351]</p>	<p>unacceptable. If dropping is forced due to excessive absences, rather than formally initiated by the student, then administrative sanction may be imposed in the following semester.</p>
<p>Any college may enact special rules on dropping of courses which would meet their particular needs; Provided, That said rules do not have the effect of relaxing the preceding general regulations.</p> <p>[Art. 352]</p>	<p>Any college may enact special rules on dropping of courses which would meet their particular needs; Provided, That said rules do not have the effect of relaxing the preceding general regulations.</p> <p>[Art. 352]</p>	<p>No proposed change; presented here for reference only.</p>
<p>Dropping of Subjects: rule revision version A, p.2</p>		

Dropping of Subjects: rule revision version B, p.1

Existing Rule	Proposed Rule	Remarks
<p>When the number of hours lost by absence of a student reaches 20% of the hours of recitation, lecture, laboratory, or any other scheduled work in one (1) subject, s/he shall be dropped from the subject.</p> <p>However, a faculty member may prescribe a longer attendance requirement to meet special needs.</p> <p>If the majority of the absences are excused, a student shall not be given a grade of "5" upon being thus dropped (often referred to as "forced drop"); but if the majority of the absences are not excused, the student shall be given a grade of "5" upon being thus dropped.</p> <p>Time lost by late enrolment shall be considered as time lost by absence.</p> <p>[Art. 346]</p>	<p>When the number of hours lost by absence of a student reaches 20% of the hours of recitation, lecture, laboratory, or any other scheduled work in one (1) subject, s/he shall be dropped from the subject.</p> <p>However, a faculty member may prescribe a longer attendance requirement to meet special needs.</p> <p><u>The student shall be given a record of "DRP" upon being thus dropped (often referred to as "forced drop").</u></p> <p>Time lost by late enrolment shall be considered as time lost by absence.</p> <p>[Art. 346]</p>	<p>Leave the discretion to the faculty member to prescribe a longer attendance requirement.</p> <p>There is no need to determine if excused or unexcused absences: either way the record shall bear "DRP." The student shall not be given a "5."</p>
<p>A student may, with the consent of the faculty and the Dean, drop a subject by filling out the prescribed UP Form 26 not later than $\frac{3}{4}$ of the hours prescribed for the semester/ trimester/ quarter term.</p> <p>A student who drops a subject without the approval of the Dean shall have his/her registration privileges curtailed or entirely withdrawn in the following semester.</p> <p>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.</p>	<p><u>A student may formally drop a subject by filling out the prescribed UP Form 26 or equivalent online module</u> not later than $\frac{3}{4}$ of the hours prescribed for the semester/ trimester/ quarter term.</p> <p><u>A student who does not formally drop a subject and incurs a record of "DRP" by forced dropping</u> shall have his/her registration privileges curtailed or entirely withdrawn in the following semester.</p>	<p>Leave the discretion to the student to formally drop a subject, without having to state his/her reason.</p> <p>If dropping is forced due to excessive absences, rather than formally initiated by the student, then administrative sanction may be imposed in the following semester.</p>

[from Art. 350-351]	[from Art. 350-351]	
<p>Any college may enact special rules on dropping of courses which would meet their particular needs; Provided, That said rules do not have the effect of relaxing the preceding general regulations.</p> <p>[Art. 352]</p>	<p>Any college may enact special rules on dropping of courses which would meet their particular needs; Provided, That said rules do not have the effect of relaxing the preceding general regulations.</p> <p>[Art. 352]</p>	<p>No proposed change; presented here for reference only.</p>
<p>Dropping of Subjects: rule revision version B, p.2</p>		

Dropping of Subjects: rule change version C, p.1

Existing Rule	Proposed Rule	Remarks
<p>When the number of hours lost by absence of a student reaches 20% of the hours of recitation, lecture, laboratory, or any other scheduled work in one (1) subject, s/he shall be dropped from the subject.</p> <p>However, a faculty member may prescribe a longer attendance requirement to meet special needs.</p> <p>If the majority of the absences are excused, a student shall not be given a grade of "5" upon being thus dropped (often referred to as "forced drop"); but if the majority of the absences are not excused, the student shall be given a grade of "5" upon being thus dropped.</p> <p>Time lost by late enrolment shall be considered as time lost by absence.</p> <p>[Art. 346]</p>	<p>When the number of hours lost by absence of a student reaches 20% of the hours of recitation, lecture, laboratory, or any other scheduled work in one (1) subject, s/he shall be dropped from the subject.</p> <p>However, a faculty member may prescribe a longer attendance requirement to meet special needs. <u>Guidelines for such longer requirement shall be announced by the Department on the class enlistment list or equivalent online module, and by the faculty member in writing during the first class meeting.</u></p> <p>If the majority of the absences are excused, a student shall not be given a grade of "5" upon being thus dropped (often referred to as "forced drop"); but if the majority of the absences are not excused, the student shall be given a grade of "5" upon being thus dropped.</p> <p>Time lost by late enrolment shall be considered as time lost by absence.</p> <p>[Art. 346]</p>	<p>There is a need to clarify "longer attendance requirement," guidelines for which should be transparently known to the faculty member, the Department chair and the students.</p>
<p>A student may, with the consent of the faculty and the Dean, drop a subject by filling out the prescribed UP Form 26 not later than $\frac{3}{4}$ of the hours prescribed for the semester/ trimester/ quarter term.</p>	<p>A student may, with the consent of the faculty and the Dean, drop a subject by filling out the prescribed UP Form 26 not later than $\frac{3}{4}$ of the hours prescribed for the semester/ trimester/ quarter term.</p> <p><u>Consent by the faculty member or approval by the Dean for the dropping shall be denied, for valid reason, if the number of hours lost by absence of the student reached the limit and majority of the absences are not excused, whereby according to University rule (Art. 346) the student shall be given a grade of "5."</u></p>	<p>Dropping is discouraged as much as possible, in order to optimize the use of the resources of the University and those of the student. Still, there are circumstances when a student has valid reason(s) to drop as s/he should duly indicate in the prescribed UP Form 26 or the equivalent online module.</p> <p>There is a need for</p>

<p>A student who drops a subject without the approval of the Dean shall have his/her registration privileges curtailed or entirely withdrawn in the following semester.</p> <p>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</p>	<p><u>In addition to the above case, consent by the faculty member or approval by the Dean may be denied for either of the following valid reasons: (a) not having incurred excessive unexcused absences, the student has received marks in the class requirements to date such that the potential marks of the remaining requirements can still potentially result to a passing grade, although such a passing grade cannot and should not be guaranteed by the faculty, as explained in writing by the faculty member to the student; or (b) another valid reason as may be communicated in writing, unanimously concurred upon by the faculty member, Department Chair and Dean, and communicated in writing to the student."</u></p> <p><u>In no case shall a faculty member ignore a request for consent to drop; such request shall be either granted or, with valid reason, denied in writing.</u></p> <p><u>Without the above valid reasons for which consent by the faculty member or approval by the Dean for the dropping can be denied, should the faculty member or the Dean deny or withhold the consent the University Registrar may grant such consent to drop.</u></p> <p>A student who drops a subject without the approval of the Dean shall have his/her registration privileges curtailed or entirely withdrawn in the following semester.</p> <p>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</p>	<p>parameters on which the faculty member or the Dean may deny or withhold the consent or approval for dropping.</p> <p>Further, there is a need to communicate in writing with the student.</p> <p>Note that the wording in the 1st sentence (1st case) of additional provision is "shall be denied, for valid reason, ..." while the wording in the 2nd sentence (with cases (a) and (b) is "may be denied for either of the following valid reasons..."</p> <p>The University Registrar may break any impasse.</p>
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for administrative guidance. [from Art. 350-351]	administrative guidance. [from Art. 350-351]	
Any college may enact special rules on dropping of courses which would meet their particular needs; Provided, That said rules do not have the effect of relaxing the preceding general regulations. [Art. 352]	Any college may enact special rules on dropping of courses which would meet their particular needs; Provided, That said rules do not have the effect of relaxing the preceding general regulations. [Art. 352]	No proposed change; presented here for reference only.
Dropping of Subjects: rule change version C, p.3		