



UPLB Graduate School Guidelines on the 2nd Semester AY 2019-2020

The UPLB Graduate School programs is adopting the general framework, rationale, and guidelines, of UP System Policy on the Second Semester AY 2019-2020 in the Time of Covid-19 and OC Memo No. 072. Additions to these guidelines are as follows:

Academic Calendar

(based on the revised UPLB academic calendar for BOR approval)

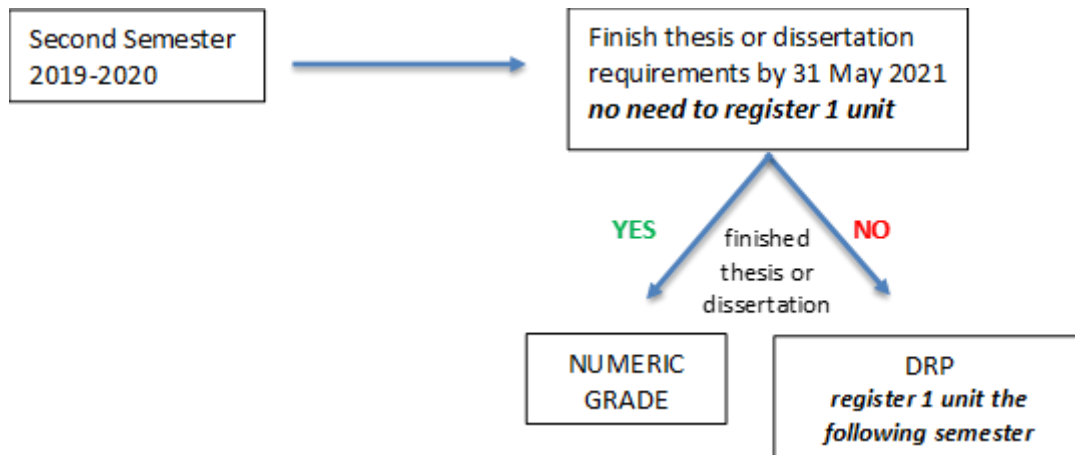
ACTIVITY	FROM	TO
End of Classes	14 May 2020 (Thu)	30 April 2020 (Thu)
Midyear Registration*	04 June 2020	
Start of Midyear Classes*	08 June 2020	
Submission of:	16 Mar 2020 (Mon)	22 June (Mon)
Nomination of Guidance Committee and Plan of Study New Regular Master's Students		
Nomination of Advisory Committee and New Regular PhD Students		
Thesis/Dissertation Outline	15 May 2020 (Fri)	
Plan of Study of New Regular PhD Students		
Last Day of Conduct of Qualifying, Comprehensive, and Final Examination	30 April 2020 (Thu)	29 June 2020 (Fri)
Submission of Grades	27 May 2020 (Wed)	06 July 2020 (Mon)
GAAC Meeting		07 July 2020 (Tues)
College Faculty Meeting		08 July 2020 (Wed)
UC Curriculum Committee Meeting	05 June 2020 (Fri)	10 July 2020 (Fri)
Last Day for Colleges to Submit Approved List of Candidates for Graduation	05 June 2020 (Fri)	13 July 2020 (Mon)
Submission of Program Requirements for Graduating Students (manuscript and publishable format etc.)	27 May 2020 (Wed)	15 July 2020 (Wed)
UC Executive Committee Meeting	08 June 2020 (Mon)	15 July 2020 (Wed)
University Council Meeting	15 June 2020 (Mon)	17 July 2020 (Fri)

*from original academic calendar; awaiting BOR-final approval of adjusted academic calendar



Grading System

1. The grading system will be adopted from the UP System Policy on the Second Semester AY 2019-2020 in the Time of Covid-19.
2. For graduate students who enrolled thesis or dissertation units to write their research outlines but are unable to finish by the last day of submission of grades (06 July 2020) may apply for waiver of requirements before the registration period of the next semester.
3. Meanwhile, students who have enrolled their last thesis or dissertation units will have until 31 May 2021 to finish their requirements. This includes students with approved extension of residency as the maximum residency rule this semester will not be applied.



Academic Activities after 30 April 2020

The Graduate School programs shall conform with items 4.1 to 4.5 of UP System Policy on the Second Semester AY 2019-2020 in the Time of Covid-19 and OC Memo No. 072. In addition to these guidelines:

1. Graduate faculty are highly encouraged to consider the practice of flexible learning in designing and adjusting course requirements. The same practice shall be adopted for off-campus program.
2. These adjusted course requirements will be filed at the unit offering the course.
3. Revised syllabi or course requirements will be communicated to the students on or before 08 May 2020.
4. For grades to be issued this semester, completion of requirements must be done before 06 July 2020. Otherwise, students will have until 31 May 2021 to comply with the revised requirements to receive a mark.



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5. A consultation on the date and conduct of comprehensive, written, and final exams must be conducted between the student and his/her advisory and guidance committee.
 - 5.1. The advisory committee and the graduate student shall agree on a date on when and how the exam would be conducted. Examinations can be done through online mode (e.g. Zoom, Google Meet, etc.), audio conferencing, and face-to-face set up. The latter however, needs to be coordinated with the UPLB Covid 19 Response Team chaired by Dr. Roberto G. Visco (rgvisco@up.edu.ph).
 - 5.2. An application for examination signed by the student advisory and/or guidance committee. shall be sent to the Graduate School (rmevangelista4@up.edu.ph) for tracking and recording purposes. This can be done by either by the student or the Chair of the advisory committee. The one-month policy for filing exam applications is waived but everyone is encouraged to file at least seven (7) working days before the actual date of the examination to allow the Graduate School to check student records.
 - 5.3. The Dean of the Graduate School will be informed by the Chair of the committee on the protocol they will be adopting to assess the graduate student.
 - 5.4. A copy of the examination permit shall be sent by the Graduate School (cgdelaapena@up.edu.ph) to the Chair of student advisory and/or guidance committee.
 - 5.5. After the conduct of the examination, the student advisory and/or guidance Committee Chair will submit the examination results to the Graduate School (rmevangelista4@up.edu.ph). The Graduate School (cgdelaapena@up.edu.ph) will then send the student the results of the examination.

Midyear

Midyear 2020 will proceed as scheduled by UPLB. Only midyear courses indicated in the students' approved plan of coursework will be offered. The offering of other courses requested by students (e.g., students who will be graduating during the Midyear) is subject to the approval of the offering unit.

Academic Standing Policies (INC, 4.0, Residency etc.)

1. The Second Semester AY 2019-2020 shall not be included in the reckoning or in the counting of years of residence of a student. Graduate students with approved extension (Second Semester AY 2019-2020 and Midyear 2020) will automatically be given extension up to 31 May 2021.
2. Graduate students who have incurred an INC during the Second Semester AY 2018-2019 shall be allowed to remove the INC until First Semester AY 2020-2021.
3. A student who incurred a 4.0 during the Second Semester AY 2018-2019 shall be allowed to remove the 4.0 until First Semester AY 2020-2021.



4. Graduate students enrolled in the Second AY 2019-2020 in a prerequisite course will be allowed to enroll in the next course for credit despite incurring a deferred grade in the pre-requisite course.

Dropping, Filing for Leave of Absence (LOA), and Absence Without Leave

Deadlines for DROPPING and LOA are lifted. Hence, a student who has filed application for dropping or LOA prior to the implementation of the Enhanced Community Quarantine can decide to withdraw the application through a formal email addressed to the Dean of the Graduate School.

Students who have not filed for dropping or leave of absence may still do so through the Graduate School Office of the Secretary (lgbolanos@up.edu.ph). Otherwise, the GS-OCS will assist students by automatically filing the following on their behalf: 1) LOA for those enrolled the previous semester but did not register this semester; 2) extension of LOA for those on LOA the previous semester; or 3) AWOL for Second AY 2019-2020 but this will not be counted towards their residency.

Probationary Admission

Students with probationary status of admission will be evaluated based on the marks they receive during Second Semester 2019-2020. A PASS mark will not be included in the computation of the general weighted average (GWA) but the corresponding adjectival remark will be considered in the promotion of their admission to regular status. Registration of courses for the next semester would be based on the recommendation of either the graduate program coordinator of the unit offering the program.

Scholarship Extension

Evaluation of scholarship extension (e.g. SEARCA, DOST etc.) will be reviewed on a case to case basis, depending on the academic progress of the student. The Graduate School will inform the students about the status of their scholarship. The University, and the Graduate School will take active steps in informing funding institutions of the current situation of the scholars.

Graduation

1. External review waived for students enrolled in thesis this second semester 2019-2020. This would be applied next semester if the situation does not change.
2. The student advisory and guidance committee will decide on the graduation requirements equivalent to thesis for the degree program upon consultation with the student. However, the policy on manuscript submission, and publishable article is retained. Other requirements for graduation include the submission of the Data Privacy consent form and the Alumni Information Sheet.
3. Graduating students as of the Second AY 2019-2020 must satisfy all program requirements not later than 15 July 2020 to be included for University Council approval.



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4. There will be no graduation and hooding ceremonies this 2020.
5. Graduating students as of the end of the semester with deferred grades who complete their requirements after the deadline set by the CU for the Second Semester AY 2019-2020 shall be endorsed for graduation to the BOR in the semester when the student has completed the requirements for graduation. However, the student shall be deemed graduated as of the Second Semester AY 2019-2020.

Graduate School Services

The Graduate School will continue to provide services via work-from-home set-up. Below is the directory of services and their corresponding process owners:

SERVICE	CONTACT PERSON & EMAIL ADDRESS
for all GS Admissions related concern	NHIMVIE admissions.gs.uplb@up.edu.ph
Nomination of Committee, Plan of Coursework, Revisions in Committee, Coursework, Timetable, other Student progress processes and I.T. support	LI lgbolanos@up.edu.ph
DOST, CHED and other scholarships related concerns	JOJI dclitan@up.edu.ph
Qualifying, General/Comprehensive, Final Examinations, Application for Graduation and all other Graduation Requirements	CHA cgdelapena@up.edu.ph
Approval of Thesis/Dissertation Outlines, Field Trips	ANA aaocampo6@up.edu.ph
Faculty appointments, Clearance	MAYEL mcgregorio4@up.edu.ph
Bustrillos Loan, Honorariums, Procurement and Administrative matters	CRIS, JOSEPH mlsupleto@up.edu.ph, jpsumague@up.edu.ph
Visa Processing	JO jmcosico@up.edu.ph
Submission of e-Manuscript for External Review and other External Review Process	DR. MARK gs.extreview.uplb@up.edu.ph
Inquiries regarding UP Professional School for Agriculture and the Environment	ERWIN etdaanoy@up.edu.ph
Official GS Email. All other services and inquiries	gs.uplb@up.edu.ph