

CLA Procedure for Requesting for Approved Absence

Starting Term 1 AY 2023-2024, students' **attendance shall be checked in both in-person and online classes**. As stipulated in the Student Handbook, a student who incurs more than the maximum allowable absences in a given class during the trimester shall have a grade of 0.0, as it is a failure due to absences.

The request for approved absence must be made within **7 working days weeks from the day of return to classes**. Email the list of your courses, sections, names of teachers, and dates of absences and attach the HSO or OCCS endorsement and then send to cla.support@dlsu.edu.ph. **Please read the standard guidelines for requesting approved absences below based on the May 19, 2023 HDA from the Office of the Provost.**

Procedures for Securing Approved Absence with the Associate Dean

The Associate Deans process ONLY requests for approved absence **due to medical and mental health reasons**. **The procedures are as follows:**

1. Within 7 working days from the day you returned to your classes, start processing your request.
2. Submit to the Associate Dean the list of your courses, sections, names of faculty members, and dates of absences **together with the supporting documents**.
Note: Incomplete or non-compliant requests (including those beyond the 7 working days as indicated in #1) will not be entertained/processed.
3. After receiving your signed approved absence from the Associate Dean, submit it within 3 working days to the faculty member handling the course.

Required Supporting Documents:

For medical reasons:

1. **Present a hard copy of your medical certificate to the Health Services Office (HSO) to secure an endorsement within 7 working days from the day you returned to your classes**. The HSO is located at the ground floor of Bro. Cannon Hall.
2. Once you receive your endorsement from HSO (yellow slip), submit it immediately to the Office of the Associate Dean located at the ground floor of the Faculty Center.

For mental health reasons:

1. Schedule an appointment with the Office of Counseling and Career Services (OCCS) by sending an email to occs@dlsu.edu.ph within 7 working days from the day you returned to your classes.
2. OCCS usually responds within 3 working days. If you do not receive a reply during that period, you may follow it up using the same email address.
3. Once you receive your endorsement from OCCS, submit it immediately to the Associate Dean.

For requests due to Other Reasons:

1. Submit directly to the faculty member requests for the following special cases:
 - Death of an immediate family member;

- Emergencies;
- Caregiving of sick family members;
- Internet issues;
- Sickness that does not usually require a medical certificate;
- Travel-related reasons
- Delayed submission for course requirements;
- Other special cases not mentioned above.

Based on the supporting documents submitted, the faculty member will decide if you can be excused or not. No need to get an endorsement from the Associate Dean.

Procedures for Approved Absence Request Due to Official University Functions

The Office of Student Affairs (OSA) promotes the holistic development of students through co-curricular and extracurricular activities. The Dean of Student Affairs is authorized to approve absences of students who represent the University in official functions or activities.

These guidelines apply to **DLSU students** who:

1. Are selected by one of the Lasallian Mission or Student Affairs units to represent the university in local or international programs (e.g. competitions, leadership training, conference)
2. Apply to local and international competitions, training programs, or conferences endorsed by the Office of Student Affairs, the Lasallian Mission units, or other departments in the University and are chosen by the external organization to represent the University (e.g., Ayala Young Leaders Congress)
3. Self-apply to local or international competitions or events organized by reputable external organizations and are selected as participants
4. Represent the country as part of a national team in sports events or cultural performances

Students who are **participating in official activities that are endorsed by Student Affairs or Lasallian Mission units or other DLSU departments** must follow these steps:

1. Download the OSA [Approved Absence Form](#).
2. Fill out one form per subject/course you will miss. Provide the name of your professor in the form.
3. Request endorsement for your approved absence from the Director of the Student Affairs, Lasallian Mission unit, or another DLSU department supporting your attendance in the competition, conference, or training program.
4. Once the form is signed, upload it to this link: <https://bit.ly/AAF-OSA>.

Students who **self-applied and were accepted to participate in local or international programs or activities but are not endorsed by any DLSU department or office** must follow these steps:

1. Present a letter of acceptance or endorsement letter from the head of the national or international organization to the Student Affairs or Lasallian Mission Unit relevant to the activity.
2. Submit your filled-out [Approved Absence Form](#) together with the endorsement or acceptance letter. Fill out one approved absence form per subject/course you will miss.
3. Request endorsement for your approved absence from the Director of the Student Affairs or Lasallian Mission unit relevant to the competition, conference, or training that you are attending.
4. Once the form is signed, upload it to this link: <https://bit.ly/AAF-OSA>.

Student athletes or cultural performers who are **representing the country in competitions but are not members of any of the DLSU Sports Teams or Performing Organizations** must follow these steps:

1. Present an endorsement letter from the coach or trainer of the national team to the Office of Sports Development (for athletes) or the Culture and Arts Office (for cultural performers).
2. Submit your filled-out [Approved Absence Form](#) together with the endorsement or acceptance letter. Fill out one approved absence form per subject/course you will miss.
3. Request endorsement for your approved absence from the Office of Sports Development (for athletes) or the Culture and Arts Office (for cultural performers).
4. Once the form is signed, upload it to this link: <https://bit.ly/AAF-OSA>.

OSA will respond within three working days after you submit the form. If you don't receive a response within that time frame, you can send a follow-up email to dsa@dlsu.edu.ph, copying vicedeansa@dlsu.edu.ph. You can expect a response within two days after sending the follow-up email.

Students from the Laguna Campus should seek guidance and approval from the Office of College Student Affairs - Laguna (csa@dlsu.edu.ph).

Falsifying or tampering documents including the approved absence form is a major offense. Please be guided by SECTION 9: ATTENDANCE of the Student Handbook, pp. 85-87.

Please be guided accordingly.

Thank you.