



OFFICE OF THE VICE CHANCELLOR FOR ACADEMIC AFFAIRS
UNIVERSITY OF THE PHILIPPINES DILIMAN

DILC Building, R. Magsaysay Avenue, UP Diliman, Quezon City 1101
+632 9285107 or +632 9818500 local 2583 | ovcaa.upd@up.edu.ph

MEMORANDUM NO. OVCAA MTP 21 - 017

To **Deans, Directors, and Heads Academic Units**

From **MA. THERESA TPAKONGAYONG, PhD**
Vice Chancellor for Academic Affairs

Subject **Additional Guidelines for the Remainder of AY 2020-2021**

Date 17 February 2021

Please be guided by the following resolutions of the UP System Academic Affairs Committee related to academic policies for implementation for the remainder of the Academic Year 2020-2021:

1. **For courses that require face-to-face activities for the completion of requirements** (e.g., lab, thesis, dissertation), the following will apply:
 - a. If said course was taken in the Second Semester AY 2019-2020 and First Semester AY 2020-2021, then the grade will be deferred and will remain to be so until the immediate term when face-to-face is already allowed and the student is allowed to complete the requirements of the course.
 - b. If said course was taken in the First Semester AY 2020-2021 and a grade of INC was submitted, the faculty is to process an administrative withdrawal of the INC. The course will effectively have a deferred grade until the immediate term when face-to-face is already allowed and the student is allowed to complete the requirements of the course.
 - c. If said course was taken in the Second Semester 2018-2019 and in the First Semester AY 2019-2020, and a grade of INC was incurred, then said course may be completed until the immediate term, when face-to-face is allowed and the student is allowed to complete the requirements of the course.
 - d. If the student is graduating during the term when the said course has a deferred grade, then s/he is deemed to be in residence until the term when face-to-face is already allowed and completes the requirements of the course. Upon completion of the requirement of the said course, s/he may be recommended for graduation during the term when the course with the deferred grade was enrolled in.
 - e. The OUR will facilitate the identification of these courses and send a list to the academic units for verification and confirmation.



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2. On the weighted grade average

- a. Given the circumstances of the Second Semester AY 2019-2020 i.e., the University's shift to remote learning without much preparation due to the COVID-19 pandemic and the end of classes on 30 April 2020, numerical grades earned in that semester are not for inclusion in the computation of the weighted grade average.
 - b. In light of the foregoing situation, there will be no honorific scholarships – College Scholar and University Scholar – for the Second Semester AY 2019-2020.
3. An INC incurred for a course in the First Semester AY 2020-2021 that is not completed within the prescription period of one year will remain an INC and annotated with "due to COVID-19".
 4. Courses enrolled in the Second Semester AY 2019-2020 with deferred grades may be completed until the end of the Second Semester AY 2020-2021 or beyond 31 May 2021 as originally stipulated in OVPAA Memorandum No. 2020-48.
 5. Lecturers are to be paid the corresponding hourly rate for the equivalent of a 16-week semestral load– starting 1 February 2021 for the Second Semester AY 2020-2021 per OVPAA Memorandum No. 2021-7– despite the shortened semesters in the modified AY 2020-2021 academic calendar since the remote mode of teaching and learning requires additional time for course pack preparation prior to the start of the semester and closer monitoring of individual students, especially those with poor signals and access to online facilities, beyond the usual lecture hours in a normal semester.

Thank you for informing the faculty and students in your respective colleges/ schools.