1. How is an “absence” defined?

   It is considered an “absence” when the faculty member does not meet the class on its official scheduled class time, except in the following cases:

   1.1 Official business (See item no. 7);
   1.2 Changes in time/venue (See item no. 17); and
   1.3 Other activities mandated by the university.

2. Is a permanent change of official scheduled class time allowed?

   No. A permanent change of official scheduled class time is not allowed. Students enroll in courses/sections based on the schedule posted by the university relative to their other classes and activities.

   To change the schedule permanently would not only create inconveniences for the students, but would also defeat the purpose of having students choose their schedule.

3. What are “hybrid” classes?

   A “hybrid” class is one where the delivery of instruction may be through a combination of classroom and online class sessions. A class may be considered as hybrid, subject to the following conditions:

   3.1 The course/section has been designated as hybrid (eg, A91, C91) during enrollment;
   3.2 The course will be conducted by an ASIST-certified faculty member;
   3.3 The online sessions will be conducted using Integrated Virtual Learning Environment (IVLE);
   3.4 At least half of the total number of hours for the term will be used for classroom sessions;
   3.5 The schedule of on-line class sessions is specified in the course syllabus and submitted to the Office of the University Registrar within the first week of the term;
   3.6 No online sessions will be scheduled and/or conducted within the first two (2) weeks of the term;

4. Can online class sessions be conducted in lieu of classroom meetings?

   Online class sessions may be conducted only under the following conditions:

   4.1 For hybrid classes, on the dates specifically indicated in the course syllabus submitted to the Office of the University Registrar within the first week of the term (See item no. 3)
   4.2 For non-hybrid classes, on the dates indicated in the Faculty Attendance Form as “alternative class” (See item no. 14)

5. How is a “tardy” defined? What is the effect of a “tardy”?

   A faculty member is considered “tardy” when he/she is not in class after five (5) minutes from the start of the official scheduled class time.

   If the faculty member is not in class within the first third fraction of the scheduled class time, it is considered an “absence.” A “tardy” needs no form and no make-up.

6. What is a “make-up?” Which “absence” needs to be made up?

   A “make-up” is intended to offset lost class hours due to “absence” in order to attain the required number of class hours.

   All “absences” need to be made up. Reasons such as “official business,” “sickness,” and the like only serve as information to the Chair.

   “Official business,” while not recorded as an absence, needs to be made up (See item no. 7).
7. **What is the effect of an “absence” due to “official business?”**

    An “official business” means that the faculty member will be presenting a paper in a conference or representing the University in a meeting, and other related activities with prior approval as “Official Business” by the Chair, the Dean and the VCA.

    This is not recorded as an “absence” but needs to be made up in order to attain the required number of class hours. “Official business” not made up will be recorded as an absence at the end of the term.

8. **When is it considered “early dismissal?” What is the effect of an “early dismissal?”**

    Classes are expected to start and end on time. Any early dismissal is reported and recorded as such.

    An “early dismissal” needs no make-up. Corollary to this, late dismissal is not allowed since such may result in conflicts with the availability of the room for the next class and/or with the schedule of other classes of the students.

9. **What is the effect of a report of “vacant room,” “substitute,” or “seatwork?”**

    A “vacant room” means that both the faculty and the students were not in the room. This has the effect of an “absence.”

    “Substitute” means that the faculty member inside the classroom is not the official faculty member assigned to the class. No make-up is needed. It serves only to inform the Chair.

    However, under our academic policies, only faculty members qualified to teach the subject matter will be allowed to act as substitutes.

    Thus, the presence of a “substitute” is recorded if there is prior approval from the Chair and communicated to the Office of the University Registrar through the Faculty Attendance Form at least one (1) day before the scheduled substitution (See item nos. 10 and 19 to 23).

    “Seatwork” means that the faculty member is not present, but the students are in the classroom performing class work. No make-up is needed.

10. **How can I inform the Office of the University Registrar in advance about my substitute for such unforeseeable cases as sickness?**

    In unforeseeable cases such as sickness, the faculty member need not assign a substitute to watch over the class. The absence resulting from these cases may be made up at another date. However, when a substitute is assigned, the faculty member is still marked “absent” based on the rules on substitution.

    The faculty member may still inform the Office of the University Registrar about the substitution and have the absence cancelled by submitting a late Faculty Attendance Form (See item nos. 19 to 23). As this is a late submission of the form, the signature of the Dean is required.

11. **If I know that I will be absent on a particular date and I schedule a make-up class and submit the form one day before the date of absence, will I still be marked absent?**

    Yes. An “absence” means that the faculty did not meet the class on its official scheduled class time.

    After the make-up class is conducted, however, the report will show both the absence and the make-up, with these two incidents offsetting each other in the report.

12. **If I know that I will be absent on a particular date and I schedule a class in advance and submit the form one day before the advance class, will I still be marked absent?**

    Yes. Even if the class that was scheduled in advance had already taken place, still the class was not met on its official scheduled class time. The report will, however, show both the absence and the make-up, with these two incidents offsetting each other in the report.
13. Can a planned or anticipated absence with corresponding schedule for make-up (or advance class) be treated merely as a change in class schedule?

No. As the faculty member did not meet the class on its official scheduled class time, it should be reported as an “absence.” The make-up or advance class will offset the absence in the report.

14. What may be considered as “alternative classes?”

Only the following activities may be considered as “alternative classes:”

14.1 Film showing
14.2 Symposium/talk
14.3 Independent study
14.4 Research break
14.5 Library work
14.6 Online session (for non-hybrid classes, see item no. 4)

Only a total of six (6) class hours may be devoted to activities considered as alternative.

15. Can seminars, field trips, excursions or other activities held for more than the regular number of hours per meeting be counted for several class meetings?

No. All seminars, field trips, excursions and other activities are deemed as alternative classes and should be reported as such to the Office of the University Registrar through the Faculty Attendance Form.

Such activities are considered as one class meeting, provided that the duration of the activity is at least equivalent to the regular number of hours of one meeting.

16. How many hours or meetings is a departmental exam equivalent to?

Departmental exams held outside class hours are not counted as part of the required class hours. As such, departmental exams may not replace any class meeting.

17. In what cases can “change of time” and “change of room” be used as reasons? What is the effect of these?

The “change of time” and “change of room” can be used when the change is within the class day.

Even if the class was not met on its official scheduled class time, “change of time” and “change of room” will not be recorded as an “absence.”

18. What do I need to do if I have to transfer my class to another venue?

This is what is termed as an “emergency room transfer.” This means that the class cannot proceed at the regular venue because of an unforeseen problem such as non-functioning air-conditioning unit, etc.

To inform the Faculty Attendance Checker, please indicate the following information on the blackboard inside the classroom:

DATE / TIME
SUBJECT / SECTION / FACULTY
NEW VENUE

This is not considered an “absence” if the faculty member meets his class in the indicated venue.

19. What is the pink form?

What is known as the pink form is the Faculty Attendance Form (Form No. F-01) used by the faculty member to inform the Office of the University Registrar of deviations from the official scheduled class time. The Faculty Attendance Form may be accomplished from www.dlsu.edu.ph/offices/registrar/faculty_attendance.asp

A faculty member may send the Faculty Attendance Form with digital (electronic) signature to the department. The Department Chairperson will then print and sign the form.
20. When is the Faculty Attendance Form required?

The Faculty Attendance Form is required in the following cases:

20.1 If the faculty member will conduct a make up class;
20.2 If the faculty member will conduct a class in advance;
20.3 If the faculty member will have an alternative class (on-campus);
20.4 If the faculty member will have a field trip (off-campus alternative class);
20.5 If the faculty member will have a substitute in foreseeable cases;
20.6 If the faculty member will change class time temporarily;
20.7 If the faculty member will change venue (whether temporarily or permanently); and
20.8 Other cases where the Office of the University Registrar has no official knowledge of deviations from the official scheduled class time

21. Why is there a need for a one-day advance notice for the form?

A one-day notice means that the Faculty Attendance Form is received at the Enrollment Services Hub (2nd floor Henry Sy Sr., Hall) at least one day before the cases mentioned in no. 20 are implemented/conducted.

The notice is necessary so that the Office of the University Registrar can dispatch its Faculty Attendance Checkers accordingly.

While the Faculty Attendance Form is for approval at the Chair’s level, it only serves as a source of information at the Office of the University Registrar.

22. When is the Faculty Attendance Form not accepted at the Office of the University Registrar?

The Faculty Attendance Form is not accepted in the following cases:

22.1 If the signatures of the faculty member and the Chair are not present; and
22.2 If the signature of approval of the Dean is not present in cases of late forms

23. Why is the signature of the Dean required on a late form?

The signature of the Dean is required for a late form because it is no longer a regular transaction. As such, it requires a higher approving authority.

The Office of the University Registrar is not tasked to determine the validity of the reasons for late submission. Only the Dean, who is the caretaker of the College, may approve or disapprove late forms, which are in effect, requests for consideration.

24. Is the Notice of Faculty Absence final?

No. The faculty member is given an opportunity to correct the report of the Faculty Attendance Checker.

This can be done by writing the comments on the notice and sending it back to the Office of the University Registrar within five (5) working days from receipt of notice.

The faculty member should be able to receive the Notice of Absence one (1) working day after the supposed absence.

25. Where can discrepancies regarding faculty attendance checking be reported?

Comments may be sent through email to: registrar@dlsu.edu.ph