



UNIVERSITY OF THE PHILIPPINES LOS BAÑOS

*Office of the Chancellor*

24 April 2020

MEMORANDUM NO. 072  
Series of 2020

TO : **All Faculty Members and Staff**

SUBJECT : **Implementing Guidelines of the UP System Policy on the Second Semester AY 2019-2020 in the Time of COVID-19 issued by UP President Danilo L. Concepcion**

For the guidance of all faculty members and staff of concerned academic support offices on the "UP System Policy on the Second Semester AY 2019-2020 in the Time of COVID-19" issued by UP President Danilo L. Concepcion on 23 April 2020, the following guidelines are hereby adopted for UPLB:

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

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.
2. The approved UPLB Academic Calendar AY 2019-2020 will be revised accordingly to adjust the dates of the submission of grades, College Faculty Meetings, UC Executive Committee Meeting and the University Council Meeting. The revised Academic Calendar will be endorsed by the UC Executive Committee for the approval of the UP System President.
3. Midyear 2020 will proceed but only courses indicated in the approved curricula of the degree program that are required during the Midyear will be offered.
  - 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.
  - 3.2 The Midyear 2020 may also be for the offering of bridging programs.

**B. Academic Activities after 30 April 2020**

1. The UPLB deadline for faculty members to disseminate to all their students the adjusted course requirements and the deadline set by UPLB for the students to complete them is **08 May 2020**.

2. The UPLB deadline for completion of adjusted course requirements for graduating students and other students opting to do so within the Second semester 2019-2020 is **15 July 2020**.
3. After 30 April 2020, **no classes will be conducted**. Only activities for the purpose of enabling students to complete adjusted course requirements will be allowed.
4. The UPLB Graduate School, College of Public Affairs and Development and School of Environmental Science and Management will come up with a standardized framework, rationale and guidelines on the conduct of academic exercises after 30 April 2020 for all the graduate programs in UPLB.

### **C. Grading System**

1. The grades to be given to students for courses enrolled in the Second Semester 2019-2020 depending on their academic status (passing, failing, course requirements not yet completed) are either Numerical Grades, DRP or Deferred Grade.
2. No students will be given a grade of **4.0, 5.0, 'U', or INC** for courses in this semester.
3. Students enrolled in thesis, dissertation and practicum in the Second Semester AY 2019-2020 who will not be able to submit a final approved manuscript at the end of the semester may be given a grade of either "S" or DRP.
4. The option for grades for undergraduate students (Implementing Guidelines re: Grading System 6.1.1.1 – 6.1.1.3) should be discussed and explained by the faculty members to his/her students in the course and to determine what option the student is taking.

### **D. Graduating Students as of the Second Semester AY 2019-2020**

1. Graduating students who, at the time of their College Faculty meeting to discuss graduation, have not yet completed the adjusted course requirements should not be given a grade yet (deferred grade). They will be given final grades if they are able to complete the requirements on or before the 15 July 2020 deadline set by UPLB.
2. Graduating students completing the requirements for graduation by 15 July 2020 for the Second Semester AY 2019-2020 shall be endorsed for graduation to the BOR when it meets to approve the candidates for graduation;
  - 2.1 The completion of the University Clearance will be facilitated through online processing that will be developed by the OVCSA.
3. Graduation ceremonies are postponed to a more auspicious time.

4. Graduating students as of the end of the semester with deferred grades who complete their requirements after 15 July 2020 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.**
5. Graduating students needing immediately documents of their graduation this Second Semester AY 2019-2020 may avail of the following:
  - 5.1 Certificate of Completion from their respective Office of the College Secretary after the College Faculty has recommended favorably their graduation to higher bodies;
  - 5.2 Certificate of Graduation from the Office of the University Registrar (OUR) after their graduation has been approved by the BOR.

For your guidance.



FERNANDO C. SANCHEZ, JR.  
Chancellor