

**TO ALL STUDENTS**

**ON FAILURE DUE TO EXCESSIVE ABSENCES (FDA)**

Please be reminded of the following provisions in the Student Handbook 2016-2019, page 66:

3.6.5 Students shall receive a failing grade in a course if they have incurred:

- 3.6.5.1 Eight (8) or more absences in a class conducted three (3) times a week
- 3.6.5.2 Six (6) or more absences in a class conducted two (2) times a week
- 3.6.5.3 Three (3) or more absences in a class conducted once a week
- 3.6.5.4 Three (3) or more absences in a laboratory or modular classes (for SHRIM and SDA)

In view of which, students who were reported by their respective teachers to have earned **FDA** (failure due to excessive absences) in the course enrolled in shall earn a corresponding final grade of **R** (Repeat) and must re-enroll the course.

Noted by:

Mr. Geronio G. Ulayao  
Vice Chancellor for Academics  
15 November 2016

Cc: Academic Council  
ISPC  
File

DE LA SALLE-COLLEGE OF SAINT BENILDE  
*Office of the Registrar*

**TO ALL TEACHING FACULTY MEMBERS**

Please be advised that a grade of R due to excessive absences shall remain as a permanent record and shall not be subject to change of grade (COG). Faculty members are reminded to keep a record in support of the FDA (failure due to excessive absences), duly noted by the Program Chairperson and the Dean/Associate Dean. The supporting document(s) are to be submitted to the Registrar at the end of the term, along with the Final Grading Sheet and Class Record.

Effectivity: 3<sup>rd</sup> Term, AY 2017-2018

Noted for the Academic Council by:

  
Geronio G. Ulayao  
Vice Chancellor for Academics