



UNIVERSITY OF THE PHILIPPINES
Quezon City

OFFICE OF THE PRESIDENT

**UP SYSTEM POLICY ON THE SECOND SEMESTER AY 2019-2020
IN THE TIME OF COVID-19**

IMPLEMENTING GUIDELINES

WHEREAS, the COVID-19 pandemic has thrust the academic community worldwide into uncharted territory, leading Universities to a new normal in providing learning opportunities for their students.

WHEREAS, UP, like universities worldwide, has been compelled since the first weeks of March 2020 to shift to remote teaching and learning and adopt alternative modes of assessment that are consistent with its mandate as The National University committed to quality education but that equally take the extreme conditions confronting its students and faculty into account during the Enhanced Community Quarantine (ECQ) in Luzon and other parts of the country;

WHEREAS, UP suspended face-to-face classes and remote teaching and learning using alternative modes of delivery from 17 March 2020 up to the end of the ECQ in Luzon and other parts of the country on 30 April 2020;

WHEREAS, the Presidential Advisory Council (PAC) in its meeting on 13 April 2020 modified the policies recommended by the Academic Affairs Committee (AAC)—which were based on the recommendations of the CU Executive Committees in consultation with College Secretaries, Graduate Program Coordinators, Deans and faculty—and endorsed the following proposed policy on the Second Semester AY 2019-2020 to the Board of Regents (BOR): 1) end the semester on 30 April 2020; 2) assure that students will not fail the course but that their grade of P (Pass) with optional adjectival remarks will be deferred until they meet adjusted course requirements by 31 May 2021; and 3) allow earlier completion of requirements by students on a CU-set deadline.

WHEREAS, the BOR in its special meeting on 16 April 2020 and upon deliberation of all conflicting positions on the matter, adopted the PAC Proposed Policy dated 13 April 2020 on the rules to govern the Second Semester AY 2019-2020 with revision, replacing the P (Pass with optional adjectival remarks) with numeric grades, and granting units offering graduate courses the leeway to determine how best to proceed with learning and assessment while consulting their students and considering the current crisis situation.

WHEREAS, in general, the policy of giving numeric grades to students who complete course requirements has caused strong reactions in the UP community, and confusion as regards to its implementation and operationalization.

WHEREAS, the UP community continues to articulate and make known their objections, comments, and recommendations on the issue of numeric grading to individual members of the BOR and other University officials, for which reason a consultation among the faculty was recently conducted.

WHEREAS, the BOR delegated to the President the authority to issue the guidelines to implement the UP System Policy on the Second Semester AY 2019-2020 in the time of COVID-19.

WHEREAS, The BOR-approved UP System Policy does not prohibit applications for exemption from the provisions pertaining to numeric grading.

NOW THEREFORE, the following Implementing Guidelines are hereby issued:

1. Scope and Coverage

- 1.1 These Guidelines further clarify and operationalize the resolution of the BOR in its special meeting on 16 April 2020 on how to proceed with the Second Semester AY 2019-2020 in light of the COVID-19 pandemic.
- 1.2 These Guidelines cover faculty and students, both graduate and undergraduate, in all the CUs of the UP System except the UP Open University.

2. Definition of Terms and Acronyms

TERMS/ACRONYMS	DEFINITIONS
AAC	UP System Academic Affairs Committee (Chaired by the Vice-President for Academic Affairs with Assistant Vice-Presidents for Academic Affairs, CU Vice-Chancellors for Academic Affairs and CU Vice-Chancellors for Research and Development/Extension as members)
Adjusted course requirements	Adjusted delivery and assessment of courses, as determined by the faculty, due to the disruption of the regular semestral schedule – ECQ, limited access to the internet among many students (and faculty in some cases), and the uncertainty regarding when classes can resume given the continuing threat of contagion, among others.
Alternative summative assessments	Assessments of the overall performance of students that serve as alternatives to the more familiar form of summative assessment—the sit-down proctored final exam. These include reflection papers or critical analysis in lieu of an exam.
Asynchronous teaching and learning	Teaching and learning where faculty and students interact but not in real time. It includes providing offline content resources (readings, lecture notes, recorded lectures, detailed guides, etc., in print or digital format) and using other modes of communication (phone call, SMS, and instant messaging) to monitor students and provide feedback.
BOR	Board of Regents of the University of the Philippines
Bridging programs	<p>Programs intended for remediation to help students catch up with knowledge, skills and competencies that should have been acquired had the semester been regular. These are critical especially for prerequisite courses.</p> <p>These bridging programs may be in the form of self-instructional modules, learning packages, or online workshops. The design and mode of delivery of the bridging programs should consider the current crisis conditions as</p>

TERMS/ACRONYMS	DEFINITIONS
	well as the need to manage the workload of both faculty and students.
Class	Session in a course delivered to students through synchronous or asynchronous teaching and learning methods.
CU	Constituent Universities of the University of the Philippines System
Deferred Grade	Non-submission or withholding of a grade until the adjusted course requirements are complied with.
ECQ	Enhanced Community Quarantine
Face-to-face classes/activities	Physical classes/activities with students in attendance usually conducted in the classroom or in alternative settings,
Online teaching and learning	Teaching and learning using alternative modes of delivery that rely on the Internet
PAC	Presidential Advisory Council (Chaired by the UP President with the CU Chancellors, Executive Vice-President and Vice-Presidents as members)
Remote teaching and learning	Teaching and learning where the faculty and students are physically/geographically separated and which uses alternative modes of delivery covering the entire spectrum of synchronous and asynchronous communication, from text-based (basic email, FB messenger, Viber group, etc.) to online meetings (via UVLe, Zoom, Google Hangouts, Google Meet, etc.).
Synchronous teaching and learning	Teaching and learning where faculty and students interact in real time. It includes webinars, live broadcasts, chats, and teleconferences (using applications such as Zoom, Skype, Google Hangouts, Facebook Messenger, among others). These allow for immediate feedback, and facilitate the flow of information and collaboration.
Unit	Smallest academic body – may be a department, institute, program, college, or school.

3. End of the Second Semester AY 2019-2020 and Midyear 2020

- 3.1** The last day of class for the Second Semester AY 2019- 2020 is 30 April 2020. Activities held after this date shall be for the purpose of enabling students to complete adjusted course requirements.
- 3.2** The end dates indicated in the approved academic calendar—such as for the submission of grades and University Council meetings for graduating students—will be revised by the CUs for the approval of the UP President
- 3.3** Midyear 2020 will proceed depending on the CU but only courses indicated in students' approved curricula that are required during the Midyear will be offered.
- 3.3.1** The offering of other courses requested by students (e.g., students who will be graduating during the Midyear) is subject to the approval of the offering unit.
- 3.3.2** Whether or not the CU offers Midyear courses, Midyear 2020 will also provide the opportunity to offer bridging programs.

3.4 The final schedule of Midyear 2020 will be informed by the ongoing assessment of the COVID-19 situation.

4. Academic Activities after 30 April 2020

4.1 Given the shortened semester, faculty members are enjoined to inform their students of adjusted course requirements.

4.1.1 Irrespective of the lifting of the ECQ in the short or medium term, there will be no face-to-face classes for the rest of the academic year.

4.1.2 CUs shall set a deadline for faculty members to disseminate the adjusted course requirements to all their students as the situation allows.

4.1.3 Faculty members who are unable to reach some students may seek the assistance of the College Secretaries of their students' home unit.

4.1.4 A copy of the adjusted course requirements, if applicable, shall be submitted to the faculty member's unit for its files.

4.1.5 CUs shall also set the deadline for earlier completion of adjusted course requirements for graduating students and other students opting to do so within the Second Semester 2019-2020.

4.1.6 There should be sufficient time for students to complete the adjusted course requirements between their dissemination to students and the CU-stipulated deadline for earlier completion.

4.2 Adjusted course requirements may take the form of an examination.

4.2.1 A sit-down proctored final examination is no longer feasible. As the COVID-19 threat persists, when students will be allowed to return to school is uncertain.

4.2.1.1 Online exams are an option but careful thought must be given to the platform to be used, the students' internet connection, and their psychological preparedness to take the exam online, among other considerations.

4.2.1.2 Alternative forms of summative assessment (e.g. reflection paper or critical analysis) may be considered in lieu of exams.

4.2.1.3 The schedule of examinations shall be set by the respective units based on the CU deadline for earlier completion of adjusted course requirements.

4.3 Online classes are discouraged but may be conducted for the limited purpose of levelling of expectations, clarifications, overall guidance and summation. Synchronous online meetings shall not impact grading and, to the extent possible, be recorded and disseminated for the benefit of all concerned students.

4.4 Within the general framework and rationale of the BOR resolution, completion of laboratory, studio, PE, NSTP, and other similar courses shall be determined by the units offering the courses. Offering units are free to redesign the course and explore alternative ways and options to facilitate the completion of these courses remotely.

- 4.5** When faculty members are unable to perform their academic function due to the COVID- 19 crisis, their respective units, out of duty and compassion for the faculty members concerned and their students, shall ensure that those who comply with the adjusted requirements of the course are given a grade.
- 4.6** Graduate programs are strongly encouraged to adopt or conform with the general framework, rationale and guidelines on the conduct of academic exercises, as contained in the BOR Resolution.
- 4.6.1.** Units offering or handing graduate programs may opt to adopt the policies in this section.
- 4.6.2.** In light of the COVID-19 situation, the BOR policy on prohibiting face-to-face activities also applies to graduate programs.

5. Academic Rules on Academic Standing Policies

- 5.1** The University is waiving academic deadlines and policies on scholastic standing and student financial assistance as follows:
- 5.1.1** The deadline for dropping of subjects for the Second Semester AY 2019-2020 is lifted.
- 5.1.2** The deadline for filing Leave of Absence for the Second Semester AY 2019-2020 is lifted.
- 5.1.3** The Second Semester AY 2019-2020 shall not be included in the reckoning or in the counting of years of residence of a student.
- 5.1.4** A student who incurred an INC during the Second Semester AY 2018-2019 shall be allowed to remove the INC until First Semester AY 2020-2021.
- 5.1.5** A student who incurred a 4.0 during the Second Semester AY 2018-2019 shall be allowed to remove the 4.0 until First Semester AY 2020-2021.
- 5.1.6** The rules on scholastic standing (delinquency) – i.e., warning, probation, dismissal, and permanent disqualification – are suspended for this semester.
- 5.1.7** Policies on student financial assistance which are tied to scholastic standing are suspended.

6. Grading System

6.1 For Undergraduate Students

6.1.1 Options for Students

- 6.1.1.1** All students may comply or submit themselves to provisions **6.1.2** or **6.1.3** below for the giving of grades.
- 6.1.1.2** Alternatively, students may elect to drop at any time and re-enroll their courses or, when appropriate, re-enroll in alternative elective courses or equivalent courses in accordance with the curriculum of the concerned unit, in succeeding semesters.
- 6.1.1.3** Students, by not submitting themselves to provision **6.1.2** or **6.1.3** below for the giving of grades nor electing to drop, may choose not to pursue in

any way their enrolled courses for the Second Semester AY 2019-2020. They shall inform their University Registrar through their Dean in writing of this choice at any time before 31 May 2021. The students shall be deemed dropped as of 31 May 2021 and allowed to re-enroll their courses or equivalent courses in the succeeding semesters. **Meanwhile, they shall remain without grades.**

6.1.2 Faculty who have sufficient basis to give their students a grade as of the end of the semester shall proceed as follows:

6.1.2.1 To students whose status is passing, give a numeric grade.

6.1.2.2 To students whose status is failing or incomplete, withhold the grade (Deferred grade). Such students have until 31 May 2021 to complete the adjusted course requirements. Upon completion, grading will follow the procedure in **6.1.3.1** and **6.1.3.2**.

6.1.3 Where there is no sufficient basis for giving students a grade as of the end of the semester, grades shall be deferred. Students have up to 31 May 2021 to complete the adjusted course requirements.

6.1.3.1 Upon completion by the students on or before 31 May 2021, the faculty shall proceed as follows:

6.1.3.1.1 To students who are able to satisfactorily comply with the adjusted course requirements, give a numeric grade.

6.1.3.1.2 To students who are unable to comply with the requirements for whatever reason, whose status is failing or whose performance is unsatisfactory, DROP the student. The students may re-enroll the same course or equivalent subject in succeeding semesters.

6.1.4 **No student shall be given a grade of 4.0, 5.0 or INC for courses in the Second Semester AY 2019-2020.**

6.1.5 DRP given for the Second Semester AY 2019-2020 shall be annotated in the Transcript of Records with an asterisk (due to COVID-19).

6.1.6 Where a unit would like to be exempted from the numeric grading system:

6.1.6.1 Any unit may, for justifiable reasons, file applications on behalf of its faculty members for exemption from the provisions of the UP System Policy imposing only a numeric grading system for all courses enrolled in the Second Semester AY 2019-2020.

6.1.6.2 Any such application for exemption shall be limited to seeking authority to give P (Pass) as a grade with the option of the faculty to give numeric grades to particular students where their circumstances so require.

6.1.6.3 Applications shall be filed on or before **15 May 2020** through the Chancellors of the CU's involved, who will then endorse the same to the President through the Office of the Vice-President for Academic Affairs for the eventual consideration of the BOR.

6.2 For Graduate Students

6.2.1 Units offering or handling graduate courses shall determine the parameters for the assessment of their students' academic performance, taking into consideration the current crisis situation.

6.2.2 Such units may also opt to adopt the aforementioned grading system for undergraduate students.

7. Bridging Programs

7.1 Students have up to **31 May 2021** to meet the adjusted course requirements. A student enrolled in a course this semester that is a prerequisite to another shall be allowed to enroll in the latter course for credit, despite having no grade yet for the prerequisite course. Appropriate **bridging mechanisms** by the offering units should be devised.

7.2 Bridging programs are intended for remediation or helping these students catch up with the prerequisite course.

7.2.1 The bridging programs may be in the form of self-instructional modules, learning packages or online workshops. The design and mode of delivery of the bridging programs should consider the current crisis conditions as well as the need to manage the workload of both faculty and students.

7.2.2 The bridging programs may be made available as early as Midyear 2020.

7.2.3 Given the impact of the COVID-19 pandemic on the quality of education in the Second Semester, the unit can develop programs that will hone the competence of students in the critical courses of their programs. Such programs may be in the form of courses designed for flexible delivery that students can audit in the Midyear term or the First semester AY 2020-2021.

8. Graduating Students as of the Second Semester AY 2019-2020

8.1 Graduating students completing the requirements by the deadline set by the CU for the Second Semester AY 2019-2020 shall be endorsed for graduation to the BOR when it meets to approve the candidates for graduation in June or July 2020;

8.2 Graduation ceremonies are postponed to a more auspicious time;

8.3 Graduating students as of the end of the semester with deferred grades who complete their requirements after the deadline set by the CU for the Second Semester AY 2019-2020 shall be endorsed for graduation to the BOR in the semester when the student has completed the requirements for graduation. However, **the student shall be deemed graduated as of the Second Semester AY 2019-2020.**


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