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#### 4. Attendance

Any student who, for unavoidable cause, absents himself from class must obtain an excuse slip from the Dean. The slip must be presented to the instructor concerned not later than the second class session following the student's return. In addition, a certificate must be secured from the UPLB Health Service in case the absence is due to illness.

Excuses are for time missed only. All work covered by the class during the absence shall be made up to the satisfaction of the instructor within a reasonable time from the date of absence.

When the number of hours lost by absence of a student reaches 20 percent of the hours of the scheduled work in one subject, he shall be dropped from the subject. However, a faculty member may prescribe a longer attendance requirement to meet special needs.

Time lost by late enrollment shall be considered as time lost by absence.

**Excessive Absences.** When the number of hours lost by absence of a student exceeds 20% of the class hours, he shall be automatically dropped by the instructor from the subject. The table below gives the number of absences for the 20% rule to apply:

No. of meetings per week (regular semester)	No. of absences
3	10 or more
2	7 or more
1	4 or more

**Certificate of Illness.** Students absent from classes due to illnesses are required to get excuse slips from the University Health Service. These certificates are issued to students who consulted or were confined in the Health Service. Illnesses attended to elsewhere causing absences from classes shall be reported to the Health Service within three days after the absences have been incurred. Excuse slips for the above illnesses as well as for other illnesses of which the Health Service has no records are issued only after satisfactory evidences have been presented to the Health Service.

However, a faculty member may prescribe a longer attendance requirement to meet the special needs of a course. In such a case, the students must be informed.

If the majority of the absences are excused, the student shall not be given a grade of '5' upon being thus dropped. But if the majority of the absences are not excused, he shall be given a grade of '5' upon being thus dropped.

**UNIVERSITY OF THE PHILIPPINES  
LOS BAÑOS  
College, Laguna**

**TEACHER'S GUIDE TO  
ACADEMIC POLICIES AND  
PROCEDURES**

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