



Archaeological Studies Program
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ASP IMPLEMENTING GUIDELINES FOR THE THIRD TRIMESTER, AY 2019-2020

The Archaeological Studies Program (ASP) is currently in its Third Trimester, AY 2019-2020. The trimester started on March 5, 2020 and will end on June 4, 2020. Like other colleges in UP Diliman and universities worldwide, our face-to-face mode of teaching was suspended on the second week of March and shifted to an alternative remote learning due to the COVID-19 pandemic crisis. The ASP Faculty recognize this challenge brought about by the Enhanced Community Quarantine (ECQ) to the entire Luzon Region.

Thus, ASP, based on its 48th Faculty Meeting dated April 28, 2020, formulated a general guidelines, in line with the Board of Regents (BOR) resolution on the “UP System Policy on the Second Semester AY 2019-2020 in the Time of COVID-19” on how to proceed with our current Third Trimester, AY 2019-2020.

1. End of the Third Trimester, AY 2019-2020

- 1.1. The last day of class for the Third Trimester, AY 2019 - 2020 is on April 30, 2020 (Thursday). Activities held after this date shall be for the purpose of enabling students to complete adjusted course requirements.
- 1.2. Submission of the ASP final grade will be on June 19, 2020 (Friday).

2. Academic Activities after April 30, 2020

- 2.1. Given the shortened Trimester, faculty members will inform their graduate students of adjusted course requirements.
 - 2.1.1 Irrespective of the lifting of the ECQ in the short or medium term, there will be no face-to-face classes for the rest of the Third Trimester.
 - 2.1.2 The deadline of the ASP faculty members to disseminate the adjusted course requirements to all their students is on May 5, 2020 (Tuesday).
 - 2.1.3 Faculty members who are unable to reach some students may seek the assistance of the Program Secretary and Graduate Program Coordinator of ASP.
 - 2.1.4 There should be sufficient time for students to complete the adjusted course requirements between their dissemination to students and the ASP stipulated deadline for earlier completion.



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2.2 Adjusted course requirements may take the form of an examination.

2.2.1 A sit-down proctored final examination is no longer feasible. As the COVID-19 threat persists when students will be allowed to return to school is uncertain.

2.2.1.1 Online exams are an option but careful thought must be given to the platform to be used, the students' internet connection, and their psychological preparedness to take the exam online, among other considerations.

2.2.1.2 Alternative forms of summative assessment (e.g. reflection paper or critical analysis) may be considered in lieu of exams.

2.2.1.3 The schedule of final examinations, if needed, shall be on June 9 – 13, 2020 for completion of adjusted course requirements.

2.3 Online classes are discouraged but may be conducted for the limited purpose of levelling of expectations, clarifications, overall guidance and summation. Synchronous online meetings shall not impact grading and, to the extent possible, be recorded and disseminated for the benefit of all concerned students.

2.4 Within the general framework and rationale of the BOR resolution, completion of ASP field work and other similar courses shall be redesigned and explore alternative ways and options to facilitate the completion of these courses remotely.

2.5 When faculty members are unable to perform their academic function due to the COVID-19 crisis, ASP, out of duty and compassion for the faculty members concerned and their students, shall ensure that those who comply with the adjusted requirements of the course are given a grade.

3. Academic Rules on Academic Standing Policies of UP Diliman

3.1. The University is waiving academic deadlines and policies on scholastic standing and student financial assistance as follows:

3.1.1 The deadline for dropping of subjects for the Third Trimester AY 2019-2020 is lifted.

3.1.2 The deadline for filing Leave of Absence (LOA) for the Third Trimester AY 2019-2020 is lifted.

3.1.3 The Third Trimester AY 2019-2020 shall not be included in the reckoning or in the counting of years of residence of a student.



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- 3.1.4 A student who incurred an INC during the Third Trimester AY 2018-2019 shall be allowed to remove the INC until First Trimester AY 2020-2021.
- 3.1.5 A student who incurred a 4.0 during the Third Trimester AY 2018-2019 shall be allowed to remove the 4.0 until First Trimester AY 2020-2021.
- 3.1.6 The rules on scholastic standing (delinquency) – i.e., warning, probation, dismissal, and permanent disqualification – are suspended for this trimester.
- 3.1.7 Policies on student financial assistance which are tied to scholastic standing are suspended.

4. Graduating Students as of the Third Trimester, AY 2019-2020

- 4.1 Graduating students completing the requirements for the Third Trimester AY 2019-2020 shall be endorsed for graduation to the BOR when it meets to approve the candidates for graduation in June or July 2020;
- 4.2 Graduation ceremonies are postponed to a more auspicious time;
- 4.3 Graduating students as of the end of the trimester with Deferred Grades (Non-submission or withholding of a grade until the adjusted course requirements are complied with) who complete their requirements after the deadline set by the ASP for the Third Trimester AY 2019-2020 shall be endorsed for graduation to the BOR in the trimester when the student has completed the requirements for graduation. However, the student shall be deemed graduated as of the Third Trimester AY 2019-2020.

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