



University of the Philippines Visayas

Miagao, Iloilo



FREQUENTLY ASKED QUESTIONS

These frequently asked questions (FAQs) are based entirely on the BOR approved UP SYSTEM POLICY ON THE SECOND SEMESTER AY 2019-2020 IN THE TIME OF COVID-19 and its implementing guidelines.

The purpose of these FAQs is to clarify academic-related concerns about the Second Semester and Midyear term, AY 2019-2020. It covers the adjusted academic calendar, grading system, academic rules and academic standing policies, graduation, and Student Evaluation of Teaching (SET).

I. Second semester 2019-2020

1. When is the last day of classes for the Second Semester 2019-2020?

The last day of classes 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.

2. What will be the activities after 30 April 2020?

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.

Faculty members are to disseminate adjusted course requirements to all their students as the situation allows.

Online classes or meetings are discouraged but may be conducted only to communicate/consult students regarding adjusted course requirements, levelling of expectations, clarifications, overall guidance and summation.

3. What is remote teaching and learning?

Remote teaching and learning is defined as the mode 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.)

4. What is the meaning of “adjusted course requirements”?

Adjusted course requirements means the adjusted delivery and assessment of courses, as determined by the faculty, due to the disruption of the regular semestral 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 the contagion, among others.

5. Can an examination be part of the adjusted course requirements of a course?

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.

6. How will students complete courses with laboratory or fieldwork; NSTP and; PE?

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.

7. How will students comply with internship, practicum, on-the-job-training and other out of classroom requirements?

Offering units are free to redesign the course and explore alternative ways and options to facilitate the completion of these courses. Offering units can make adjustments in some aspects of these courses (e.g. required number of hours or activities) as long as important skills and learning outcomes are attained.

II. Grading System

8. How will students be graded this second semester?

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

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

9. What if students are not able to comply with the adjusted requirements this second semester?

The grades of these students will be deferred. They have until 31 May 2021 to complete the adjusted course requirements.

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

10. If my status is failing or incomplete, can my teacher give me a 4.0, 5.0, or INC?

Your grades will be withheld (deferred) but you have until 31 May 2021 to compete the adjusted course requirements. No student shall be given a grade of 4.0, 5.0 or INC for courses in the Second Semester AY 2019-2020.

If by 31 May 2021 the student is unable to comply with the requirements for whatever reason, whose status is failing or whose performance is unsatisfactory, he/she will be given a DROP. The student may re-enroll the same course or equivalent subject in succeeding semester.

11. What does “deferred grade” mean?

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

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

Yes. It will be left blank until the adjusted course requirements are complied with.

13. What will happen if adjusted course requirements are not completed by 31 May 2021?

Students who are unable to comply with the requirements for whatever reason, whose status is failing or whose performance is unsatisfactory, will be given a DRP mark. The students may re-enroll the same course or equivalent subject in succeeding semesters.

14. Can faculty members/units be exempted from giving numeric grades for this second semester?

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.

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.

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.

15. Can the faculty require students to complete the adjusted course requirements within the second semester 2019-2020?

No, students have until 31 May 2021 to comply with the adjusted course requirements.

16. As students, do we have the option not to comply the course requirements before 15 June 2020 (for graduating) or 19 June 2020 (for non-graduating)?

Yes. Students may select any of the following options:

- a. Drop at any time and re-enroll their courses or, when appropriate, re-enroll in alternative elective courses or equivalent in accordance with the curriculum of the concerned unit, in succeeding semesters.
- b. Choose not to drop or pursue in any way their enrolled courses for the Second Semester AY 2019-2020. If so, students 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.
- c. For students whose status is failing or incomplete, complete the adjusted course requirements **after** the Second Semester AY 2019-2020 deadline for completion of adjusted course requirements **but not later than 31 May 2021**.
- d. Where there is no sufficient basis for giving students a grade as of the end of the semester, choose a deferred grade but complete the adjusted course requirements not later than 31 May 2021.

17. If I drop my subjects enrolled in the Second Semester AY 2019-2020, will DRP appear on my Transcript of Records?

DRP will appear in your Transcript of Records with an asterisk (due to COVID-19).

18. If my teacher asks for our consent to give the whole class a P (Pass) grade, can I request for a numeric grade for the reason that I need it for my scholarship or for application for further studies, or to take the board exam?

A student can opt for a numeric grade from a teacher provided that the teacher had sought for authority to give P (Pass) grade with an option to give numeric grades to

particular students where their circumstances require. The deadline for the faculty member to apply for exemption from the numeric grading system is on or before 15 May 2020.

III. Academic Calendar

19. What are the important dates to remember in the adjusted Second Semester 2019-2020 Academic Calendar?

- a. Deadline for completion of adjusted course requirements for the second semester/trimester AY 2019 – 2020

For undergraduate and graduate semestral programs:

graduating students - June 15, 2020

other students - June 19, 2020

For graduate trimestral programs:

graduating and non-graduating students - May 31, 2020

- b. Last day for graduating students to clear deficiencies incurred in previous semesters/trimesters -- *June 19, 2020*

- c. Deadline for submission of grades

For undergraduate and graduate semestral programs:

graduating students – June 22, 2020

other students – June 26, 2020

For graduate trimestral programs:

graduating and non-graduating students - June 10, 2020

20. When can a faculty submit grades for Second Semester AY 2019 - 2020?

The CRS will enable the submission of grades for the Second Semester AY 2019-2020 starting 15 June 2020 until 26 June 2020.

IV. Academic Rules on Academic Standing Policies

21. Will academic deadlines and rules on academic status be adjusted for the second semester 2019-2020?

The University is waiving academic deadlines and policies on scholastic standing and student financial assistance as follows:

a. DROPPING OF SUBJECTS

The deadline for dropping of subjects for the Second Semester AY 2019-2020 is lifted.

b. LEAVE OF ABSENCE

The deadline for filing Leave of Absence for the Second Semester AY 2019-2020 is lifted.

c. MAXIMUM RESIDENCE

The Second Semester AY 2019-2020 shall not be included in the reckoning or in the counting of years of residence of a student.

d. REMOVAL OF INC

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. REMOVAL OF 4.0

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. RULES ON SCHOLASTIC STANDING

The rules on scholastic standing (delinquency) – i.e., warning, probation, dismissal, and permanent disqualification – are suspended for this semester.

g. POLICIES ON STUDENT FINANCIAL ASSISTANCE

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

22. I am planning to apply for waiver of MRR. Is the Second Semester 2019-2020 included in the counting of years of my residence in UP?

The Second Semester AY 2019-2020 is not included in the reckoning or in the counting of years of residence of a student.

23. What will happen to Donor-funded scholarship and student grants?

The University will get in touch with Donors (DOST, CHED, private donors, donor foundations/companies, etc.) to communicate the suspension of policies on student financial assistance which are tied to scholastic standing for the second semester 2019-2020. The Office of Student Affairs will make announcements related to scholarships and student grants.

24. Can a student with a deferred grade in a prerequisite course taken in the second semester 2019-2020 enroll in a course that requires that prerequisite course during midyear or the succeeding term/semester?

A student who enrolled in a course in the Second Semester AY 2019-2020 that is a prerequisite to another, shall be allowed to enroll in the latter course for credit, despite having a “deferred grade” for the prerequisite course. *Appropriate bridging mechanisms by the offering units should be devised.*

V. Midyear Term AY 2019-2020

25. Will there be Midyear course offerings?

The Midyear Term AY 2019-2020 will proceed as per schedule specified in the adjusted academic. Offerings will be limited to courses required in the midyear as indicated in students’ the curricula.

Midyear 2020 will also provide the opportunity to offer bridging programs.

- 26. I only have to take one course in order to graduate this Midyear 2020 but the course I need to enroll is offered only during the First Semester. Can I appeal that the course be offered this Midyear or will I be allowed to cross-enroll to other UP campus?**

Per the implementing the guidelines, only courses indicated in the students' approved curriculum that are required during the Midyear will be offered. The offering of other courses requested by students who will be graduating during the Midyear is subject to the approval of the offering unit.

VI. Bridging programs

- 27. How can I prepare for the next course if the prerequisite of which was taken in the Second Semester AY 2019-2020 and we have only finished half of our lessons?**

There will be Bridging 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.

VII. Graduate Students

- 28. Is the Implementing Guidelines for Second Semester AY 2019-2020 in the time of COVID-19 applicable to graduate programs?**

Yes it is. 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.

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. Graduate programs may also opt to adopt the aforementioned grading systems for undergraduate students.

VIII. Graduation

29. When do I need to comply the course requirements set by my subject-teacher in order for me to graduate this Second Semester of AY 2019-2020?

You need to complete the adjusted course requirements not later than 15 June 2020 and the deficiencies incurred in the previous semesters on or before 19 June 2020 in order for you to graduate effective Second Semester AY 2019-2020.

30. What if students are graduating this Second Semester 2019-2020 but could not comply with the adjusted 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. Midyear 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.

31. Is there a plan to hold a graduation ceremony this year? When would that be?

Graduation ceremonies are postponed to a more auspicious time. *Per the approved adjusted calendar for UPV, the Commencement Exercises is scheduled on 22 July 2020. Matters related to commencement exercises will be announced later by the Office of the University Registrar*

IX. SET Administration

32. Are students required to accomplish online Students Evaluation of Teaching (oSET) this semester?

No. As agreed upon during the Special Executive Committee Meeting held on 29 April 2020, SET shall not be required for the Second Semester AY 2019-2020.

Note: For more clarifications or inquiries, you may contact your respective division, department, institute, office of the college secretary, or office of the dean (please see attached email and telephone directories).

Email Addresses:

CAS College Sec Office	cas-sec.upvisayas@up.edu.ph
CAS Dean's Office.....	cas@upv.edu.ph
CAS Department of Chemistry.....	deptchem@upv.edu.ph
CAS Department of Physical Education	pe@upv.edu.ph
CAS Division of Biological Sciences	clovers_bio@yahoo.com
CAS Division of Biological Sciences.....	biosci.upvisayas@up.edu.ph
CAS Division of Humanities	humdiv.upv@up.edu.ph
CAS Division of Humanities	humdivupv@gmail.com
CAS Division of Physical Sciences and Mathematics	dpsmcas_upv@yahoo.com
CAS Division of Physical Sciences and Mathematics.....	psm.upvisayas@up.edu.ph
CAS Division of Prof Ed	profed.upvisayas@up.edu.ph
CAS Division of Social Sciences	socsci@upv.edu.ph
CFOS College Sec Office.....	cfos-sec.upvisayas@up.edu.ph
CFOS Dean's Office	cfos@upv.edu.ph
CFOS Dean's Office	upv_cfos@yahoo.com
CFOS IA	cfosia@yahoo.com
CFOS IA	ia@upv.edu.ph
CFOS IFPDS	ifpds@upv.edu.ph
CFOS IFPT	ifpt02@yahoo.com
CFOS IFPT	ifpt@upv.edu.ph
CFOS IMFO	imfo.upvisayas@up.edu.ph
CFOS IMFO	upvimfo@yahoo.com
CM College Sec Office	cm-sec.upvisayas@up.edu.ph
CM College Sec Office	cm-sec@upv.edu.ph
CM Dean's Office	cm-dean.upvisayas@up.edu.ph
CM Dept of Accounting	accounting_cm@yahoo.com
CM Dept of Management	deptmgt.upvisayas@up.edu.ph
CRS.....	crs.upvisayas@up.edu.ph
GPO	gpo@upv.edu.ph
GPO	upvgpo@yahoo.com
NSTP	nstp@upv.edu.ph
NSTP	nstpupv@gmail.com
OSA	osa.upvisayas@up.edu.ph
OSA	osa@upv.edu.ph
OSA Socialized Tuition Office	upvsto@gmail.com
OUR	our.upvisayas@up.edu.ph
OVCAA	ovcaa.upvisayas@up.edu.ph
OVCAA	upv_ovcaa@yahoo.com
SOTECH College Secretary	sotech-sec.upvisayas@up.edu.ph
SOTECH Dean's Office	sotech-dean.upvisayas@up.edu.ph
SOTECH Dean's Office	upv_sotech@yahoo.com
UPV Library	lib.upvisayas@up.edu.ph
UPV Library	library@upv.edu.ph
UPVTC Dean's Office	upvtac.upvisayas@up.edu.ph
UPVTC-College Sec Office	tac-sec.upvisayas@up.edu.ph
UPVTC-DNSM.....	dnsm.tac.upvisayas@up.edu.ph
UPVTC-DSS.....	dss.upv-tac@up.edu.ph
UPVTC-DM.....	mgt.tac.upvisayas@up.edu.ph
UPVTC-DH and PE.....	hum.tac.upvisayas@up.edu.ph
UPVTC-OSA.....	osa.tac.upvisayas@up.edu.ph

Contact Numbers *(Please see attached Telephone Directory)*