

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

FAQs for UP Diliman¹

Anchored on the BOR resolution on the UP System policy on the Second Semester AY 2019-2020 in the time of COVID-19 dated 16 April 2020, Memorandum No. OSU 2020-01-03 dated 23 April 2020, OVPAA Memo No 2020-48 dated 14 April 2020, and the OVPAA directive contained in Memorandum No OVPAA 2020-31 dated 9 March 2020, these FAQs were prepared in order to clarify some of the issues concerning how the university intends to move forward with the current academic year in general, and the Second Semester AY 2019-2020 in particular. The general principle to be followed is maximum consideration, flexibility, and compassion in any academic decisions that are made this semester.

1. What will happen to classes this Second Semester?

The last day of classes will be on 30 April 2020. Activities held after this date shall be for the purpose of enabling students to complete adjusted course requirements.

2. Do these activities after 30 April 2020 include online classes?

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.

3. What is synchronous teaching and learning?

This is 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.

4. What is asynchronous teaching and learning?

This is teaching and learning where faculty and students interact but not in real time. It includes providing offline content resources (readings, lecture notes, recorded lectures,

¹ The FAQs are based on the BOR resolution, Implementing Guidelines on the UP System Policy on the Second Semester 2019-2020 in the Time of COVID-19, OVPAA memos, University Catalogue 2014, and UP Diliman Executive Committee resolutions. Some of the answers were directly lifted from the BOR resolution and its Implementing Guidelines.

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.

5. What is remote teaching and learning?

This is 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.).

6. Do units handling graduate programs need to follow remote teaching and learning?

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. In light of the COVID-19 situation, the BOR policy on prohibiting face-to-face activities also applies to graduate programs.

7. If the last day of classes is on 30 April 2020, does it mean students will be given a grade starting 01 May 2020?

No. Students will have deferred grades until they have completed the adjusted course requirements.

8. What does “deferred grade” mean?

“Deferred grade” means non-submission or withholding of a grade until the adjusted course requirements are complied with.

9. Does this mean the grades for enrolled courses this Second Semester 2019-2020 will be left blank?

Yes, until the adjusted course requirements are complied with.

10. What does “adjusted course requirements” mean?

“Adjusted course requirements” refers to adjusted delivery and assessment of courses, as determined by the faculty, due to the disruption of the regular semestral or trimestral schedule – Enhanced Community Quarantine (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.

11. Can the faculty give an examination as part of the adjusted course requirements?

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

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.

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

12. How will students complete their courses with laboratory, field, and related components? How will laboratory, studio, PE, NSTP, and other similar courses be taught using remote learning?

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.

13. Are there any arrangements made for students who are required to complete required hours for internship, practicum, on-the-job training (OJT), or fieldwork, especially for those who need to complete this requirement for board exam purposes?

Offering units are free to redesign the course and explore alternative ways and options to facilitate offering of these courses. Some units may explore reducing or lessening the number of hours required without sacrificing the minimum competencies needed to be attained in their offered courses. Some may contact their partner institutions to explore giving students the option to work-from-home.

14. What if students cannot comply with or complete the adjusted course requirements this Second Semester 2019-2020?

Their grades will be deferred. Students have until 31 May 2021 to comply with or complete the adjusted requirements.

15. What if students are graduating this Second Semester 2019-2020 but could not comply with the adjusted course requirements?

Their grades will be deferred. Students in the list of candidates for graduation as of the end of the Second Semester AY 2019-2020 who meet the course requirements within the:

- a. Mid- year 2020 will be endorsed for graduation in the First Semester AY 2020-2021 and be considered graduated as of end of Second Semester AY 2019-2020.
- b. First Semester AY 2020-2021 will be endorsed for graduation in the Second Semester AY 2020-2021 and be considered graduated as of end of Second Semester AY 2019-2020.
- c. Second Semester AY 2020-2021 and by 31 May 2021, will be endorsed for graduation in the Mid-year 2021 and be considered graduated as of end of Second Semester AY 2019-2020.

16. What will happen if the adjusted requirements are not complied with by 31 May 2021?

Students will be given DRP (dropped) mark for the course. The students may re-enroll the same course or equivalent course in succeeding semesters.

17. What will happen if, upon completion of the adjusted requirements by 31 May 2021, the faculty finds students' completion unsatisfactory or worthy of a failing grade?

Students whose status is failing or whose performance is unsatisfactory by 31 May 2021 will be given a DRP (dropped) mark for the course. The students may re-enroll the same course or equivalent course in succeeding semesters.

18. Can students drop their enrolled courses instead of opting to complete them until 31 May 2021?

Yes, students have that option. 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.

19. Instead of giving a deferred grade, why can't the faculty simply give a grade of INC (Incomplete)?

Section 6.1.4 of the BOR resolution implementing guidelines states that no student shall be given a grade of 4.0, 5.0 or INC for courses in the Second Semester AY 2019-2020.

20. What will happen to the unfinished dropping application of students this Second Semester 2019-2020?

Dropping transactions that remain unpaid after the prescribed deadline shall be considered invalid.

21. What happens if a student never attended class or incurred 6 or more excused absences prior to class suspension?

Students who never attended class or incurred 6 or more excused absences prior to class suspension will be given a DRP mark for the course, in accordance with University rule on attendance. The students may re-enroll the same course or equivalent course in succeeding semesters.

22. What happens if a student incurred 6 or more unexcused absences prior to class suspension?

Section 6.1.4 of the BOR resolution implementing guidelines states that no student shall be given a grade of 4.0, 5.0 or INC for courses in the Second Semester AY 2019-2020. Thus, students who incurred 6 or more unexcused absences prior to class suspension will be given a DRP mark for the course (instead of a 5.0 per University rule). The students may re-enroll the same course or equivalent course in succeeding semesters.

23. Will there be annotations for the DRP mark in the students' Transcript of Records?

The mark of DRP given for the Second Semester AY 2019-2020 shall be annotated in the Transcript of Records with "due to COVID-19".

24. Do we now have an adjusted academic calendar for Second Semester 2019-2020?

Yes, the EC-approved adjusted academic calendar now awaits approval of the President.

25. What are the important adjustments made in the Second Semester 2019-2020 academic calendar?

The following are important adjustments made in the academic calendar:

- a. Re-opening of the Semester² – 01 May 2020
- b. Last day for graduating students to clear their deficiencies – 22 May 2020

² for students who opt to complete adjusted course requirements within Second Semester 2019-2020

- c. Closing of the Semester – 16 June 2020
- d. Deadline for Grade Submission – 24 June 2020

These adjustments will take effect once the President approves the adjusted academic calendar.

26. When is the earliest date a faculty can submit grades?

Once the President approves the adjusted academic calendar, the faculty may start submitting grades on 17 June 2020 or a day after the closing of the semester.

27. In case of deferred grades, does the faculty need to indicate in the grade submission module the phrase “deferred grade”?

No, the faculty simply leaves the grade column blank.

28. If the Enhanced Community Quarantine (ECQ) is lifted, do we go back to face-to-face classes?

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.

29. What if faculty members are unable to reach some students?

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

30. What if only one student in a class wants to continue and complete the adjusted course requirements within this Second Semester? Should the faculty accommodate the student?

Yes, the faculty should accommodate the student opting to continue and finish this semester or any other semester until 31 May 2021.

31. Can the faculty require the students to complete the adjusted course requirements within the Second Semester 2019-2020?

No, the faculty must not decide for the students. The decision on when to complete the adjusted course requirements rests on the students. They are given until 31 May 2021 to complete.

32. Can the students complete the adjusted course requirements anytime they want until 31 May 2021?

Students and faculty need to follow the deadlines set by the University each term [Second Semester 2019-2020, Midyear Term 2020, First Semester 2020-2021 and Second Semester 2020-2021 (until 31 May 2021)] for completion of adjusted course requirements. The faculty members need to start disseminating the adjusted course requirements to all their students by the re-opening of the second semester. These adjusted course requirements will be the same for all students completing it by 31 May 2021.

33. What if the faculty are unable to perform their academic function due to the COVID-19 crisis?

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.

34. What will happen to the Midyear Term (MYT) AY 2019-2020?

MYT 2020 will proceed but only courses indicated in students' approved curricula that are required during the midyear will be offered.

Whether or not the colleges offer Midyear courses, MYT 2020 will also provide the opportunity to offer bridging programs.

35. What are bridging programs?

Bridging programs are 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.

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 well as the need to manage the workload of both faculty and students.

36. What if graduating students need to take courses that are not required offerings during the MYT 2020?

Offering of other courses may be requested by students (e.g., students who will be graduating during the midyear and need courses that are not required offerings during the midyear) but this is subject to the approval of the offering unit.

37. Will the qualifying/comprehensive exams at the graduate level push through this semester?

The BOR resolution states that all units offering and handling graduate courses shall determine how best to proceed with their courses, in consultation with their students, and in consideration of the current crisis situation. The parameters for the assessment of their students' academic performance, shall be determined by the respective colleges/departments, likewise taking into consideration the current crisis situation.

Thus, the decision to push through with qualifying/comprehensive exams shall be determined by the offering units subject to appropriate arrangements in accordance with University rules and guidelines.

38. Will the students be allowed to defend their proposal and final thesis/dissertation online?

The decision to allow online defense of proposals and/or final theses/dissertations shall be determined by the offering units subject to appropriate arrangements in accordance with University rules and guidelines.

39. What if a student is unable to proceed with the qualifying/comprehensive exams, proposal or final defense, or classes this semester?

Depending on appropriate arrangements to be determined by the offering units, students shall be given maximum consideration and flexibility this semester. For students who are in their respective provinces and/or do not have the necessary means to respond to emails and text messages despite all the efforts made by the colleges to reach out, their grades will be deferred. The faculty are then enjoined to assist the students to be able to complete the requirements of the courses within a year.

Students may also request to postpone the completion of their academic requirements (e.g., qualifying/comprehensive exams, proposal and final thesis/dissertation defense) from their offering units. Residence for the Second Semester AY 2019-2020 shall not be included in the reckoning or in the counting of years of residence of a student.

40. Are there deadlines and other academic status rules that will be lifted or adjusted this semester?

The following academic deadlines will be lifted and academic status rules will be adjusted this semester:

- a. The deadline for dropping of subjects for this semester is lifted.
- b. The deadline for filing of Leave of Absence for this semester is lifted.
- c. Residence for the Second Semester 2019-2020 shall not be included in the reckoning or in the counting of years of residence of a student.
- d. 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.
- e. 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.
- f. The rules on scholastic standing (delinquency) – i.e., warning, probation, dismissal, and permanent disqualification – are suspended for this semester.

41. Can a student whose grade is deferred in a prerequisite course enlist in a course that requires that prerequisite during the midyear or in the succeeding semester?

Yes. 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. This is part of the consideration to be given to students in light of the extraordinary circumstances we are all in.

42. What kinds of support can we give students and faculty members who are having concerns beyond academics?

The University recognizes that there are students and faculty who can move forward and participate in remote learning. In the same manner, the university recognizes that there are those who will have challenges in moving forward given this mode of learning. Inclusivity provides that we seek them out, identify what their specific needs are, and help them.

To be able to provide faculty and students with resource requirements, UPD is currently coordinating with PLDT, Smart and Globe Telecom for reasonable, discounted internet access plans. The OUR can also lend its 190 tablets to faculty and students who need it while parallel efforts are also being done at the unit level.

Aside from resource requirements, the university is also committed to providing psychosocial support to both faculty and students through PsycServ, support services by the College of Social Work and Community Development (CSWCD), and training in psychological first aid by CSWCD's Psychosocial Committee in cooperation with UPD Pahinungod.

43. What will happen to external scholarship grants of students?

The University will try to reach out to CHED, DOST, and other scholarship grantors regarding the period of grant (i.e., extension of scholarships), and the suspension of rules on academic standing of grantees.

44. What will happen to student financial assistance which are tied to scholastic standing?

Policies on student financial assistance which are tied to scholastic standing are suspended.

45. How about access to the library?

An online access to the main library is available using your DILNET account. Log in to ezproxy.upd.edu.ph using your DILNET account for free access to Science Direct Textbooks.

You may also access other free ebooks of the UPD library by clicking on this link: <https://www.mainlib.upd.edu.ph/?q=ebooks>. Aside from logging in to ezproxy, you may request for the PDF copy of ebooks at libraryinfo.updiliman@up.edu.ph.

46. What will happen to incoming freshies?

The OUR has already prepared its Admission Guide for Incoming Freshies. Important dates and deadlines have also been plotted while waiting for the UPCAT results. All relevant materials will be announced and cascaded to the colleges once the results are released.

47. Can the College defer acceptance of shiftees, transferees, and incoming graduate students in the First Semester 2020-2021?

The decision to defer acceptance rests on the degree program offering unit.

48. What will happen to the grade requirement for shiftees (within the college or within UP Diliman), transferees (from other UP Constituent Units and from other universities)?

Grade requirement for shiftees and transferees will be based on their available GWA.

49. What will happen to the retention or maintaining grades required of students from various degree programs?

Since the rules on scholastic standing (delinquency) – i.e., warning, probation, dismissal, and permanent disqualification – are suspended for this semester, retention or maintaining grades required of students from various degree programs are also suspended.

50. What is the scholastic standing of the student at the end of the Second Semester 2019-2020?

Since the rules on scholastic standing (delinquency) are suspended for this semester, effectively, students' scholastic standing at the start of the second semester holds.

51. Should graduate degree programs following the Trimestral academic calendar also adjust its deadlines?

Yes, since suspension of classes affected the deadlines of both regular and trimestral calendars.

52. Can graduate students still apply for residence after the end of classes on 30 April 2020?

Yes, as long as the semester/trimester has not closed yet per proposed adjustments to the academic calendar (which is pending the President's approval).

53. Will there be Graduation Ceremonies for AY 2019-2020 graduates?

Graduation ceremonies are postponed to a more auspicious time.