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**Office of the Vice President for Academic Affairs**

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**OVPA Memorandum No. 2021-122**

**For:** Department Chairpersons  
Institute Directors / Program Coordinators  
The Faculty

**Through:** The CU Chancellors  
The Vice Chancellors for Academic Affairs

*CINT*

**From:** Maria Cynthia Rose Banzon Bautista  
Vice-President for Academic Affairs

**Re:** University Policies Related to Remote Teaching and Learning  
Implementation for the First Semester/Trimester AY 2021-2022

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For the First Semester/Trimester AY 2021-2022, the University will continue with the implementation of remote teaching and learning and will be reiterating its request to the IATF through CHED for limited face-to-face activities for graduating students. At the same time preparations are under way for a blending of virtual and face-to-face instruction for specific graduate and undergraduate courses in the Second Semester/Trimester AY 2021-2022, if not for all courses if allowed by the public health situation in the country and the cities where the CUs are located. In view of the foregoing, please be guided by the following:

**1. Academic Calendar**

The Board of Regents in its 1361<sup>st</sup> meeting on 27 May 2021 approved the semestral academic calendar for AY 2021-2022 following a 15-week semester and 7-week midyear to facilitate the management of the academic load of students and the faculty workload. There is no change in the number of class weeks in the trimestral academic calendar.

**2. Academic Policies**

The following academic rules/policies remain suspended for the First Semester/Trimester AY 2021-2022:

- a. Academic delinquency rules – warning, probation, dismissal, permanent disqualification
- b. Degree program retention rules
- c. Maximum Residence Rule (MRR)

### 3. Course Implementation

#### a. Stringent Deadlines

In view of the continuing extraordinary stress we are experiencing at this time, please give consideration on a case-to-case basis, to students who are unable to meet deadlines due to their difficult circumstances .

#### b. Feedback

The faculty is reminded that one important aspect of learning is providing feedback to their students. Please make sure to:

- i. provide timely feedback through the learning platform/s or by email;
- ii. give timely responses to any email/message that students send;
- iii. reach out and consult students regarding their status; and
- iv. be available for consultation (faculty availability should be indicated in the course guides).

#### c. Academic Requirements

It is imperative that course requirements be made clear to students at the start of classes and indicated in the course guide provided them. Urge students who seem unable to cope with their workload to seek advice from their adviser/instructor. They may opt to drop the course. As in the previous semester 'DRP' will be annotated in the Transcript of Records with "due to COVID-19 pandemic".

#### d. Optional Attendance in Synchronous Classes

The faculty is reminded that **attendance in synchronous classes should not be required because of the current state of the country's internet infrastructure**. Recordings of the synchronous classes should be made available to the students for the whole semester. While assessment/graded activities may be done during class times, alternative arrangements for students who miss the same should be made.

#### e. Reading Break

The reading break allows students to catch up, focus and understand the course learning materials given them. They may do advance reading or simply take a break from grappling with heavy course demands, on the one hand, and a high level of COVID19-induced anxiety, on the other. For faculty members, this break may be a time to further reflect on adjustments to be made in course delivery and assessment, if any, or to rest from close monitoring of learning among their students. **During the Reading Week, there should be no synchronous sessions nor asynchronous activities or assessments. Deadlines for course requirements should also not be set on these dates.**

#### f. No Fail Policy

Since the COVID-19 pandemic has not abated, the no-fail policy remains in place during the First Semester/Trimester AY 2021-2022. A faculty member may DROP a student whose status is failing or whose performance is unsatisfactory, but **no student shall receive a grade of 4 or 5** for the First Semester/Trimester AY 2021-2022. As stated above, 'DRP' will be annotated in the Transcript of Records with "due to COVID-19 pandemic". Further, students

- i. who never participated in class nor communicated with the course instructor/s may be given a DRP;
- ii. with incomplete requirements and failing standing shall be given an INC;
- iii. with incomplete requirements but failing standing even if they receive perfect score/s in their lacking requirement/s may be given a DRP;
- iv. with incomplete requirements but passing standing shall be given an INC;
- v. with complete requirements but failing standing shall be given a DRP;
- vi. with complete requirements and passing standing shall be given a final grade; and,
- vii. enrolled in courses such as laboratory, thesis, dissertation and others that require face-to-face activities for the completion of requirements will have their grades deferred in consonance with [OVPAA Memo 2021-19A](#) unless alternatives are determined as provided by [OVPAA Memo 2021-57](#). In which case, a grade will be given.

An INC incurred for a course in the First Semester/Trimester AY 2021-2022 that is not completed within the prescription period of one year will remain an INC and the student will have to re-enroll the course if it is required in the student's curriculum. The INC in the transcript of records will be annotated with "due to COVID-19 pandemic". Should the student opt to re-enroll a course, for which s/he earned an INC, in the subsequent term and later decide to complete the INC during the prescription period, s/he should first drop the re-enrolled course.

Grades in the First Semester/Trimester are included in the computation of the general weighted average (GWA).

Faculty members are enjoined to exercise utmost prudence in using the DROP option for students in difficult circumstances due to the COVID-19 pandemic, who in their judgment, are nevertheless striving to meet academic requirements.

The "no fail policy" is not applicable in cases where the student has been found to be guilty of intellectual dishonesty. University procedures should be followed in processing student disciplinary cases.

**g. Deadline for Dropping and Leave of Absence**

The deadline for dropping and leave of absence, as specified in the approved academic calendar, will be followed this semester.

**h. Class Size**

Except in the UP Open University, the recommended class size is not to exceed 25 for an undergraduate course and 15 for a graduate course, subject to the nature of the course and the faculty resource of the academic unit.

**i. Prerequisite**

A student enrolled in a course in AY 2020-2021 that is a prerequisite to another shall be allowed to enroll in the latter course for credit in AY 2021-2022, despite having a grade of INC. [University policy on waiver of prerequisites](#) may be followed in evaluating enrollment in course/s where the prerequisite course/s has no grade or is DRP.

j. Cross-registration

Given the remote mode of teaching and learning, students may be allowed to cross-register course/s in other CUs, or other Universities if allowed, even if they are enrolled in their home unit, subject to university procedure on cross-registration.

k. Faculty and Student Load

As provided by Article 215 of the University Code, “Full-time members of the faculty and employees of the University shall be on duty for 40 hours during each week in accordance with a time schedule to be approved by the Chancellor.” This is equivalent to 12-units total load credits that can be in the form of any combination of the following: teaching, research, administrative and extension load credit. Further, Article 221 of the University Code provides that “Each member of the faculty shall be available for consultation for at least 10 hours a week during regular office hours.”

As approved by the Board of Regents in its 1361<sup>st</sup> meeting on 27 May 2021, 12 units of course load for undergraduate students is considered regular load for the First Semester/Trimester AY 2021-2022.

**4. Suggested Notices and Statements**

Please remind students that the University espouses honor and excellence, and that academic integrity shall be upheld at all times. For reference on suggested notices and statements to enforce academic integrity and University policies on copyright, acceptable use and data privacy, please refer to [OVPA Memo 2020-105](#).

Additional guidance on copyright may be accessed in the [resources page](#) of the UP System Technology Transfer and Business Development Office (TTBDO).

Also please remind students to refrain from uploading examination questions and other course documents in COURSE HERO, CHEGG or similar tutorial platforms. In response to the UP Systems' letter to Course Hero asking that all uploaded UP materials be deleted, Course Hero informed the University that it is unable to do so but will delete materials at the request of the affected faculty member or student who uploaded the material. Course Hero has responded positively to such individual requests.

**5. Others**

- a. The cap on the number of units taught by lecturers remains suspended for AY 2021-2022, per 1361<sup>st</sup> BOR meeting on 2 June 2021.
- b. The appointment of faculty who are subject to the University policy on up-or-out or in-or-out **for the first time by the end of the First Semester/Trimester AY 2021-2022** is extended until the end of the First Semester/Trimester AY 2022-2023. Requests for a waiver of the tenure rule for faculty members who were classified as up-or-out or in-or-out in previous semesters, and for whom the University had extended their appointments until 31 December 2021, shall be made on a case-to-case basis.
- c. Lecturers are to be paid the corresponding hourly rate for the equivalent of a 16-week semestral load for AY 2021-2022.

OVPA Memoranda related to implementation of remote teaching and learning may be accessed through the remote teaching and learning [website](#).

Thank you and keep safe.