

## **Section 23**

# **GUIDELINES FOR FACULTY CONSIDERATIONS**

DLSU-D students are required to complete assessment tasks to demonstrate that they have achieved the learning outcomes of the units. If a student cannot complete an assessment task (examinations, seatwork, research paper, etc.) due to exceptional circumstances as defined in 23.1 and 23.2, s/he may be eligible for faculty consideration described in 23.3.

**23.1** Administrators and faculty members are enjoined to manifest their understanding/cooperation/consideration to the following students, regardless of their year level and/or affiliation with any of the accredited clubs / organizations / student councils:

**23.1.1** Students designated as official representatives to:

**23.1.1.1** compete and/or participate in any academic, athletic, cultural contests/presentations within the University (e.g. intramurals, Lasallian Week, theatrical productions).

**23.1.1.2** compete and/or participate in any academic, athletic and cultural contests outside the campus to represent their college, in particular and the University in general, in local, regional, national or international competitions, congresses, conventions or conferences.

Students are considered official representatives when they are endorsed by the College/Associate Dean and/or the OSS Dean.

**23.1.2** Students who meet a family emergencies (e.g. sickness or death of immediate family member), or critical medical emergency/ailment (see 16.1.5.3). Such instances require a verification (e.g. submission of death/medical certificates, notarized affidavit of guardian, etc.) and endorsement by the student's academic adviser and the College Dean or Associate Dean. Only family emergencies backed up by proof as indicated in the provision shall be honored.

**23.2** Students concerned should not abuse the consideration extended to them. Students should see their teachers during consultation hours to discuss academic concerns and course requirements made during their absence.

**23.3** Manifestations of support, understanding, cooperation or considerations shall come in the form of the following:

- 23.3.1** When attendance or participation is warranted before the actual competition/presentation or family/medical emergency and a quiz or long examination has been scheduled, the faculty member concerned must give special quiz, special major examination (without the need to pay special examination fee) on the agreed schedule between the faculty and student within the university.
- 23.3.2** Seatworks done in students' absence may be substituted by other requirements.
- 23.3.3** Deadlines for submission of reaction papers, projects, research papers, and other requirements must be extended when they fall close to, or during, the dates of actual competition/ presentation or family/medical emergency. Seat works done in their absence may be substituted by other requirements.
- 23.3.4** Deadlines for submission of reaction papers, projects, research papers, and other requirements must be extended for a week if the deadlines fall on the actual date of competition/ presentation or family/medical emergency.