



# ATENEO DE MANILA UNIVERSITY

## LOYOLA SCHOOLS

Office of the Associate Dean for Academic Affairs

26 August 2020

To: Loyola Schools Graduate and Undergraduate Students

From: (SGD) Josefina D. Hofileña, PhD  
Associate Dean for Academic Affairs

(SGD) Anne Lan K. Candelaria, PhD  
Associate Dean for Graduate Programs

Subject: Academic Policies Adapted to Online Learning, First Semester SY 2020-2021

---

This is an updated version of the 15 June 2020 memo on the same subject. Academic regulations and policies have been reviewed and updated in view of the principles of the Adaptive Design for Learning (ADL) framework. Feedback received from faculty, formation professionals, and students on their experience with online classes during the Intersession 2020 term were also taken into consideration in updating these policies.

In preparing for online classes this First Semester SY 2020-2021, please be guided by the following:

A. Definition of a Unit

1. As the Loyola Schools shifts from the face-to-face delivery of classes to online learning, the design of our courses also shifts from class sessions defined by contact hours to competence-based modules organized by learning hours. Given this shift, a three-unit course in the LS is equivalent to between **48-60 learning hours**. This definition applies whether a class follows a semester or quarter schedule.
2. Learning hours refer to the estimated time that a student is engaged in learning experiences (i.e., reading and assigned text, listening to a lecture, participating in online discussions, working on a task, taking an assessment, etc.)

B. LS Learning Management System

1. Canvas will be the main LMS of the Loyola Schools beginning the First Semester, SY 2020-2021. However, support for Moodle will continue to be provided for those who are still in the process of transitioning to Canvas.
2. Support for both platforms is available through the LS One-Stop Student Services Hub or LS One, using the link: [www.ateneo.edu/lstone](http://www.ateneo.edu/lstone).

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.).
2. Officially enrolled students are automatically given access to Canvas or Moodle.
3. As Facebook is used for many different purposes and does not offer the same level of security as an LMS platform, the use of Facebook for online classes is **strongly discouraged**.
4. Student access to their online classes will be closed one week after the electronic release of final grades for the term/semester just ended. Students are thus reminded to download all course materials before the end of the semester. Downloading of materials will be helpful in the event that students incur an INC/NE grade or file and appeal for a change of grade.

D. 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. The course syllabus contains the following information:
  - a) Course catalog number and title
  - b) Course description
  - c) LMS used: Canvas or Moodle
  - d) Program learning outcomes
  - e) Course learning outcomes
  - f) Course outline and learning hours
  - g) Assessments and rubrics
  - h) Teaching and learning methods
  - i) Required readings
  - j) Suggested readings
  - k) Grading system
  - l) Class policies
  - m) Consultation hours
  - n) Instructor's University-issued email address
3. All class syllabi are expected to be uploaded on AISIS before the start of the semester.
4. Once the semester has begun, revisions to the syllabus require the consent of the students. Once consent is given, the revised syllabus should be submitted to the department chair/program director, who then posts it to AISIS.
5. A syllabus uploaded on AISIS may be accessed only by students who are officially enrolled in the class. Students are expected to download a copy of the syllabus of each of their classes before the first day of semester.
6. Instructors are expected to discuss the syllabus during the first synchronous class session.

E. Portable Learning Packets

1. Students with unstable or no internet connection may request for **portable learning packets** (PLPs) for their classes from their teachers or LS One ([www.ateneo.edu/lstone](http://www.ateneo.edu/lstone)).

#### F. Course Requirements and Deadlines

1. Deadlines for major requirements should be announced at **least three (3) weeks prior** while deadlines for minor requirements should be announced at **least one (1) week before**.<sup>1</sup>
2. Deadlines for course requirements **may not be set on a Sunday or holiday**. If an extension to a previously announced deadline is given, that extension should also fall on a weekday.<sup>2</sup>
3. In consideration of issues relating to internet access and connectivity, instructors are asked to provide a reasonable period of time during which a timed test/exam may be completed. **As a general guide, a one (1)-hour exam is made available for four (4) hours**.
4. The provision for make-up work, as provided for in the Magna Carta of Undergraduate and Graduate Student Rights, is to be observed.<sup>3</sup>
5. For the protection of both instructors and students, **there should be a third person present during a synchronous online consultation**. The instructor and the student should each give consent for the presence of this third person.
6. To maintain the academic nature of online consultations, a family member may not serve as the third person during online consultations.
7. If a consultation is to be recorded (instead of having a third person present), the instructor's recording must be downloaded, saved in an ADMU GDrive account, and shared with the student unaltered.
8. In light of Item F.5, individual oral exams are replaced by **group orals**.
9. Also due to internet access and connectivity issues, **graded recitation that requires the presence of an entire class is not allowed**. Instead, instructors are advised to hold small group recitations that work similarly to group oral exams. The same precautions as in Item F.5 above are to be observed for group recitations.

#### G. Semestral Load and the Quarter System

1. Students are expected to enroll in as close to an equal number of units in each quarter of the semester.
2. Students may not schedule all classes in only one quarter of the semester.

#### H. Class Schedules

1. Although online learning will be primarily asynchronous, classes are still assigned time slots following the LS official class schedule. This is to provide a certain structure for the students' daily study schedule and to avoid conflicts in the scheduling of synchronous sessions.
2. **Undergraduate Student activity hour** remains on Mondays and Fridays from 5:00-6:30 pm. Synchronous sessions for **undergraduate classes may not be scheduled during this time**.

---

<sup>1</sup> "A major requirement is defined as a requirement that constitutes twenty percent (20%) or more of the final grade, while a minor requirement is defined as a requirement that constitutes less than twenty percent (20%) of the final grade." (LS Faculty Manual, 2019 edition, Part III Section I. Item 1.6.1.1)

<sup>2</sup> "Students shall not be obliged to attend an academic activity during Sundays, university mandated and/or national holidays." (Magna Carta of Undergraduate Student Rights, Art. II, Section 2, Item iii.v; Magna Carta of Graduate Student Rights, Art. III, Section 2.c.iii)

<sup>3</sup> Magna Carta of Undergraduate Student Rights, Art. II, Section 2, Item vii.iii; Magna Carta of Graduate Student Rights, Art. III, Section 2.f.iii.

3. Synchronous class sessions should be held during the official schedule of the class. Since fully online classes will be held this First Semester of SY 2020-2021, instructors and students do not need to be in Metro Manila to be able to participate in classes. However, online classes (synchronous classes, submission deadlines, etc.) should follow Philippine time.
- I. Load Revision Period
    1. The load revision period, when students may revise their semestral load (by adding/withdrawing classes and/or changing sections) is from Thursday, 3 September to Thursday, 10 September 2020.<sup>4</sup>
    2. Changes to both First Quarter and Second Quarter classes are made at this time.
  - J. Synchronous Class Sessions
    1. The determination of the appropriate number of synchronous class sessions for a course is left to the department/program and the individual instructor.
    2. Because only officially enrolled students are granted access to online classes, instructors are asked to postpone the first synchronous session until after the load revision period.
    3. In the meantime, students are advised to review the course syllabus, access the initial modules, and start the learning asynchronously.
    4. Ideally, the schedule of synchronous class sessions should be indicated in the syllabus. **Any change in the schedule should be announced at least one (1) week before the session.**
    5. The **consent of the students must be secured** for their cameras to be kept on during synchronous class sessions.
  - K. Attendance Regulations
    1. Because First Semester classes are fully online, attendance regulations do not apply. Hence, a grade of W (Withdrawal without Permission/Overcut) is not possible.
    2. While attendance is not checked during synchronous class sessions, students are still expected to attend and fully participate in these sessions.
    3. Graded activities during synchronous sessions are allowed. However, instructors should provide make-up work for students who are unable to attend synchronous sessions.
    4. **A recording and/or transcript of synchronous classes should be made available for students who are unable to attend a synchronous class session.**
  - L. The Beadle System
    1. Each class will have a beadle appointed by the instructor.
    2. The functions of the beadle are as follows:
      - a) create alternative platforms for purposes of communication and community
      - b) serve as liaison between the class and the instructor
      - c) remind the instructor to record synchronous class sessions
      - d) report class concerns to the department chair and School Dean (e.g., deviations from the syllabus, difficulties in contacting the instructor, etc.)

---

<sup>4</sup> 14 August 2020 Memo of the School Registrar, "Postponement of the Registration Period and Start of the First Semester, School Year 2020-2021."

#### 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. Online class communication and processes usually contain sensitive information. Thus, University regulations on data privacy should be observed.
3. 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, 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.
4. Other chat functions that may be used by students and between students and teachers. Some possible options are:
  - a) chat.google.com
  - b) Microsoft Teams
  - c) Calling and messaging apps of the students'/instructor's choice
5. For all forms of communication, instructors have been 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.
6. For concerns regarding a specific class, students may also contact the department chair/program director of the concerned teacher. If the matter is not satisfactorily resolved, students may elevate the concern to the School Dean.

#### N. Minimum and Maximum Load

1. Undergraduate Students
  - a) An undergraduate student is expected to enroll for the maximum load for each academic term as stipulated in the official curriculum of his/her degree program. Any deviation from the maximum load should be cleared with the Office of the ADAA and Registrar (for First and Second Year students) and with the home department and the Office of the ADAA (for Third, Fourth, and Fifth Year students).
  - b) Students in their First and Second Years are required to register for all core curriculum courses designated by their program. They shall not be allowed to withdraw from these courses. Exceptions to this rule shall be made by the Associate Dean for Academic Affairs. Approved withdrawals should not result in a total load below twelve units.
  - c) Junior, Seniors, and Fifth Year students may not withdraw from courses such that their total load falls below twelve units.
2. Graduate students must follow the academic load according to their status. Full time students are expected to enroll in at least nine (9) credit units in the regular semester and six (6) credit units in the Intersession. Those who are enrolled in less than the credit units specified will be considered part time students. Scholars are expected to follow their approved individual program of study.

O. Overload for Undergraduate Students

1. The following are automatically granted permission to carry an overload:
  - a) An Honor student/Dean's Lister in the previous semester is allowed to overload up to (3) units beyond his/her maximum load for the semester. Since there was no Dean's List in the Second Semester SY 2019-2020, Honor students/Dean's Listers in the First Semester, SY 2019-2020 are granted permission to overload this First Semester, SY 2020-2021.
  - b) Seniors and Fifth Year students may overload up to six (6) units beyond their maximum load provided that the total load for the semester (counting both the regular load and the overload) does not exceed 24 units.
2. Exceptions to the above guidelines are subject to the approval of the Associate Dean for Academic Affairs.
3. Overload units may only be added during the Load Revision period.

P. Deadline for Requesting for a WP Grade/Change of Status from Credit to Audit

1. For courses taken during a quarter, students may request a WP grade up to two weeks before the end of a quarter.
2. For courses that continue to follow a semestral schedule, students may request a WP grade up to five weeks before the end of the semester.
3. The **specific deadlines**, as released by the Office of the Registrar,<sup>5</sup> are as follows:
  - a) First Quarter Courses - Saturday, 17 October 2020
  - b) Second Quarter Courses - Saturday, 5 December 2020
  - c) Semester Courses - Saturday, 21 November 2020
4. Deadlines for requests to change the status of a class from Credit to Audit are the same as for requests for WP.

Q. Leave of Absence

1. Students are expected to enroll for each semester until he/she completes his/her program of study. In the event that a student cannot enroll or must discontinue his/her studies, he/she should file a request for Leave of Absence (LOA).
2. Undergraduate students should file LOA requests with the Office of the ADAA while LOA requests for graduate students should be submitted to the home department.
3. Undergraduate students should inquire about the specific conditions for an LOA from the Office of the ADAA.

R. Final Grades

1. 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.
2. Once posted, **final grades may only be changed upon the approval of the Standards Committee.**

---

<sup>5</sup> Ibid.

S. INC/NE Grades

1. In cases when some requirement of a course has not been met (except for the final examination), the student shall be given the temporary grade of INC (Incomplete).
  - a) For undergraduate students, the INC mark must be completed within two weeks after the electronic release of final grades. An extension of the INC requires the endorsement of the instructor and department chair/program director and the approval of the ADAA.
  - b) For graduate students, the INC mark must be completed within a period of one school year.
  - c) Failure to complete the INC mark results in a failing grade for the course.
2. For undergraduate students, the temporary grade of NE (No Final Exam) is given if a student is absent from the final exam. Completion of the NE grade follows the same procedure as the completion of the INC grade.

T. Computation of the Quality Point Index (QPI) for Undergraduate Students

1. For undergraduate students, QPI requirements determine promotion, graduation, retention, and the conferment of semestral and graduation honors.
2. LS policy covering the QPI may be found in Academic Regulations 36, 39, 43 and 44 in the Undergraduate Student Handbook.

For questions and concerns, please contact the Office of the ADAA or the Office of the ADGP.

Thank you very much.

cc: Dr. Maria Luz C. Vilches, Vice President for the Loyola Schools  
Dr. Jonathan O. Chua, Dean, School of Humanities  
Dr. Luis F. Dumlao, Dean, John Gokongwei School of Management  
Dr. Evangeline P. Bautista, Dean, School of Science and Engineering  
Dr. Fernando T. Aldaba, Dean, School of Social Sciences  
Dr. Benjamin Gerardo T. Tolosa, Jr., Associate Dean for the Core Curriculum  
Dr. Leland Joseph R. de la Cruz, Associate Dean for Student Formation  
Dr. Ma. Louise Antonette N. De la Peñas, Associate Dean for Research and Creative Work  
Ms. Marie Joy R. Salita, Associate Dean for Student and Administrative Services  
Dr. Ma. Resurreccion P. Alejo, Director for Quality Assurance  
Mr. Joaquin Julian B. Agtarap, School Registrar  
Department Chairs/Program Directors  
Department/Program Secretaries  
Sanggunian ng mga Mag-aaral ng mga Paaralang Loyola  
Committee on Graduate Student Concerns