



December 15, 2021

Dr. Beatriz S. Belonias

Vice President for Academic Affairs

Attn: **Ms. Marwen Castañeda**

University Registrar


Dear Dr. Belonias,

The 4th year BS Biology and BS Marine Biology students are taking their Practicum/OJT course (Biol 200a) this second semester 2021-2022 instead of taking it during summer of their 3rd year. This is because there was no more summer offering this year due to the changes in the schedule of our semestral offerings brought about by the pandemic. Changes in the schedule means that in addition to their regular load this semester, which includes their thesis proposal, the students are also taking Practicum. This means their Practicum schedule and activities must be squeezed into their schedule, including even Saturdays. Since the activities in their Practicum are done online, we also made it sure that the students will be able to obtain the necessary skills and competencies, as well as apply these through various activities required of them.

With the present situation, we understand that the students are having a hard time delivering the outputs required of them from their activities. To help ease the burden of the students, we would like to request that we will be allowed to release "**Satisfactory**" instead of a numerical grade for their Practicum this semester. Which means that the compliance of the students to the course is "**In Progress**" and that their numerical grade will be given during the second semester, just like their thesis.

I hope this arrangement is acceptable to be able to help our students. Looking forward to your positive response to this request.

Truly yours,


ANALYN M. MAZO
Department Head

Endorsed:

MA. THERESA P. LORETO
Dean, CAS

Approved:

BEATRIZ S. BELONIAS

Vice President for Academic Affairs