



ATENEO DE MANILA UNIVERSITY

OFFICE OF THE ASSISTANT VICE PRESIDENT FOR UNDERGRADUATE EDUCATION

1 June 2023

TO:	Department Chairs/Program Directors Faculty and Formation Professionals Department/Program Secretaries Undergraduate Students
FROM:	(SGD) Josefina D. Hofleña, PhD <i>Assistant Vice President for Undergraduate Education</i>
SUBJECT:	Undergraduate Academic Policies Adapted to Onsite and Fully Online Learning, Intersession SY 2023-2024

For the Intersession Term SY 2023-2024, fully onsite classes continue to be the primary mode of delivery, supported by the online learning infrastructures that have been developed over the last three school years.

Whether in-person or online, students and teachers are expected to regard classes with the commitment to learning, on the part of students, and with the obligation of teaching effectively, on the part of the instructors. A learning process that is fueled by such complementariness in attitude promises to be rewarding for both the learner and the teacher.

Please find below the undergraduate academic regulations and policies that have been adapted in view of the principles of the *Adaptive Design for Learning (ADL)* framework. These are meant to help both students and instructors navigate their academic journey more smoothly while keeping to the ideal of excellence.

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For academic regulations that do not require adjustments (e.g., enrollment regulations, transfer of credit, grading system, QPI requirements, etc.), please refer to the [LS Undergraduate Student Handbook, Part 1, 2022 edition](#).

A. Modes of Delivery

1. For the Intersession Term, SY 2023–2024, there are two modes of teaching and learning, as described in the Vice President for the Loyola Schools’ 17 September 2022 memo “[Preparations for the 2nd Semester, SY 2022–2023](#).”¹
 - a) Onsite – “Following the principles of *Adaptive Design for Learning (ADL)*, onsite courses consist of both physical face-to-face meetings (the “contact hours”) and asynchronous activities on the course learning management system. They are, therefore, not fully or solely onsite, not as they were in pre-pandemic times. Students who have been approved for fully online classes will not be allowed to register for onsite classes.
 - b) Fully Online – “All contact hours will be online with asynchronous components to supplement synchronous classes. Students who have been approved to attend fully online classes because of health reasons are given priority to enroll in this class. ”
2. The VPLS memo also states, “As a general rule, onsite courses should not hold online synchronous sessions, nor should online sessions substitute physical class meetings.”

¹ “[Teaching and Learning Arrangements for Undergraduate Classes, SY 2023-2024](#),” released by the VPLS on 24 April 2023,, will take effect beginning the First Semester, SY 2023-2024.

B. Class Schedules

1. Departments and programs are reminded to schedule classes that strictly comply with Loyola Schools official class schedule, as released by the Office of the Registrar.
2. For onsite classes, there is a ten-minute interval between two bells, the first indicating the end of the previous class and the second, the beginning of the next class. Online classes should be mindful of this in case there are students who have successive online synchronous and onsite classes to attend.
3. For activities and deadlines that may impact on class schedules (e.g., load revision schedule, deadlines for academic processes, holidays, etc.), please refer to the [Academic Calendar](#) released by the Office of the Registrar.

C. Learning Hours and Contact Hours

1. Following ADL principles, the design of courses shifts from class sessions defined by contact hours to competence-based modules organized by learning hours.
2. "Learning hours" refer to "the sum of contact hours/synchronous sessions, the estimated hours for asynchronous or independent study hours, and the estimated time for one to complete assessments. The total number of learning hours per course is 90" (VPLS Memo, 17 September 2022).
3. For a three-unit course, Contact hours should total at least 24 hours but not exceed 45 hours. It should be understood, of course, that the contact hours of onsite courses are spent on physical class meetings; the contact hours of online courses, on virtual class meetings" (VPLS memo, 17 September 2022).
4. The number of contact hours beyond the minimum is determined by the teacher.
5. Contact hours are used in the determination of the allowed number of absences in a class. Please see Section J below.

D. Learning Management System

1. Canvas is the official LMS of the Loyola Schools.
2. Support for Canvas is available through [LS-One](#) (LS One-Stop Student Services Hub).

E. Official Registration and LMS Use

1. Only officially enrolled students may participate in classes (i.e., join groups, submit requirements, and take quizzes and examinations, etc.).
2. Officially enrolled students have access to their course syllabi on AISIS and are automatically given access to Canvas.

3. All announcements regarding a class should be posted on the class LMS or emailed via Canvas email. Canvas email will automatically send emails to the students' @obf.ateneo.edu accounts.
4. Student access to their Canvas classes will be closed one week after the electronic release of final grades for the term/semester just ended, except for students who received INC/NE grades. Students with INC/NE grades will have continued access to the Canvas class(es) in which the INC was incurred until the deadline for completion.

F. Course Syllabus

1. While it is expected that details of the class syllabus are uploaded on the class LMS, the syllabus must also be uploaded on AISIS. The syllabus on AISIS is the official syllabus of the class.
2. All class syllabi are expected to be uploaded on AISIS before the start of the semester. A separate memo on the uploading of syllabi will be issued.
3. Instructors may access the syllabus template through the following link: <https://go.ateneo.edu/LSGuidetoOBE>.
4. Instructors are asked to include the following links in their syllabi:
 - [Gender Policy](#)
 - [Code of Decorum and Administrative Rules on Sexual Harassment, Other Forms of Sexual Misconduct, and Inappropriate Behavior](#)
5. Department Chairs/Program Directors are requested to review the uploaded syllabi, paying particular attention to the following:
 - a) Course details (course catalog number, course title, course description, number of units, and prerequisites) should be consistent with what was approved by the Curriculum Committee.
 - b) The syllabus should state the expected number of learning hours per activity. These numbers are estimates, however, and students are responsible for monitoring their pace and for communicating promptly with their teachers if the estimates need to be revised.
 - c) The deadlines for all major course requirements must be indicated.
 - d) The schedule of onsite or synchronous class sessions must be specified.
 - e) For both (c) and (d) above, instructors may revise deadlines and schedules when unforeseen events occur (such as unexpected class cancellations due to the instructor's illness, natural calamities, etc.).
 - f) For classes following the fully onsite mode of delivery - provisions for switching to fully online learning when needed
 - g) Grading System

- Please ensure that the undergraduate grading system is found in the syllabus.
 - Include a transmutation table showing letter grades and their numerical or quality point equivalents, whichever is applicable to the course.
- h) Class Policies should be consistent with our Undergraduate Academic Regulations.
- i) The Class Policies should also include clear expectations and policies on online communications between instructor and students, including turnaround time of feedback, appropriate language, and acceptable communication channels.
- j) Instructors should set aside weekly consultation hours as follows:
- Full-time instructors - a minimum of four (4) hours a week during the term
 - Part-time instructors - one (1) hour a week for each three-unit course taught
- k) The University-issued (i.e., official) email address of the instructor should be provided.
6. If, upon the department chair/program director's review, corrections/revisions need to be made to a syllabus, the department chair/program director should inform the instructor to submit a revised syllabus.
7. To give time for the department chair/program director to thoroughly review all syllabi, the department/program may adopt an internal submission deadline that is earlier than the deadline stipulated by the ADAA.
8. Once the semester has begun, revisions to the syllabus require the written consent of the students. Once consent is given, the revised syllabus should be reposted on AISIS.
9. A syllabus uploaded on AISIS may be accessed only by students who are officially enrolled in the class.
10. Students are expected to download a copy of the syllabus of each of their classes before the first day of the semester.

G. Beginning the Academic Term

1. Since even onsite classes have some online components, students are expected to be capable of engaging with online materials, and to inform instructors of any concern should any arise.

2. As is the practice in the Loyola Schools, instructors meet their students on the first class day to discuss the syllabus. The leveling of expectations between instructor and students should be highlighted at the beginning of the academic term.

H. The Beadle System

1. Instructors are reminded to appoint a beadle for each of their classes. A separate memo on the assignment of the class beadle on AISIS will be released.
2. The functions of the beadle are as follows:
 - a) report the absence or the tardiness of a faculty member on AISIS
 - b) report major changes in the course requirements and course grading system to the OAVP-UEd (The revisions to the syllabus after the start of an academic term requires the agreement of the students and the approval of the Department Chair/Program Director.)
 - c) create and manage alternative platforms for purposes of communication and community
 - d) serve as liaison between the class and the instructor; raise class concerns to the instructor and raise these concerns to the department chair/ program director or School Dean if these concerns are not sufficiently resolved by the instructor
 - e) (for online classes) remind the instructor to record online synchronous class sessions
 - f) (for onsite classes) assist the instructor in reminding students of the health and safety protocols while on campus
3. The instructor may ask the class beadle to perform additional duties, such as:
 - a) Assisting in keeping attendance records
 - b) (For onsite classes) Assisting in erasing boards
 - c) Assisting in disseminating information from the instructor to the class
 - d) Assisting in collecting class materials
4. In order to safeguard the privacy of students, instructors are urged to inform the Office of Guidance and Counseling (OGC), through the Student Referral Form, about students' extended non-participation and/or non-submission of requirements, rather than to have the beadle follow up directly with the students.

I. Posting of Modules on Canvas

1. Learning materials for assessments should be posted at least one (1) week before the deadline of the related course requirement.

2. Instructors are urged to avoid posting new modules/materials on Sundays, holidays, and after office hours. If instructors do so, they should not expect students to access the new material until the next school day.
3. Students must ensure that Module Publication notifications are enabled in the settings of their Canvas accounts since they are expected to go through the modules within the timeframe given in the syllabus.

J. Class Attendance

1. “Regular attendance in all classes is one of the most important obligations of students” (Undergraduate Academic Regulations Section III.1.2). Students are expected to attend and fully participate in all class activities and sessions, both onsite and online synchronous, so that they enjoy the full benefits of learning.
2. “Students are held responsible for all matters taken and assignments given in their absence” (LS Undergraduate Academic Regulations Section III.1.3).
3. “A limited number of absences is permitted. The total number of absences in a class must not exceed 20% of the total number of meetings per academic term” (LS Undergraduate Academic Regulations Section III.2.1). “Class meetings” refers to “contact hours,” as defined in Section C above.
4. Students will receive an automatic grade of W (WITHDRAWAL) if they exceed the number of allowed absences. For undergraduate students, “the grade of W is equivalent to 0 quality points and is included in the QPI computation. A student must retake courses where the grade of W was received” (LS Undergraduate Academic Regulations Section III.2.2).
5. For online synchronous sessions, instructors are advised to use Zoom records rather than call a roll. To check attendance, log in to the Zoom website then click on Reports, then Usage, select a Zoom meeting and click on the number under Participants. Data can be exported as a CSV file which can be read by spreadsheet programs (e.g., Microsoft Excel, Numbers, Google Sheets).
6. “Class attendance should not only be regular; it should be punctual. Recording lateness as an absence shall be left to the instructor’s discretion” (LS Undergraduate Academic Regulations Section III.3).
7. Excused and Unexcused Absences – In consideration of the continued volatility of the situation owing to the COVID-19 pandemic, **excused absences are not counted towards the maximum number of allowed absences.** An absence may be excused if due to any of the following and **only when the required supporting documents are submitted in a timely manner:**

- a) physical illness, including COVID-19 – requires submission of a medical certificate to the Office of Health Services (OHS); upon verification, OHS to notify the student's instructors
- b) COVID-19 in the household that results in a student's need to quarantine or take care of the family member – requires submission of medical certificate to the OHS; upon verification, OHS to notify the student's instructors
- c) psycho-emotional and mental health conditions – requires submission of medical certificate to the Office of Guidance and Counseling (OGC); OGC to notify the student's instructors
- d) family and other emergencies that require the presence of the student – requires supporting documents to be submitted directly to instructors for their evaluation
- e) internet connectivity issues – requires supporting documents to be submitted directly to the instructors for their evaluation
- f) the student is representing the school in an official capacity (such as student seminars, cultural performances, debates, athletic competitions, etc.) – requires an endorsement and certification from the appropriate office, indicating that the student is representing the school in an official capacity, and the approval of the AVP-UEd; the OAVP-UEd to notify the student's instructors
- g) other reasons deemed meritorious by the instructor

K. Course Requirements and Deadlines

1. While the deadlines of all major requirements are indicated in the syllabus, the instructions/guidelines on the completion of these must be given within a reasonable time – ideally, no later than one week before they are due. Whether the requirement is major or minor, instructors are to avoid giving instructions/guidelines too close to the deadline.
2. Instructors may revise the course schedules and deadlines in the event of unforeseen circumstances such as unexpected class cancellations due to the instructor's illness, natural calamities, etc.. The revised schedule and/or deadlines should be agreed upon by the instructor and students/affected students. Proper documentation of such revisions should be made and retained by the instructor.

3. Exams/Assessments and deadlines for course requirements may not be scheduled on a Sunday or holiday. If an extension to a previously announced deadline is given, that extension should also fall on a weekday.²
4. Instructors are encouraged to scaffold major requirements and distribute deadlines/exam schedules across the academic term.
5. In consideration of issues relating to internet access and connectivity, instructors are asked to provide a reasonable period of time during which an online timed test/exam may be taken. The time allotment for each assessment (e.g., a 20-minute quiz or a 1-hour midterm exam) is what is afforded to each student and begins the moment he/she starts the test.
6. The provision for make-up work, as provided for in the Magna Carta of Undergraduate Student Rights, is to be observed.³
7. On the conduct of oral examinations:
 - a) For the protection of both instructor and students, in-person individual oral examinations should be replaced by group orals. When individual oral exams are unavoidable, these must be held during office hours on campus and should not occur behind closed doors with only the instructor and the student present.
 - b) For online oral exams, there should be a third person (e.g., another student or instructor) present. The instructor and the student should each give consent for the presence of this third person. If a consultation is to be recorded (instead of having a third person present), the recording must be downloaded, saved in an ADMU GDrive account, and shared with the student unaltered.
 - c) To maintain the academic nature of online oral exams, a family member may not serve as the third person during online oral exams.
8. Because course requirements and deadlines are announced ahead of time, students are expected to turn in their work on time. Teachers are also expected to return students' works promptly so that they may be informed of their progress.⁴
9. Students are expected to familiarize themselves with the Canvas LMS features through which teachers provide feedback (e.g., comments in rubric grading

² "Students shall not be obliged to attend an academic activity during Sundays, university mandated and/or national holidays." 2019 Magna Carta of Undergraduate Student Rights.

³ "Students shall have the right to do make-up work in the event that they cannot accomplish major requirements because of grave reasons (which refer to situations wherein the physical, mental, or emotional well-being of a student is at risk and, in consequence, make it difficult for the student to fulfill a requirement, including but not limited to family and other emergencies) or because they are representing the school in an official capacity (such as student seminars, cultural performances, debates, athletic competitions, among others), provided that the students are able to present relevant supporting documents." 2019 Magna Carta of Undergraduate Student Rights, Art. II, Section 2, Item vii.iii.

⁴ "Students shall have the right to see their graded quizzes, exams, projects, among others, before the final examination." Magna Carta of Undergraduate Student Rights, Art. II, Section 2, Item vi.ii.

boxes found in Gradebook, video or audio recording of feedback uploaded in the comments section of Gradebook, annotations on files uploaded). Students are expected to read and understand the feedback given. Clarification should be requested soon after the feedback is given, not at the end of the term.

L. Off-Campus Course Activities

1. Faculty or professionals who plan to include off-campus activities in their courses must inform the Student Concerns and Compliance section (studentconcerns.ls@ateneo.edu) of the Office of the Associate Dean for Student Affairs of the nature and location of the activity.
2. The [Guidelines For Off-Campus Activities, First Semester, Sy 2022-2023](#) issued on 2 September 2022 will continue to apply during this Intersession.
3. For students with required Internship, please see the 18 May 2023 memo on “Internship Policy for Intersession SY 2022-2023,” released by the Office of Placement and Career Services (OPCS).

M. Online Synchronous Class Sessions

1. Online synchronous class sessions should be held during the assigned class hours. For synchronous sessions held outside the assigned class hours, the written consent of the students must be secured and approval from the department chair should be obtained.
2. Since the schedule of online synchronous class sessions is indicated in the syllabus, any change in schedule should be announced at least one (1) week before the session.
3. Ideally, cameras should be switched on during online synchronous sessions so that the presence of both teachers and students is registered and the interaction between them enhanced. Non-verbal feedback is afforded to both teachers and students by the cameras. However, because of limited internet connectivity or other reasons, one cannot expect cameras to be on all the time. As a matter of courtesy, and if their circumstances allow them to do so, students should switch on their cameras when the occasion arises (e.g., when they ask, or respond to, questions).
4. Instructors may conduct graded assessments during online synchronous and onsite class sessions. Students who were absent for valid reasons may request make-up assessments. Please see Sec. J.7 and Sec. K.6 above.
5. In fully online classes, a recording of the synchronous class should be made available for students who are unable to attend a synchronous session **for valid**

reasons (see Sec. J.7 above). Recordings/transcripts should be archived for the duration of the academic term and should be available until the deadline for the removal of INC grades. For onsite classes, teachers are not obligated to record synchronous sessions, but they should devise contingency measures for students who are absent for legitimate reasons.

N. Canvas Calendar

1. Instructors are highly encouraged to place all scheduled class activities and deadlines on their course's Canvas calendar. If instructors do this, students will be able to see the schedules of all their classes on their own Canvas calendar.
2. Instructors can also request to see students' Canvas calendars if students ask for an adjustment in schedule due to the fact that particular dates have too many exams or requirements.
3. For more information, instructors may refer to the following:
[How do I use the Calendar as an instructor?](#)

O. Data Privacy and Copyright

1. Class materials and recordings of synchronous sessions may not be reproduced, shared, or reposted by students without the express written consent of the teacher.
2. Personal data⁵ collected during an online class or other official activity must not be used for personal purposes or reasons. Teachers and students should not post such data on personal social media accounts or use them for other unofficial and unauthorized purposes.
3. Class materials and personal data (including the files or records that contain them) stored or uploaded to an LMS may be covered by a number of legal or technical requirements (e.g., confidentiality, access restriction, retention, and intellectual property laws). Therefore, publicly disseminating, reposting, or resharing them may be violative of the Data Privacy Act and other applicable laws, regulations, and policies. Extreme care must be exercised when handling them. Consulting the appropriate offices and, when necessary, securing consent or authorization are strongly advised before any of the foregoing actions are taken.⁶

⁵ Personal data includes personal information, sensitive personal information, and privileged information as defined by the Data Privacy Act of 2012. It includes, but is not limited to, information from which the identity of an individual is apparent or may be reasonably and directly ascertained (e.g., names, profile pictures, avatars that may be linked to a person's identity), information about a person's education, health, status, race, sexual life, age, or religious, philosophical, or political affiliations, and information about any proceeding for any offense or infraction that a person committed or is alleged to have committed.

⁶ Data Privacy Council Education Sector Advisory No. 2020-1, "Data Privacy and Online Learning".

P. Consultation Hours

1. Instructors are expected to be available during the consultation hours stated in the course syllabi (See Section F.5.a. above). Should this not be possible on particular dates, the student/s and the instructor should agree on a common time for a separate consultation schedule.
2. Consultations may be either online or onsite.
3. Consultation hours are scheduled from Monday to Saturday, from 8:00 am to no later than 6:00 pm. For classes handled by part-time instructors, the consultation hours may deviate from this schedule, but the time must be mutually agreed upon by the instructor and the student. However, consultations **should not** be scheduled on Sundays and holidays.
4. Students are encouraged to use these consultation hours as an opportunity for discussion about the content and requirements of the course as well as to inquire about their academic standing. Consultation hours are also used to solicit or give feedback on performance in assessments.
5. For online consultations, it is preferable that instructors use the University's official modes of communication or Canvas.
6. Departments must provide for the protection of both instructor and students during in-person consultations. Consultations follow the same guidelines as found in Section K.7 above on the conduct of oral exams.

Q. Communication between Instructors and Students

1. Apart from coursing concerns through the class beadle, students can communicate with their instructors through the class LMS and/or email.
2. Students may also communicate with each other through the class LMS. In order to facilitate communication between students and minimize the need for communication using other platforms, instructors must not delete the 'People' Navigation tab option on Canvas.
3. Online class communication and processes usually contain sensitive information. Thus, University regulations on data privacy should be observed.
4. Communication by email:
 - a) Communication should be coursed through University-issued (i.e., official) email accounts: @obf.ateneo.edu accounts for students and @ateneo.edu accounts for faculty and professionals.
 - b) To protect the privacy of email accounts, teachers should use the Blind Carbon Copy (bcc) option when sending emails to groups of students or to an entire class. The bcc option allows for an email to be sent to a group of individuals without revealing who the recipients are.

5. Communications using the messaging feature in Canvas should be sent to each student individually and not the whole class.
6. Other chat functions (e.g., chat.google.com, Microsoft Teams, other calling and messaging apps of the students'/instructors' choice) may be used by students and between students and instructors. However, instructors are reminded that they “should be circumspect in their use of social media and messaging and call applications, especially when used to interact or communicate with their students. It is preferable that they use official modes of communication or official learning management platforms when communicating with students.”⁷
7. For all forms of communication, instructors are advised to establish clear office hours during which students can expect responses to their questions, discussion posts, and other matters concerning the course.
 - a) Instructors may also set guidelines on communications from students.
 - b) Instructors are also advised to avoid publishing/posting announcements on their LMS after office hours.
 - c) Students are expected to observe the office hours set by their instructors. They should not expect to receive replies during off hours or during weekends and holidays.
8. Students should raise concerns for a specific class to their instructors. If the matter is not resolved, students may elevate the matter to the department chair/program director of the concerned teacher. The School Dean may be consulted by the chair/director, if deemed necessary. The email addresses of administrative and academic offices are available in LS-One.
9. Teacher-student boundaries must be maintained at all times.

R. Responding to Students with Special Needs

1. Students with physical or psychological challenges that prevent their optimal access to the educational opportunities offered by the Loyola Schools are encouraged to submit a request for notification to their instructors with the OGC (for psychological conditions) or the OHS (for physical/medical conditions), together with the relevant supporting documents. Notifying the OGC/OHS will help the school extend the appropriate assistance to the student.
2. Requests to notify instructors of medical and/or psychological conditions should be made at the beginning of each academic term or as soon as one's condition interferes with the fulfillment of one's academic responsibilities.

⁷ Ateneo de Manila University, “Code of Decorum and Administrative Rules on Sexual Harassment, Other Forms of Sexual Misconduct, and Inappropriate Behavior,” Section 5.1.b.

3. Students are reminded to review OGC and OHS memos on protocols for self-reporting of illnesses and medical conditions.

S. Final Grades

1. Academic performance is expressed in the grades that students receive for their enrolled courses. Final grades reflect the extent to which the course learning outcomes are achieved and are based on various kinds of academic evidence indicated in the syllabus, such as formal examinations, term papers, book reports, quizzes, recitation, class participation, field work, etc. "Attendance does not form part of the students' grade for a course" (Academic Regulations, Section V.1.2).
2. Instructors should issue a grade to each student at the end of the academic term. The grades to be issued are any of the following:
 - a) Final letter grades following the undergraduate grading system
 - b) INC (Incomplete)
 - c) NE (No Final Exam)
 - d) W (Withdrawal without Permission)
3. There is a clear distinction between the grades of W and F. The grade of F is given when a student fails to achieve the expected learning outcomes of a course. The grade of W is given when a student exceeds the allowed number of absences in an academic term. While the grades of W and F have distinct meanings, they have the same impact on the student (i.e., a student earns 0 quality points and/or must retake the class).
4. The grade of WP may only be issued by the University Registrar upon approval of the load revision request submitted by the student and approved by the concerned offices.
5. Grades reflected in the class LMS are not the official grades of the class. For these grades to be official, they must be posted on AISIS.
6. Instructors should submit final grades on AISIS for all their students by the deadline specified by the Registrar. These are then posted by the department chairs/program directors.
7. Once posted, final grades may only be changed upon the approval of the Standards Committee.
8. It is the students' obligation to make sure that they complete all their course requirements. Teachers should make available a student's class standing, which includes a record of deficiencies, prior to the end of an academic term when a student asks for it. Instructors are also expected to contact students regarding their deficiencies.

T. INC/NE Grades

1. The grade of INC (Incomplete) is given “in extraordinary circumstances meriting consideration by the instructor... when a major course requirement (except the final examination) has not been submitted” (Undergraduate Academic Regulations Section V.5). A major requirement “refers to midterm and final examinations, or any other course requirement that constitutes twenty percent (20%) or more of the final grade in the course” (Undergraduate Academic Regulations Section V.3).
2. The grade of INC should not be given for missed minor requirements. Minor requirements should be completed within the academic term. Any extensions to deadlines for minor requirements should fall within the academic term and should thus not be a reason for issuing the temporary grade of INC.
3. If a student fails to take a final exam as scheduled, the temporary grade of NE (No Final Exam) -- and not INC -- should be issued. Requests for a make-up final exam may be approved if the failure to take the final exam was due to some grave reason (e.g., physical illness, medical and psychological conditions, and family or personal emergencies, etc.) or if the student was representing the University or the country in an official capacity. In making a request for a make-up final exam, the student should present relevant supporting documents (Academic Regulations Section V.4).
4. Students who receive INC/NE grades should immediately coordinate with their instructors for the timetable for the submission of the missing requirement or the schedule of the make-up final exam.
5. Unless otherwise announced, undergraduate students' INC and NE grades should be completed within two (2) weeks after the release of grades. Requests for an extension to this deadline must be approved by the concerned instructor and department chair/program director. If an INC/NE grade is not completed within the two (2)-week period, the instructor should compute the final grade by any method deemed just and submit a completion form to the Office of the Registrar.
6. Any INC/NE grades issued to undergraduate students that are not completed by the last day of the following semester will be automatically converted to F (Failure) **without need of prior notification to the students concerned.**
7. A separate memo on the completion of INC/NE grades will be issued at the end of the academic term.

For questions and concerns, please contact the OAVP-UEd.

Thank you very much.

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