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OFFICE OF THE VICE PRESIDENT FOR ACADEMIC AFFAIRS

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Memorandum No. OVPAA 2020-62

For: The UP Faculty
Through the Chancellors, Vice-Chancellors for Academic Affairs,
Deans, Institute Directors, Department Chairs, Program Directors

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

**Subject: REITERATION OF THE GRADING SYSTEM IN THE
IMPLEMENTING GUIDELINES OF THE UP SYSTEM POLICY ON
THE SECOND SEMESTER 2019-2020 IN LIGHT OF COVID-19**

We are issuing this Memorandum in response to numerous queries last night on whether the UP System has reversed its grading policy in favor of mass promotions after the Board of Regents, in its 1351st meeting held on 21 May 2020, approved the option of giving a grade of “Pass”, or “Pass” with numeric grades for students whose circumstances so require but limited **ONLY to** appeals by units on behalf of their faculty that were endorsed to the UP System by the CU Chancellors.

Please be reminded that all the provisions under Section 6.0 of the Implementing Guidelines of the “UP System Policy on the Second Semester AY 2019-2020 in the Time of COVID-19” REMAIN VALID AND IN EFFECT . The University has NOT reversed its position on mass promotions. The BOR merely approved the applications for exemption from numeric grades **as endorsed by the CU Chancellors** following the provisions in Section 6.1.6 below.

“6. Grading System

6.1 For Undergraduate Students

6.1.1 Options for Students

6.1.1.1 All students may comply or submit themselves to provisions **6.1.2** or **6.1.3** below for the giving of grades.

6.1.1.2 Alternatively, 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.

- 6.1.1.3 Students, by not submitting themselves to provision **6.1.2** or 6.1.3 below for the giving of grades nor electing to drop, may choose not to pursue in any way their enrolled courses for the Second Semester AY 2019-2020. They 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.**
- 6.1.2 Faculty who have sufficient basis to give their students a grade as of the end of the semester shall proceed as follows:
- 6.1.2.1 To students whose status is passing, give a numeric grade.
- 6.1.2.2 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. Upon completion, grading will follow the procedure in **6.1.3.1** and **6.1.3.2**.
- 6.1.3 Where there is no sufficient basis for giving students a grade as of the end of the semester, grades shall be deferred. Students have up to 31 May 2021 to complete the adjusted course requirements.
- 6.1.3.1 Upon completion by the students on or before 31 May 2021, the faculty shall proceed as follows:
- 6.1.3.1.1 To students who are able to satisfactorily comply with the adjusted course requirements, give a numeric grade.
- 6.1.3.1.2 To students who are unable to comply with the requirements for whatever reason, whose status is failing or whose performance is unsatisfactory, DROP the student. The students may re-enroll the same course or equivalent subject in succeeding semesters.
- 6.1.4 **No student shall be given a grade of 4.0, 5.0 or INC for courses in the Second Semester AY 2019-2020.**
- 6.1.5 DRP given for the Second Semester AY 2019-2020 shall be annotated in the Transcript of Records with an asterisk (due to COVID-19).
- 6.1.6 Where a unit would like to be exempted from the numeric grading system:
- 6.1.6.1 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.

6.1.6.2 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.

6.1.6.3 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.

6.2 For Graduate Students

6.2.1 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.

6.2.2 Such units may also opt to adopt the aforementioned grading system for undergraduate students.”

Thank you for considering this clarification and stay safe.