



Republic of the Philippines
Bulacan State University
City of Malolos, Bulacan
Tel/Fax (044)791-0153

OFFICE OF THE PRESIDENT

GUIDELINES FOR ENDING THE SECOND SEMESTER OF ACADEMIC YEAR 2019-2020

On 10 March 2020, this Office directed the suspension of classes in all campuses of the University because of the Covid-19 pandemic affecting the entire country. As pronounced by national and local government officials, the province of Bulacan and later the whole island of Luzon were placed under quarantine and with it the suspension of all classes in all educational institutions until 15 May 2020. Data from the Department of Health (DOH) show that the number of active Covid-19 cases in the country is still increasing.

Because of this unprecedented disruption of all social activities as a consequence of the introduction of measures to contain this pandemic, the University immediately made the necessary adjustments to its academic plans. Thus, after a series of in-depth consultations and discussions with different agencies of government to ensure that its decision will be consistent with existing laws and policies, with emphasis given to the health and safety of its students, faculty members, and employees, in the spirit of compassion, of fairness, and of justice, and in keeping with its tradition of educational excellence, the University hereby promulgates the following guidelines duly presented to and approved by the Executive Committee, Administrative Council, and Academic Council, for implementation for the Second Semester of Academic Year 2019-2020:

END OF SEMESTER

1. The Second Semester of Academic Year 2019-2020 shall end on 30 May 30 2020, as scheduled.

DELIVERY OF LEARNING MATERIALS AND SUBMISSION OF REQUIREMENTS

2. In the faculty members' delivery of learning materials and the students' submission of requirements, their health and safety must at all times be prioritized. Aside from online delivery and submission, they may resort to other methods such as, but not limited to, courier delivery, drop-off and pick-up, among others. The faculty members and their students may agree on their chosen method, with prior approval of their deans, taking into account the students' location and economic conditions. In the academic advancement of our students during these difficult times, no one must be left behind.

FACULTY RESPONSIBILITIES

3. Faculty members must obtain the following student information for database profiling (these will also be utilized at the opening of the next and succeeding academic years):

3.1 Basic personal data:

- Full name
- Complete home address
- Mobile phone number
- Landline phone number
- Email address
- Online profile (Facebook, Instagram, Twitter, etc.)

3.2 Available means of non-personal communication:

- Landline or mobile phone calls
- Text Messages
- E-mail
- Viber
- Messenger
- Skype
- Other online media platforms

3.3 Determine the viability of online communication with the students under the following considerations:

- Availability of internet connection
 - Broadband (landline, satellite, cable, etc.)
 - Cable
 - Pocket Wi-Fi
 - Mobile Data Plan
 - Pre-Paid Mobile Data
 - Others
- Location where internet is accessed
 - Residence
 - Computer shops
 - School
 - Friends/neighbors/relatives
- Gadgets used for internet connection
 - Smartphone
 - Tablet
 - Laptop computer
 - Desktop computer
 - Others

3.4 Assess their students':

- Families' economic situation
- Location
- Health condition
- Challenges experienced during the quarantine period

3.5 Continue to improvise their alternative teaching modalities to adapt to the changing educational norms, especially online education.

3.6 Predicate their approaches on their students' general profiles to ensure inclusivity.

- 3.7 Provide learning materials that are comprehensive and cover the entire syllabi.
 - 3.8 In agreement with their deans, design and approve the appropriate grading schemes for their respective colleges.
 - 3.9 For prompt resolution, refer to the deans and college/campus secretaries any communication issue with the students.
 - 3.10 Discuss with their students the manner and mode of submission of their requirements. The students must be provided with varied options to do so, without risking their health and safety.
 - 3.11 Extend their utmost consideration in requiring their students' outputs, without compromising the quality of instruction and learning. Flexibility and leniency in discharging their duties must always be observed.
4. Due to the peculiarity of these current events, no student will be compelled to submit their requirements. However, those who are able and may wish to submit will be encouraged and should be liberally graded, in recognition of their efforts to do so notwithstanding the obvious challenges limiting their resources and capabilities.

GRADING

5. All currently enrolled students in all campuses of the University shall be given a grade of 3.0, which may be improved depending on their aggregate performance, under these mechanics:
 - 5.1. Students who have completed their requirements by 30 August 2020 will be given their final grades.
 - 5.2. Students who cannot meet the deadline are to be tentatively given a grade of 3.0 and will have one (1) year from 01 September 2020 to complete their requirements and improve their final grades.
 - 5.3. Those who can submit their requirements within the said 1-year period shall be given an improved final grade.
 - 5.4. Those who fail to submit their requirements within the said 1-year period will be graded on the basis of the aggregate accomplishments from the start of the semester up to the end of the said 1-year period. For those without accomplishments, their tentative grade of 3.0 will automatically become permanent upon the lapse of that 1-year period.

6. Students who, before the suspension of classes on 11 March 2020, incurred absences more than the maximum number allowed, or has dropped, or were deemed to be dropped from the rolls for any reason, shall be governed by the relevant provisions of the Manual for Undergraduate Students.

INCOMPLETE REMARKS LAPSING THIS SEMESTER

7. Students whose "Incomplete" remarks are due to lapse this semester, including those given from the mid-year classes of AY 2018-2019, are given an extension to complete their requirements until the end of the First Semester AY 2020-2021.

SUBMISSION OF GRADES

8. Faculty members shall submit and post their grades until the first week of September, 2020. Those given a tentative grade of 3.0 and will be able to submit their requirements within the 1-year period mentioned above may request his/her professor/instructor for an improved grade any time after submission.

INTERNSHIP and ON-THE-JOB TRAINING

9. Students on internship or on-the-job trainings will no longer be required to return to their host training establishments (HTEs) and instead will be required to submit an internship report. The internship coordinators, in consultation with the department heads/program chairs, shall determine the students' grades based on existing internship policies, and after a fair assessment of the students' acquisition of the required skills. Otherwise, additional in-house enhancement trainings may be recommended to be undertaken at the appropriate time, upon approval by their deans.
10. Students under the Bachelor of Science in Nursing program shall finish their internship and/or related learning experiences (RLE) pursuant to Section 25 of the Republic Act No. 7164 once the conditions become favorable, unless otherwise waived by the appropriate regulating agency of the government.

THESIS, RESEARCH, CAPSTONE PROJECT

11. Students on theses, researches, Capstone Projects, or similar activities shall be graded based on their accomplished outputs, as determined by their professors/instructors and advisers.

GRADUATE SCHOOL, COLLEGE OF LAW, and LABORATORY HIGH SCHOOL

12. Students from the Graduate School, College of Law, and Laboratory High School will continue to be governed by their own rules and policies. In the absence thereof, these provisions may apply suppletorily. In any event, those most beneficial to them shall used.

GRADUATION

1. Graduating students are provisionally given until the first week of September 2020 to submit their completed course requirements for a tentative graduation in October 2020, unless otherwise moved to another date depending on the prevailing conditions by then.

These guidelines may be amended, modified, or supplemented as may be warranted by supervening events and by the rules and regulations that may be issued by CHED or the government.

These will take effect upon approval.