

**The Dean**  
**College of Business Administration**  
**De La Salle University-Dasmaringas**

I fully understand and agree with the admission and retention policy of **the College of Business Administration effective school-year \_\_\_\_\_ for Bachelor of Science in Business Administration courses and Bachelor of Science in Office Administration except for the Bachelor of Science in Accountancy and BSBA major in Management Accounting . To wit:**

**1. My son/ daughter is under probation for one (1) year during his/ her FIRST YEAR in the College of Business Administration.**

In effect, he/she shall comply with the following probation policy:

- a.) Minimum load of not less than 15 units per term ;**
- b.) Not allowed to apply for Leave of Absence ( LOA) except for emergency;**
- c.) He/ she must not incur six ( 6) accumulated failed academic subjects. In the event the student incurs six ( 6) accumulated failed subjects he/ she shall be recommended to transfer to another college within the university**

**2. The above provisions will hold true until second year.**

**3. Deloading of subjects (equivalent to the number of units failed) is a precondition for enrollment the following semester until enrolment for third year second semester.**

**4. On the third year the institutional policy of accumulated failure of 24 units will hold.**

**5. The student must finish his/ her course within a maximum period of six years, inclusive of filed Leave of Absence, if any.**

\_\_\_\_\_  
Name and signature of parent/ guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name and signature of student

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Number