

## **Section 4**

### **ATTENDANCE**

- 4.1** The name of a student who is officially enrolled appears on the final class list provided by the OUR. Prompt and regular attendance in all classes is required of all students from the first meeting of every course to the end of the semester.
- 4.2** The maximum allowable number of absences of a student per semester is 20% of the number of class hours. For instance, twenty percent (20%) of fifty four (54) hours is eleven (11) hours. A student shall be given a grade of 0.00 if s/he incurs absences more than the allowable percentage of class hours. A student is considered absent if s/he arrives after the:

First 15 minutes of a	One-hour class
First 25 minutes of a	One and a half-hour class
First 30 minutes of a	Two-hour class
First 45 minutes of a	Three-hour class

- 4.3** A student who comes late to class receives one-third absence if s/he arrives in class within the time schedule described above. A one-third (1/3) absence may be added to another two-third (2/3) absence to make a full absence.
- 4.4** Although faculty members are expected to begin their classes promptly, sometimes unavoidable circumstances may cause some faculty members to be late for class. In such cases, the following guidelines are to be observed:
- 4.4.1** For a one-hour class, students may leave the classroom only after 15 minutes has passed; for a one-and-a-half hour class, students should leave after 25 minutes has passed; for a two-hour class, students may leave after 30 minutes has passed; and for a three-hour class, students may leave after 45 minutes.
- 4.4.2** Faculty members arriving late within the time schedule may mark students absent who leave their classes earlier than the prescribed time.
- 4.5** Students should not be marked absent during make-up classes. No academic requirements shall be imposed upon students on a make-up class day.
- 4.6** Meetings missed out on by late enrollees (as reflected in the COR) due to valid reasons, such as sicknesses, accidents, financial difficulties, conflict

in schedule, and late subject offering, should not be counted as absences. Checking of attendance shall be based on the date of registration.

#### **4.7 Approved absences**

An approved absence is an absence not credited against the student and that no grade deduction is made (*see section 23.1.1*). The following are considered approved absences:

- 4.7.1** When a student represents his/her college in institutional or collegiate academic activities inside DLSU-D, as recommended by the Chair or unit head and approved by the College Dean.
- 4.7.2** When a student is asked to represent DLSU-D in any activity, endorsement for approved absences must be made by the concerned unit head or College Dean and approved by the OSS Dean.

#### **4.8 Absences due to family/medical emergencies, or sickness duly certified by a doctor, parent/guardian, college administrator concerned are not considered approved absences but may be given special consideration before giving the student a grade of 0.0 (*see sections 16.1.5.3 and 23.1.2*).**

#### **4.9 A student is held responsible for all lessons and assignments that s/he missed out on during his/her absence.**

#### **4.10 Leave of Absence**

**4.10.1** A student who, for any reason, cannot enroll at any semester, should file an LOA at the office of the College Dean. The LOA is good for a maximum of one year. If the student fails to enroll after the leave expires, his/her slot will be given to a student who wishes to be in the program.

**4.10.2** A student may file an LOA even after the deadline for dropping a course if the absence is due to serious illness, serious or debilitating accident, pregnancy, or serious financial losses of the family.

**4.10.3** A student who is officially under LOA is not allowed to enroll in any other degree program in any school or higher education institution. A student may be granted a maximum of only two (2) LOA's (CEAP Registrar Manual 2009, p. 48).

**4.10.4** Filing of LOA will be done until the end of the preliminary period. If a student does not file an LOA within the specified period, s/he will be considered an Absence Without Leave.