



ATENEO DE MANILA UNIVERSITY

OFFICE OF THE ASSISTANT VICE PRESIDENT FOR UNDERGRADUATE EDUCATION

28 July 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, First Semester SY 2023–2024

In accordance with the 19 April 2023 memo of the Vice President for the Loyola Schools,¹ [*Teaching and Learning Arrangements for Undergraduate Classes, SY 2023–2024*](#), classes beginning this First Semester SY 2023–2024 are primarily onsite. Onsite classes may employ online synchronous classes and independent study which may, or may not be, online. Since 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.

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 academic excellence.

- A. [Learning Hours and Contact Hours](#)
- B. [LS Learning Management System](#)
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- P. [INC/NE Grades](#)

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

A. Learning Hours and Contact Hours

1. For the learning hours per unit, please see the [19 April 2023 VPLS memo](#).
2. The course 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.

B. Learning Management System

1. Canvas is the official LMS of the Gokongwei Brothers Schools of Education and Learning Design, School of Humanities, John Gokongwei School of Management, School of Science and Engineering, and School of Social Sciences.
2. Support for Canvas is available through the *Ateneo Blue Cloud Canvas Portal* (ateneo.edu/campus/canvas).

C. 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. (see [Undergraduate Academic Regulation I.2.2](#)).
2. Officially enrolled students have access to their course syllabi on AISIS and are automatically given access to Canvas.



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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 Canvas classes will be closed one week after the electronic release of final grades for the term/semester just ended, except for students who receive 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.

D. Course Syllabus

1. A separate memo on the uploading of syllabi to AISIS will be issued to the Schools.
2. A syllabus uploaded to AISIS may be accessed only by students who are officially enrolled in the class.
3. Students are expected to download a copy of the syllabus of each of their classes before the first day of the semester.

E. 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.

F. Class Attendance

1. As we have returned to primarily onsite classes, [Undergraduate Academic Regulation III](#) on Class Attendance shall be fully implemented. In particular, kindly note the following:
 - a) We are resuming the implementation of Academic Regulation III.4.1 that states: "There is no distinction between excused and unexcused absences."
 - a) The number of allowed absences (no more than 20% of the total number of meetings per academic term), as provided for in Academic Regulation III.2.1, is to be observed. Please refer to the tables found in [Academic](#)



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[Regulation III.2.4](#) for the maximum number of absences allowed per course.

- b) For purposes of recording absences, “class meetings” refer to “contact hours,” as defined in the [19 April 2023 VPLS memo](#).
 - c) “For courses assigned letter grades, students will receive an automatic grade of W (Withdrawal without Permission) if their absences exceed this norm.” ([Academic Regulation III.2.2](#))
 - d) “For courses graded on a Satisfactory (S)/Unsatisfactory (U) basis, absences in excess of this norm result in an automatic grade of U.” ([Academic Regulation III.2.3](#))
2. 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).

G. 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. If instructors opt to conduct an online test/exam, they are asked to consider issues relating to internet access and connectivity by providing a reasonable period of time during which the test/exam may be taken. The time allotment for each

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*.



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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) Instructors who conduct oral exams are reminded that 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 an oral exam 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 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.

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.



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H. Off-Campus Course Activities

1. Faculty or professionals who plan to include off-campus activities in their courses must observe the [Policy Guidelines on Off-Campus Activities](#) issued by the President's Council on 25 October 2018. The memo, *Guidelines For Off-Campus Activities, First Semester, SY 2022-2023*, issued by the VPLS on 2 September 2022 is thus superseded.
2. Prior to the off-campus activity, they should also 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.
3. In addition, please take note of the following:
 - a) All off-campus activities are prohibited when the National Capital Region or the area where the off-campus activity will take place is at COVID Alert Level IV or higher; when CHED, the local government, or other relevant government agency so requires; or when the university administration deems it unsafe to proceed with off-campus activities due to COVID or other safety and security concerns.
 - b) Off-campus activities must comply with applicable IATF and CHED regulations on maximum capacity for indoor and outdoor activities depending on Alert Levels.
 - Alert Level I: Full indoor and outdoor venue capacity
 - Alert Level II: Maximum 50% indoor capacity and 70% outdoor capacity
 - Alert Level III: Maximum 30% indoor capacity and 50% outdoor capacity
4. Students who opt to participate in the off-campus activity must submit to their instructor a signed Declaration and Undertaking at least two (2) weeks prior to the activity. The concerned instructor must submit the signed Declaration and Undertaking to the office head of the instructor before the activity. The Declaration and Undertaking can be found here: <http://go.ateneo.edu/LSDeclarationUndertakingOffCampusEvent>.

I. Online Synchronous Class Sessions

1. Online synchronous class sessions should be held during the assigned class hours. In case a synchronous session must be held outside the assigned class hours, the written consent of the students must be secured and approval from the department chair should be obtained.



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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.

J. 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?](#)

K. 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.

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.



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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

L. Consultation Hours

1. Instructors are expected to be available during the consultation hours stated in the course syllabi. 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 on the conduct of oral exams.

M. 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

⁶ Data Privacy Council Education Sector Advisory No. 2020-1, "Data Privacy and Online Learning." See also Section I.F of the *Code of Conduct for Students*, 2023.



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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 modes of online communication (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.

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.



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9. Teacher-student boundaries must be maintained at all times.

N. Responding to Students with Special Needs

1. Students with special needs, defined as conditions or disabilities that prevent the students' optimal access to the educational opportunities offered by the University,⁸ may submit a request for notification to their instructors with the Office of Guidance and Counseling (for psychological conditions) or the Office of Health Services (for chronic physical/ medical conditions), together with the relevant supporting documents.
2. Requests to notify instructors of chronic 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.
3. Students are reminded to review OGC and OHS memos on protocols for self-reporting of medical conditions.

O. Final Grades

1. The Ateneo de Manila grading system is explained in the [Undergraduate Academic Regulations Section V](#).
2. 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.
3. 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.
4. 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. Once posted, final grades may only be changed upon the approval of the Standards Committee.
5. It is the students' obligation to make sure that they complete all their course requirements. When a student asks, instructors should make available a student's class standing, which includes a record of deficiencies, prior to the end of an academic term. Instructors are also expected to contact students regarding their deficiencies.

⁸ "Special Needs" include, but are not limited to, (1) physical disabilities and chronic medical conditions, (2) neuro-developmental conditions, and (3) psycho-emotional and psychiatric conditions. Such Special Needs must be supported by documentation from a qualified health professional.



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P. INC/NE Grades

1. Please refer to [Academic Regulations V.4 and V.5](#) for the guidelines on INC (Incomplete) and NE (No Final Exam) grades.
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. INC/NE grades may not be issued for INTACT, bridging, and basic courses, all of which are graded on a Satisfactory (S)/Unsatisfactory (U) basis. As a yearlong formation program offered in the students' First Year, INTACT should be completed before students move on to Sophomore year. Bridging courses gauge a students' readiness for college and their development of time management skills and study habits. It is thus important to assess if students can complete these courses on time. Students assigned to bridging and basic courses should complete these before they begin their regular courses.
4. 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 Office of the Assistant Vice President for Undergraduate Education.

Thank you very much.

cc: Office of the Vice President for Higher Education
Deans of the Schools Offering Undergraduate Classes
Gokongwei Brothers School of Education and Learning Design
School of Humanities
John Gokongwei School of Management
School of Science and Engineering
School of Social Sciences
Associate Deans and Directors, Undergraduate Education
Office of the Associate Dean for the Core Curriculum
Office of the Associate Dean for Student Affairs
Office of Admission and Aid
Office of Student Discipline



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University Registrar

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Office of Guidance and Counseling

Office of Health Services

Asst. VP for Social Development, Environment, and Community Engagement

Integrated Ateneo Formation Program

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Sanggunian ng mga Mag-aaral ng mga Paaralang Loyola ng Ateneo de Manila