



**Office of the University Registrar**

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**PRIMER ON FACULTY ATTENDANCE**

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The Council of Deans approved this Primer on Faculty Attendance originally on 17 October 2002 and its revisions on 09 February 2005, 18 January 2006, and 11 April 2006. The Academics Council approved the additional revisions on 24 July 2013 and 19 June 2019.

### **1. How is an “absence” defined?**

It is considered an “absence” when the faculty member does not physically 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.
- 1.4 Online (AnimoSpace) session.

### **2. Is a permanent change of officially scheduled class time allowed?**

No. Generally, 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. Changing the schedule permanently would not only create inconveniences for the students but would also defeat the purpose of having students choose their schedules.

However, under meritorious cases, a permanent change of the official class schedule may be allowed. In these cases, the Department Chair has to ascertain that all students enrolled in the class agree to the change of time and that no student is unreasonably inconvenienced, forced to drop the class, or left without a class to transfer to when the permanent change of time is implemented. The College Dean approves of the permanent change of time for that particular class, and the College APO is informed and takes care of the necessary student transfers if any are required.

### **3. What are “hybrid” classes?**

A “hybrid” class is one where the delivery of instruction is through a combination, generally 50% each of in-person and online class sessions. The in-person and online sessions are specified in the official class schedule. A class may be considered a hybrid, subject to the following conditions:

- 3.1 The course/section has been designated as hybrid during enrollment;
- 3.2 The course will be conducted by an ASIST-certified faculty member;
- 3.3 The online sessions will be conducted using the official DLSU Learning Management System

### **4. Can online class sessions be conducted in lieu of in-person classroom meetings?**

Yes. In-person classes may be moved to the online platform and online classes may also be switched to an in-person session provided that the number of times for such a switch in modality does not exceed two (2) in a given term and that all students in the class agree to the change of modality. The change must be reported using the Faculty Attendance Form. Switching from online to an in-person modality, however, depends on whether the faculty can find an available room at the time the class is officially scheduled to meet.

### **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. They are, however, reported and appear in the faculty’s record. Habitual tardiness may impact a faculty’s performance negatively.

### **6. What is a “make-up class”? Which absences require make-up classes?**

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

All absences require make-up classes. Reasons such as “official business,” “personal matter,” and the like only serve as information to the Chair.

Absences due to “Official business,” while not recorded as an absence, require a make-up class. (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 at 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 Vice President/Chancellor for Academics.

This is not recorded as an “absence” but still requires a make-up class to attain the required number of class hours. “Official business” not offset by a make-up class 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 class. 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 students’ other classes.

**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 is recorded as an absence unless prior notice for an alternative class, change of room, or change of time has been submitted through the Faculty Attendance Form.

“Substitute” means that the faculty member inside the classroom is not the official faculty member assigned to the class. No make-up class 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). Otherwise, it is recorded as an absence until a late Faculty Attendance Form is submitted and approved for this purpose.

“Seatwork” means that the faculty member is not present at the moment of attendance checking, but the students perform classwork in the classroom. No make-up class is needed for this.

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

In unforeseeable cases such as sickness or accidents, the faculty member need not assign a substitute to take over the class. Make-up classes may be scheduled at another time for such cases. However, when a substitute is assigned, the faculty member is still marked absent but the presence of a substitute is noted in the records.

The faculty member may still inform the Office of the University Registrar about the substitution and have the absence canceled by submitting a late Faculty Attendance Form (See items no.19 to 23). However, late submission of the form requires the email approval of the Dean.

**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 at its officially 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 advanced 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 officially 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 a corresponding schedule for a make-up class (that is, an advanced class) be treated merely as a change in class schedule?**

No. The faculty member did not meet the class on its officially scheduled class time, so it should be reported as an absence. The make-up or advanced class will offset the absence in the report.

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

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

- 14.1 Film showing
- 14.2 Symposium/talk
- 14.3 Online session using the official DLSU Learning Management System (for non-hybrid classes, see item no. 4)
- 14.4. Field trips (see item 15)

Only a total of six (6) class hours (out of the 42 class hours per term) may be devoted to activities considered an alternative class. Furthermore, alternative sessions shall be indicated in the syllabus or are relevant to the topic in the syllabus.

Note that 4th-hour activities cannot be considered alternative classes. 4th-hour activities are activities using class hours that are beyond the required weekly meetings. In both 4th-hour activities and alternative classes, the faculty are expected to be present with their classes in order to properly facilitate afterward the learnings the said activities are supposed to achieve.

**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 considered alternative classes and should be reported as such to the Office of the University Registrar through the Faculty Attendance Form.

Such activities are considered one class meeting, provided that the duration of the activity is not less than the regular number of hours of one meeting. For whole-day activities where students are assigned to attend different sessions, the morning and afternoon sessions may be counted as two meetings for each class as long as each session is at least as long as one regular class session.

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

A departmental examination with a duration that is at least as long as one meeting is considered one 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/or “change of room” can be used when the change is due to an advanced schedule (or classes that will be held in advance due to an anticipated absence), set up at least three (3) hours prior to the original class schedule.

The “change of time” and/or “change of room” is also applicable for unplanned opportunities which are relevant to the course. In these cases, they should be entered in the Faculty Attendance Form as “alternative classes.”

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

This is what is termed “an emergency room transfer.” This means that the class cannot proceed at the regular venue because of an unforeseen problem such as a non-functioning air-conditioning unit, non-functioning learning equipment, water leaks, construction noise, 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 holds the class at the indicated venue.

## 19. What is the Faculty Attendance Form (F-01)?

The Faculty Attendance Form (Form No. F-01) is used by the faculty member to inform the Office of the University Registrar of deviations from the officially scheduled class time. The faculty fills in the **Faculty Attendance Form** and indicates the applicable entries. Included in the legend are codes for online class-synchronous, and online class-asynchronous, as reasons for temporary change.

The faculty must seek email approvals from their Chair and, in case of late form submission, also from their Dean. For faculty handling LCC courses, approvals have to be sought from the faculty's **home Department Chair and Dean**. Their signatures are not required.

The accomplished Faculty Attendance Form and corresponding email approvals must be uploaded [here](#). Print-outs or hard copies will not be accepted.

## 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
- 20.4 if the faculty member will have a field trip (off-campus);
- 20.5 if the faculty member will have a substitute in foreseeable cases (see nos. 9 and 10 for unforeseeable circumstances);
- 20.6 if the faculty member will change class time temporarily (see item no. 2 for permanent change of class time);
- 20.7 if the faculty member will change the class venue (whether temporarily or permanently);
- 20.8 if the faculty member will change modality from in-person to online class (subject to condition specified in item 4);
- 20.8 for late submission of such class-schedule-related information to the Office of the University Registrar; and
- 20.9 other cases where the Office of the University Registrar has no official knowledge of deviations from the officially scheduled class time.

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

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 will not be accepted in the following cases:

- 22.1 the signature of the faculty member and/or the email approval of the Department Chair are missing. Note that email approval must come from the Dean of the School of Innovation and Sustainability (SIS) where the Dean also serves as the Department Chair.
- 22.2 the email approval of the Dean is missing in case of late submission of the Form.

## 23. Why is the email approval of the Dean required on a late form?

The email approval of the Dean is required when a form is submitted late 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 the late submission of the Faculty Attendance Form. Since late form submission is in effect a request for consideration, only the Dean, who is the caretaker of the College, may approve or disapprove the request.

**24. Is the faculty attendance report final?**

No. The faculty member is given an opportunity to correct the report of the Faculty Attendance Checker. The faculty must log in to their My.Lasalle and choose "View Faculty Attendance Ledger" under FACULTY PROFILE to see their attendance report for the previous day. The faculty are strongly encouraged to check this regularly so that errors are corrected immediately. The faculty can request a correction by sending an email to the OUR at [registrar@dlsu.edu.ph](mailto:registrar@dlsu.edu.ph)

**25. Where can discrepancies found in the monthly or trimestral faculty attendance summary be reported?**

Comments on or discrepancies found in the monthly or trimestral faculty attendance summary may be sent or reported via email to: [registrar@dlsu.edu.ph](mailto:registrar@dlsu.edu.ph)

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