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MEMORANDUM NO. OVCAA PFA 23-033

TO : Deans/Directors, College Secretaries, and Heads of Academic Units

FROM : 
PERCIVAL F. ALMORO, PhD
Officer-in-Charge, OVCAA

SUBJECT : Academic Policies for AY 2023-2024

DATE : 14 August 2023

Please find attached the Academic Policies for AY 2023-2024, provided by the Office of the Vice President for Academic Affairs, UP System.

For the policies related to the students' academic courses such as Reading and Health Break, Implementation Feedback, coping with Academic Requirement workload, Suggested Notices and Statements, including possible alternative Attendance requirement, units must ensure such guidelines are reflected in the various course guides.

For your information and guidance.

Thank you.



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17 August 2023

OVPAA Memorandum 2023-113

For : **Institute Directors, Department Chairpersons, Program Coordinators
The Faculty**

Through : **The CU Chancellors
The Vice Chancellors for Academic Affairs
The Deans**

From : 
Alyssa M. Peleo-Alampay
Officer-in-Charge

Subject : **ACADEMIC POLICIES FOR AY 2023-2024**

Considering the lifting of the State of Public Health Emergency through [Proclamation No. 297](#) signed on 21 July 2023, and the carrying-over of policies the University instituted for the previous semesters that worked, the University will implement the following academic policies for AY 2023-2024 as recommended by the System Academic Affairs Committee (chaired by the Vice President for Academic Affairs with the Assistant Vice Presidents for Academic Affairs, Vice Chancellors for Academic Affairs, and Vice Chancellors for Research and Extension/Development as members) and approved by the President's Advisory Council (chaired by the UP President with the Vice Presidents, Chancellors and the Directors of the Philippine General Hospital, and the Bonifacio Global City campus as members).

1. Academic Calendar

For CUs with a semestral schedule, the first and second semesters of AY 2023-2024 remains at 16 weeks with a reading break. On the other hand, the Midyear term remains at 5 weeks with no reading break.

Note that Academic Calendars for AY 2023-2024 have been approved.

2. Class size

University policies on class size will be in force. Units are reminded that the class size is subject to the nature of the course and is determined by the optimal utilization of the unit's faculty and infrastructure resources.

3. Learning Delivery Mode

Guided by [OVPAA Memo No. 2022-88](#), undergraduate courses will follow either Model 2 or 3 of the blended learning delivery models except for clinical rotations, internships, on-the-job training, intensive laboratories, community-based immersion, and similar programs. Graduate courses, on the other hand, may opt to follow Model 1, 2, or 3. For models 2 and 3, the face-to-face component should be 50% to 75% and delivered in a learning-centered context following, for example, the flipped classroom model. The hyflex model may be adopted, provided its infrastructure is in place. Exemptions to the delivery mode may be pursued with the Chancellor based on need and circumstances.

4. Learning Spaces

CUs are encouraged to identify learning spaces in their respective campuses where students can conduct synchronous and/or asynchronous activities related to courses they are registered in.

5. Course Implementation Feedback

The faculty must provide timely feedback on their students' examinations and other course requirements through the learning platform/s, email, or consultation. Consultation protocol and schedule must be communicated in the course guides.

6. Academic Requirements

Course requirements should be made clear to students at the start of classes and indicated in the course guide. Please encourage students to work on course requirements ahead of time to avoid spending their reading and health break on meeting deadlines set after the break. Urge students who seem unable to cope with their workload to seek advice from their adviser/instructor.

7. Reading and Health Break

The reading break is a scheduled period where class schedules and academic requirements are temporarily suspended to support faculty and student wellness. While there are no scheduled submissions or academic activities during this time, students are encouraged to create a balanced study and relaxation plan to maintain momentum for when classes resume. Research indicates that students who engage in schoolwork before and during the break experience less stress and academic workload afterward (Cramer & Pschibul, 2017).

8. Suggested Notices and Statements

Please remind students that the University espouses honor and excellence and that academic integrity must always be upheld. For reference on suggested notices and statements to enforce academic integrity and University policies on copyright, acceptable use, and data privacy, please refer to [OVPAA Memo 2020-105](#).

9. Course Packs

Completed course packs — composed of a course guide/detailed syllabus and learning resources with study guides, assignments, and/or activity guides — should be uploaded to the CU or UP System Learning Management System, or distributed as printed material, as needed, by the start of classes.

10. Basic Education

The basic education units of the UP System shall refer to the interim guidelines on assessment and grading set forth by the Department of Education and contained in [DepEd Order No. 031 s 2020](#).

The following University Policies shall be enforced during the AY 2023-2024.

11. Academic Policies

- Academic delinquency rules
- Degree program retention rules
- Maximum Residency Rule (MRR)
- Prerequisites (including the University policy on waiver of prerequisites)
- Grading system
- Deadline for dropping and Leave of Absence
- Attendance (The faculty may adopt different attendance requirements considering their student's lack of or poor internet access, and other health-related concerns.)

12. Others

- a. Suspension of the cap on the number of units taught by lecturers.
- b. Suspension of the cap on the number of faculty members in an academic unit who can go on study leave.

Thank you.