



29 April 2020

MEMORANDUM CIRCULAR NO. 49

Series of 2020

T O: All VSU Faculty and Teaching Staff
R E: Guidelines on the Giving of Grades and Compliance of Graduation Requirements for the 2nd Semester 2019-2020

As per approved during the VSU Board of Regents Meeting dated 28 April 2020, all faculty members and teaching staff are hereby directed to adhere to the following guidelines on the giving of grades and compliance of graduation requirements for the 2nd semester 2019-2020 in accordance with the continuation of the 2nd Semester SY 2019-2020 without residential/face-to-face instruction.

Enrolled Courses

1. Students at all levels, will be given a numerical grade based on whatever scores or ratings obtained from quizzes, long exams, assignments, reports, exercises, attendance, etc. prior to the class suspension on March 13, 2020. The faculty has to devise a special grading system for this purpose only, and for this 2nd semester 2019-2020 only.
2. If the faculty has given assignments or requirements for submission and conducted exams after the class suspension, ensure that all students under the class have access to internet connectivity or were able to submit the said requirements. In no case shall a student be penalized (e.g. reduction in grade or points) due to non-submission of requirements because of lack of access to internet connectivity.
3. For students whose overall rating is failing, no grade shall be given, and the space for the grade in the grade sheet will be left blank (not Dropped, Unsatisfactory, INC, or NGS) to indicate that the grade is deferred/withheld. No student shall be given a failing mark during this semester. When classes resume, the student shall be given a maximum period of one year to submit additional requirements/ activities in order to pass the course. In such a case, the deadline for completion of this requirement will be on June 15, 2021.
4. Once the students whose grades were deferred shall have complied with the additional requirements, the faculty shall fill out a request form (template to be prepared by Registrar's Office) for the Registrar's Office to reset the faculty's account in the Teacher's Portal, after which he/she may then proceed to encode the grades of the students.
5. If the student is graduating this 2nd semester, the teacher should explore all possibilities to enable the student to submit the additional requirements and be given a numerical grade on or before June 15, 2020.
6. For students whose grades are not deferred/withheld, only final grades (no midterm grades) will be given, which will be submitted online via Cumulus One. Signed hard copies of the grade sheets will be submitted not later than one week after classes resume.
7. Students who have incurred 20% unexcused absences (of the total number of hours) before the suspension of classes (up to March 13, 2020) shall be given a remark of Dropped.



Students with INC Marks due for Completion during the Suspension of Classes in the Second Semester

1. Students with INC marks that are due for completion during the suspension of classes in the 2nd semester shall not be given a failing grade but shall be given a chance to complete their grade requirements for another semester.

Pre-requisite Subjects

Pre-requisite subjects enrolled this 2nd semester 2019-2020 but with deferred grades shall be considered valid for enrolment of the higher subjects to be enrolled in the 1st semester 2020-2021.

Thesis/Special Problem:

A. Undergraduate

1. Research manuscript

a. Thesis/special problem/engineering projects completed.

The student shall prepare the research manuscript following the prescribed or the "normal" format.

b. Conducted research but not finished; incomplete data.

The student shall prepare a research manuscript still following the prescribed format but focusing only on the available data. Review of Literature should be more exhaustive to compensate for the expected results and to support the hypothesis of the experiment.

c. Started conducting the research but no data have been collected i.e. done field planting, samples collected/processed, and laboratory experiment on-going.

The student will prepare a manuscript minus the Results and Discussion, and Conclusion. An abstract highlighting the activities of the research shall also be presented. However, the Review of Literature should be rewritten and made more exhaustive, citing and discussing more results of related studies.

d. Not started conducting research.

No manuscript will be prepared. Student needs to conduct the research once class suspension is lifted.

2. Thesis Defense

This requirement shall be suspended, and thus, shall not become part of the grade.

3. Thesis Grade

A numerical grade shall be given. This shall be based on the thesis proposal, conduct of the research, and the quality of the write-up. Incomplete data or no data at all caused by the ECQ should not be one of the bases of the grade.

B. Graduate

1. Research Manuscript

a. Dissertation/Thesis/Special problem completed or at least 75% of data collected.

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Mission: Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.



The student shall prepare the research manuscript following the prescribed or the "normal" format. Additionally, doctoral students shall submit only one (1) publishable article instead of two (2). For master's students, submission of one publishable article is optional.

- b. Dissertation/Thesis/special problem not yet conducted; or if conducted, no data have been collected.
Student needs to conduct the research.

2. Comprehensive Examination and Dissertation/Thesis Defense

This will be done virtually via Skype, Zoom, Google Hangout or other available applications. If the student and the GAC are in the campus and in Baybay City, a face-to-face comprehensive examination or thesis/dissertation defense may be done but with considerable social distancing.

3. Dissertation/Thesis Grade

A numerical grade shall be given. This shall be based on the thesis proposal, conduct of the research, quality of the manuscript and publishable article (for PhD), and the thesis defense. Incompleteness of data due to the ECQ should not be one of the bases of the grade.

4. Public Presentation of Dissertation

This will be suspended.

C. Other Requirements and Teachers' Leave

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| 1. Last day for submission of academic requirements for graduation | June 15, 2020 |
| 2. Last day for submission of final grades of non-graduating students | June 22, 2020 |
| 3. Final clearance will be submitted when classes resume | |
| 4. Diploma, Transcript of Records and Certificate of Completion will be released to the graduate upon submission of the final clearance. | |
| 5. Official Start of Teachers' Leave | June 16, 2020 |
| (Teachers' Leave is on June 16, 2020 until August 2, 2020) | |
| 6. Faculty on Teachers' Leave are required to comply submission of grades while on leave especially the final grades of non-graduating students which are due on June 22, 2020 as scheduled. | |

For strict compliance.


EDGARDO E. TULIN
President