



ATENEO DE MANILA UNIVERSITY
LOYOLA SCHOOLS
Office of the Associate Dean for Graduate Programs

7 June 2022

To: Graduate Students
Department Chairs/Program Directors
Faculty
Department/Program Secretaries

From: (Sgd) Marianne Rachel G. Perfecto, DA
OIC, Associate Dean for Graduate Programs

Subject: Attendance and W Grade Regulations for Graduate Classes in the Intersession Term SY 2022-2023

For the Intersession Term SY 2022-2023, most of the graduate classes will still be conducted online (with an option to go hybrid in line with the memo of the Vice President for the Loyola Schools dated [April 25, 2022](#)). Because of this, we will follow the Attendance and W grade regulations stated in the February 12, 2022 memo issued by the ADAA and ADGP:

Class Attendance

1. Students are expected to attend and fully participate in all class activities and sessions, both onsite and synchronous, so that they enjoy the full benefits of learning.
2. For synchronous and onsite classes sessions, instructors are expected to monitor attendance in the spirit of cura personalis and to encourage commitment to learning among students. However, in monitoring student attendance during synchronous sessions, instructors are advised to use Zoom records rather than call a roll.
3. Instructors are advised to inform the Office of Guidance and Counseling (OGC) if a student has not participated in class for an extended period of time. The OGC will review the reported concern, contact the student, forward the concern to the appropriate office, and update the concerned instructor.

Withdrawal without Permission (W)

1. Attending classes regularly is one of the most important obligations of students. These include being present in all scheduled classes, exams, and activities required by the instructor. While attendance does not form part of the student's grade for the course, it is deemed as important as course assessments and other class activities such that, in the pre-pandemic on-site class setting, students received a grade of W (Withdrawal without Permission) if their absences exceeded 20% of the total number of class hours in an academic term ([2019 Graduate Student Handbook](#), Section III.B.6).
2. In a technology enhanced teaching and learning environment, students are expected to participate in all course activities, both synchronous and asynchronous. The essence of the W grade, however, as measuring a student's minimum commitment to a course, should be upheld. A student who fails to effectively commit to the class through submission of requirements may be deemed to have dropped the course.
3. In light of the above, for graduate classes, students will receive the grade of W (Withdrawal without Permission) **if the highest possible total % weight, as indicated in the syllabus, of requirements they have fulfilled is less than 33.33%** by the end of the academic term.
4. If the highest possible total % weight of the requirements fulfilled is greater than or equal to 33.33% by the end of the academic term, the appropriate letter grade should be issued. Final grades are to be computed on the basis of 100% of course requirements as indicated in the syllabus.