



UNIVERSITY OF THE PHILIPPINES DILIMAN

*Office of the University Registrar*

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03 November 2017

OUR Memorandum No. MTTP 2017-11

For: College Secretaries & Graduate Program Coordinators

From:

  
MA. THERESA T. PAYONGAYONG, PhD  
University Registrar

**Subject: No Extension of Classes**

There will be no extension of classes for the First Semester 2017-2018. We shall follow our original schedule per approved academic calendar. However, you may encourage our faculty to:

- 1) hold make-up classes;
- 2) utilize UVLE or other online platforms to make-up for missed class activities;
- 3) assign take-home work and projects; and/or
- 4) extend class hours (for late afternoon classes like 4:00-5:30, 5:30-7:00, 4:00-7:00, etc), if possible.

But be reminded that holding make-up classes or extending class hours must be subject to student's *conforme*. We cannot force students to attend if they are not available for make-up classes or extension of class hours. Be reminded further that regular classes take precedence over make-up classes. One cannot impose on students to attend make-up classes if it will affect the latter's regular classes. Hence, students' failure to attend make-up classes should not be counted as an absence. No quizzes, tests or other graded activities should be administered during make-up classes, and every effort should be taken to allow students to be informed of what was covered in those make-up classes.

For your information and guidance.

Thank you.

cc: College Deans  
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