



UNIVERSITY OF SANTO TOMAS
OFFICE OF THE REGISTRAR



Dropping of Program

Process:

1. The student fills out the form legibly.
2. The student emails the accomplished form to the official email of the Academic Units.
3. The Academic Units email the accomplished form to the Office of the Registrar.
4. The Office of the Registrar processes the application.
5. The Office of the Registrar emails the Accounting Office and the Office of the Dean.
6. The Academic Units inform the student that the application to drop the program is being processed and is already with the Accounting Office.

Student Number:
Name: (Last Name, Given Name, Middle Name)
College:
Program:
Reason:

Student's signature over printed name/ Date

Endorsement of the Dean/Authorized Representative
Signature over printed name/Date

Registrar
Date

Processed Date:

