



De La Salle University

Gokongwei College of Engineering

Academic Advising Booklet

Student's Name

ID No.

Academic Adviser's Name

.

Student's ID Number

Course

Specialization

Student's Phone Number

Student's Email Address

Parent's/Guardian's Name

Parent/Guardian's Email Address

Academic Year/Term: _____

<i>First Term</i>		
Course Code	Units	Grade

Term GPA: _____

CGPA: _____

Accumulated Failure (Units): _____

Trimestral Honors: _____

Adviser's Signature and Date:

Adviser's Note

Academic Year/Term: _____

<i>Second Term</i>		
Course Code	Units	Grade

Term GPA: _____

CGPA: _____

Accumulated Failure (Units): _____

Trimestral Honors: _____

Adviser's Signature and Date:

Adviser's Note

Academic Year/Term: _____

<i>Third Term</i>		
Course Code	Units	Grade

Term GPA: _____

CGPA: _____

Accumulated Failure (Units): _____

Trimestral Honors: _____

Adviser's Signature and Date:

Adviser's Note

Academic Year/Term: _____

<i>Fourth Term</i>		
Course Code	Units	Grade

Term GPA: _____

CGPA: _____

Accumulated Failure (Units): _____

Trimestral Honors: _____

Adviser's Signature and Date:

Adviser's Note

Academic Year/Term: _____

<i>Fifth Term</i>		
Course Code	Units	Grade

Term GPA: _____

CGPA: _____

Accumulated Failure (Units): _____

Trimestral Honors: _____

Adviser's Signature and Date:

Adviser's Note

Academic Year/Term: _____

<i>Sixth Term</i>		
Course Code	Units	Grade

Term GPA: _____

CGPA: _____

Accumulated Failure (Units): _____

Trimestral Honors: _____

Adviser's Signature and Date:

Adviser's Note

Academic Year/Term: _____

<i>Seventh Term</i>		
Course Code	Units	Grade

Term GPA: _____

CGPA: _____

Accumulated Failure (Units): _____

Trimestral Honors: _____

Adviser's Signature and Date:

Adviser's Note

Academic Year/Term: _____

<i>Eighth Term</i>		
Course Code	Units	Grade

Term GPA: _____ CGPA: _____

Accumulated Failure (Units): _____

Trimestral Honors: _____

Adviser's Signature and Date: _____

Adviser's Note

Academic Year/Term: _____

<i>Ninth Term</i>		
Course Code	Units	Grade

Term GPA: _____

CGPA: _____

Accumulated Failure (Units): _____

Trimestral Honors: _____

Adviser's Signature and Date:

Adviser's Note

Academic Year/Term: _____

<i>Tenth Term</i>		
Course Code	Units	Grade

Term GPA: _____

CGPA: _____

Accumulated Failure (Units): _____

Trimestral Honors: _____

Adviser's Signature and Date:

Adviser's Note

Academic Year/Term: _____

<i>Eleventh Term</i>		
Course Code	Units	Grade

Term GPA: _____

CGPA: _____

Accumulated Failure (Units): _____

Trimestral Honors: _____

Adviser's Signature and Date:

Adviser's Note

Academic Year/Term: _____

<i>Twelfth Term</i>		
Course Code	Units	Grade

Term GPA: _____

CGPA: _____

Accumulated Failure (Units): _____

Trimestral Honors: _____

Adviser's Signature and Date:

Adviser's Note

Academic Year/Term: _____

<i>Thirteenth Term</i>		
Course Code	Units	Grade

Term GPA: _____

CGPA: _____

Accumulated Failure (Units): _____

Trimestral Honors: _____

Adviser's Signature and Date:

Adviser's Note

Academic Year/Term: _____

<i>Fourteenth Term</i>		
Course Code	Units	Grade

Term GPA: _____

CGPA: _____

Accumulated Failure (Units): _____

Trimestral Honors: _____

Adviser's Signature and Date:

Adviser's Note

Academic Year/Term: _____

<i>Fifteenth Term</i>		
Course Code	Units	Grade

Term GPA: _____

CGPA: _____

Accumulated Failure (Units): _____

Trimestral Honors: _____

Adviser's Signature and Date:

Adviser's Note

Academic Year/Term: _____

<i>Sixteenth Term</i>		
Course Code	Units	Grade

Term GPA: _____

CGPA: _____

Accumulated Failure (Units): _____

Trimestral Honors: _____

Adviser's Signature and Date:

Adviser's Note

Academic Year/Term: _____

<i>Seventeenth Term</i>		
Course Code	Units	Grade

Term GPA: _____

CGPA: _____

Accumulated Failure (Units): _____

Trimestral Honors: _____

Adviser's Signature and Date:

Adviser's Note

Academic Year/Term: _____

<i>Eighteenth Term</i>		
Course Code	Units	Grade

Term GPA: _____ CGPA: _____

Accumulated Failure (Units): _____

Trimestral Honors: _____

Adviser's Signature and Date: _____

Adviser's Note

Academic Year/Term: _____

<i>Nineteenth Term</i>		
Course Code	Units	Grade

Term GPA: _____

CGPA: _____

Accumulated Failure (Units): _____

Trimestral Honors: _____

Adviser's Signature and Date:

Adviser's Note

Academic Year/Term: _____

<i>Twentieth Term</i>		
Course Code	Units	Grade

Term GPA: _____

CGPA: _____

Accumulated Failure (Units): _____

Trimestral Honors: _____

Adviser's Signature and Date:

Adviser's Note

Academic Year/Term: _____

<i>Twenty-First Term</i>		
Course Code	Units	Grade

Term GPA: _____

CGPA: _____

Accumulated Failure (Units): _____

Trimestral Honors: _____

Adviser's Signature and Date:

Adviser's Note

Retention Policy

10.17 Eligibility to continue academic studies in a degree program is covered by the following guidelines:

- 10.17.1 The following are ineligible to continue studies in the current degree program: For students with ID number 102 and above who are under the Liberal Arts, Science, Business, Economics, and Education single degree programs who have accumulated 24 units of failure; under the Computer Studies programs who have accumulated 27 units of failure; and under the LIA-COM, Engineering, COM-COM and Education double degree programs who have accumulated 30 units of failure in academic courses at the end of any trimester.
- 10.17.2 Students who are ineligible to continue in their current program may apply to shift to another program. They must comply with the rules on shifting as stipulated in section 2.5, and follow the schedule as posted by the Office of the University Registrar. Students should file for a leave of absence if they cannot continue in the current program but are unable to shift on time.
- 10.17.3 Any failure incurred is automatically added to previous accumulated units of failure. Only students who have not reached the maximum allowable accumulated failures may re-enroll any failed course. If a student receives a grade of 2.5 or higher in the re-enrolled failed course, the original failure will not be counted in the accumulation of the number of units failed. However, all failures will still be counted for purposes of GPA computation and will be reflected on the transcript of records.
- 10.17.4 Enrollment of students who have become ineligible will be invalidated automatically.
- 10.17.5 Students who have accumulated the maximum number of units of failure set per program but have less than or equal to 30% of academic units remaining in their curriculum will be allowed to continue their studies at the University.
- 10.17.6 Laguna Campus students with ID 112 and below who obtain a CGPA of less than 1.000 at any given term after their third term in the University are not allowed to re-enroll.

Source: **De La Salle University Student Handbook 2021-2025, page 105-106**