



12 June 2021

**OUR MEMORANDUM NO. MVPLO 21-04**

To: **ALL CONCERNED FACULTY**

Through: **COLLEGE DEANS, DIRECTORS, HEADS OF UNITS and COLLEGE SECRETARIES**

From:   
**MARIA VANESSA P. LUSING-OYZON, PhD**  
University Registrar

Subject : **SUBMISSION OF GRADES**

Please be reminded of the following:

1. Courses enrolled in the **SECOND SEMESTER AY 2019-2020 with deferred grades may be completed until 19 June 2021** or the last day of finals week (per MEMORANDUM NO. OVCAA-MTTP 21-048). The **last day for Submission of Grades for students with deferred grades in the Second Semester AY 2019-2020 is on 03 July 2021**. Colleges/Units may request earlier submission of grades for students who are candidates for graduation.

As provided by the Second Semester AY 2019-2020 guidelines in the light of COVID-19 and reiterated in the OVPAA Memo no. 2021-19, p. 3, on Grading System, item no. 2---**the faculty are reminded to submit a DRP for students who failed to complete requirements [by 19 June 2021] in courses with deferred grade in the Second Semester AY 2019-2020**. The students may re-enroll the same course or equivalent course in succeeding semesters. Also, please note-- **Section 6.1.4 of the BOR resolution** implementing guidelines for Second Semester AY 2019-2020 states that **no student shall be given a grade of 4.0, 5.0 or INC for courses in the Second Semester AY 2019-2020.**

Please be guided by the **BOR-approved grading system in UPD for Second Semester AY 2019-2020**.

(from Supplemental FAQs for UPD, item #1, Approved by the UP Diliman Executive Committee in its 296<sup>th</sup> Meeting on 01 June 2020):  
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The UP Diliman Executive Committee resolved to request for exemption from this BOR resolution for the whole UPD. On 21 May 2020, the BOR approved this request. The faculty now may use the following grades:

**A. P (Pass)** will be the grade for those whose status is passing or are satisfactorily complying with course requirements upon the judgement of the faculty. With the permission of the Department/Unit, a faculty member may qualify the grade of Pass by providing an **adjectival remark**. A faculty member giving adjectival remark must always consider whether this is beneficial to the student. Per UP General Catalogue 2014, adjectival or qualitative remarks are **Excellent (1.00 – 1.25); Very Good (1.50 – 1.75); Good (2.00 – 2.25); Satisfactory (2.50 – 2.75); Pass (3.00)**.

**B. Numeric Grade**

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2. Last day for Submission of Grades for the Second Semester AY 2020-2021 is on **03 July 2021**. Colleges/Units may request earlier submission of grades for students who are candidates for graduation in the **Second Semester 2020-2021**. Per OVPAA Memo 2021-19, p. 3, on Grading System, item no. 1-- **The established University grading system shall be applied in the Second Semester / Trimester AY 2020-2021 and Midyear 2021**. Also, per OVPAA Memo 2021-61, p. 2., item no. 6 -- **No Fail Policy** xxx **no student shall receive a grade of 4 or 5 for the Second Semester AY 2020-2021** xxx and OVPAA Memo 2021-61A, p.2- xxx. The following guidance on grading of students is given in relation to the implementation of the no fail policy:

- a. Students who never participated in class nor communicated with the course instructor/s may be given a *DRP*;
- b. Students with incomplete requirements and failing standing shall be given an *INC*;
- c. Students with complete requirements but failing standing shall be given a *DRP*;
- d. Students with complete requirements and passing standing shall be given a final grade; and,
- e. Students enrolled in courses such as laboratory, thesis, dissertation and others that require face-to-face activities for the completion of requirements will have their grades deferred in consonance with **OVPAA Memo No. 2021-19A (or OVCAA MEMO MTP NO. 21-017)** unless alternatives are determined as provided by **OVPAA Memo No. 2021-57: "Alternatives to Complying with Course Requirements that Entail Face-to-Face Interaction"** in which case a grade will be given.

**IMPORTANT:** Submission of grades is done online. In addition, depending on appropriate arrangements to be determined by the colleges/units, **A HARD COPY OF THE REPORT OF GRADES SHOULD BE SUBMITTED TO the Office of the University Registrar (OUR).** It should be duly signed by the Instructor and the Department Chair.

Colleges/Units who have not submitted the duly signed hard copies of Report of Grades to the OUR starting Second Semester AY 2019-2020, are requested to kindly do so.

Thank you very much for your usual cooperation and compliance.