



**Advisory to the Carolinian Community  
As of April 17, 2020**

For months now, humanity has been combatting this invisible enemy, the COVID-19 pandemic, which has continued to threaten the entire fabric of our society.

The University of San Carlos affirms its responsibility towards its students, faculty and staff to follow the directives of the government while continuing to engage its students through the faculty members to ensure that quality education is delivered.

Aware of the fluidity of the situation and the impact of this crisis on the wellbeing of the students and faculty alike, the following advisory is issued in consonance with the directives of the local and national government, including that of the Commission on Higher Education:

**1. End of Semester**

- 1.1. All lecture classes shall be completed by May 23, 2020. This is the end of the second semester as indicated in our academic calendar.
- 1.2. Courses that require on-campus interaction and completion, such as Bar and/or licensure courses, laboratory courses, courses that require departmental exams, capstone projects, OJT/Practicum, RLE, research activities, and the like, are extended for one month after the lifting of the Enhanced Community Quarantine (ECQ). During this time, the remaining learning and assessment activities that require physical presence on-campus will be complied with. Health-related and safety protocols shall strictly be implemented in the campus upon the resumption of classes.

The respective School Deans shall issue a separate detailed advisory specific to their programs and students, where applicable.

**2. Grading System**

- 2.1. Numerical grades based on USC grading system will be computed and encoded for the lecture classes on or before June 2, 2020. Teachers are, therefore, advised to continue with the alternative learning activities, observing leniency and compassion in the submission of requirements, taking seriously into consideration student issues on internet connectivity.
- 2.2. No outright failing grade will be given to students who are unable to comply with the requirements on time for reason of limited or no internet access. Instead, a grade of INC will be assigned to provide these students more time, either during the extension period



after the lifting of the ECQ or during the one-year grace period afforded to students with INC grades, in coordination with the teachers concerned.

2.3. USC believes in providing students with Expanded Learning Opportunities in order for them to satisfactorily achieve the learning outcomes of their courses. Thus, students are given a one-year period, when they can opt to improve their grades by enhancing their final outputs and (departmental) exam results. Teachers, are therefore, advised to provide students these opportunities by which they can demonstrate their improved achievement of the course outcomes, within the given period of time stated above.

2.4. Each School shall determine the advisability and feasibility of providing enhancement sessions, tutorial classes and other mentoring activities to students as well as the scheduling of (re)examinations.

2.5. In the enrollment for the succeeding semester, students with INC this semester can enroll in the succeeding courses, provided that they process the required endorsement forms as prescribed by the University policy.

### 3. **Thesis/Dissertation Proposal and Oral Defense**

The Chairs and Deans concerned are advised to organize proposal and oral defense in both graduate and undergraduate programs via different online platforms, provided that their students and panelists have stable internet connectivity. An IP grade may be given to the graduate students and INC to undergraduate students who are unable to defend online during the ECQ period.

### 4. **Graduation Ceremonies**

No graduation ceremonies will be scheduled this second semester. However, graduating students who have complied with all the requirements shall apply for graduation after the lifting of the ECQ. As such, their diploma and TOR shall bear the end of the semester as their graduation date. The Office of the Registrar shall issue an advisory on the deadline of the application once the situation **has** stabilized. Students have the option to join the graduation rites either in December 2020 or May 2021, except for the College of Law that sets another date for graduation.

### 5. **Summer 2020 Offerings**

Some programs require Summer classes to complete the degrees on time and some students also need the Summer period to complete the requirements of their courses. In this regard, USC continues its commitment to serve the students by offering Summer classes, especially to those



who belong to the old programs. Classes are limited to lecture courses only which will be offered using Asynchronous Learning methods (e.g. combination of Distance Education, Remote Learning, Independent Learning, and the like). For those who would like to avail of this service this Summer (June-July 2020), please contact via email your respective Department Chairs who will arrange these classes for you and facilitate your desire for continuous learning and studying.

**6. Counselling and Mental Health Support Services**

The students are informed of the availability of counselling services spearheaded by the USC Mental Health Online Support through:

<https://www.facebook.com/USCConselingandDevelopmentCenter>

**7. School Fees**

Adjustments on the school fees are being considered by the Office of Finance. A separate advisory will be issued on this matter when the mechanics are finalized.

The University is continually assessing the situation and shall be issuing advisories from time to time in the re-calibration of USC's announced responses and interventions.

In this crisis, let us keep one another in our prayers and persevere in faith as we continue to fortify the Carolinian mark of competence, integrity, excellence, commitment, social responsibility, and leadership.

I take this opportunity to commend our faculty, staff, and student volunteers for all the selfless initiatives they have undertaken to address the crisis. They have braved themselves amidst the threat to help our frontliners and the communities that have gravely been affected by the crisis.

God bless us always!

**(Original Signed)**

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