



ACADEMIC AFFAIRS

End-of-Semester Reminders SY 2019-2020

From the Academic Affairs Office

Despite the challenges brought about by the Enhanced Community Quarantine (ECQ) due to the COVID-19 pandemic, we have braved the situation in order to attain quality higher education. We thank the faculty and students for their patience and effort in helping us with the sudden shift to flexible learning and in making it as manageable as it can be.

In response to CHED's recommendation of providing an immediate, viable response to the disruption of classes, the University provided flexible learning activities in recognition of the students' learning difficulties. We have set two submission deadlines (May 18 or August 1, previously July 27) to give them the option of completing the requirements based on their learning circumstances. Modes of learning were also adjusted: optional synchronous learning for those who have high internet speed and offline asynchronous learning for those with limited Internet access.

FEU will continue enhancing the delivery of quality education during this adjustment period in learning. Much as we want a full university experience of having regular face-to-face classes and on-campus activities, we decided to be more consistent with global trends and practices considering this pandemic's impact on education.

Please take note of the following reminders as we close the current semester.

Schedule of Deadlines

1. School Year 2019-2020 will be closed out through asynchronous online learning. The Modified Enhanced Community Quarantine (MECQ) imposed in the National Capital Region still suspends physical classes.



ACADEMIC AFFAIRS

2. The deadlines for submission of requirements, as mentioned in the April announcement of the Academic Affairs Office, are the following:

May 18, 11:59 PM, PH Time	- for general students
August 1, 11:59 PM, PH Time (previously July 27)	- for students who need more time to comply due to ECQ-related limitations or concerns (new deadline following the quarantine's extension)

Grades

3. Students are encouraged to maximize the period from May 18 to 23, 2020 for online grade consultation. Students must closely coordinate with their faculty to discuss assessment requirements and results.
4. Grade encoding will be on May 25 to May 27. Online release of grades will be on May 30.
5. Students who are unable to submit on May 18 will get a grade of *In Progress* (IP), which will be converted into Letter Grade upon submission of complete and satisfactory requirements.

Rebate

Students are advised to check their Student Portal by the first week of June 2020 to view the pro-rated rebate of fees. Rebate depends on each student's degree program and will be managed in this manner:

Account Status	Application of Rebate
Fully paid students	Credited to next enrollment
Students with an outstanding balance	Deducted from fees in the current enrollment; Any excess will be credited to the next enrollment
Graduating students	Deducted from outstanding balance; Any excess will be refunded through check.



ACADEMIC AFFAIRS

Assistance for Students Who Do NOT Complete their Requirements by May 18

1. August 1, 2020 is the new deadline for students who do not complete their requirements by May 18. It is intended to assist students who may have encountered difficulty in completing the requirements. These students are requested to fill out this online form <https://bit.ly/SubmitAfterMAY18>. The survey responses will help FEU find more ways of extending assistance.
2. Students may still submit the final requirements beyond August 1, depending on the type of community quarantine implemented by either the national or local government. Students living in communities under ECQ until August 1 should, therefore, inform the university by sending an email to their respective Program Heads and/or by filling out the above-mentioned survey form. For the program heads' email directory, visit this page: <https://bit.ly/FEUProgramHeads>

Library Fines

Library fines incurred during the ECQ are waived. Students are requested to return these books when face-to-face classes resume.

Wellness and Recreation Program (WRP) and FEU Learning Journey

All WRP students who met the minimum requirement of 14 hours plus one accomplished FEU Learning Journey (FLJ) module will receive a grade of A. Those who performed below the minimum requirement (less than 14 hours) with one accomplished FLJ module will get a grade of D. Failure to comply with the FLJ requirement that was due on May 11 will merit a grade of IP which may be completed until August 1, and hence be converted into a letter grade.

Scholarships

Given the possibility of potential scholars getting an In-Progress grade, the Quality Point Average will be computed after August 1.



ACADEMIC AFFAIRS

Clearance of Graduating Students

Commencement exercises are tentatively set in November 2020. Graduating students may start processing their clearance once they pass all the remaining courses this second semester. Clearance is needed to secure the transcript of records and diploma. To be cleared, a student must check if their Student Portal has any record of impediment. To process the clearance of a specific impediment, a student may send Email to any of the following offices:

Possible Impediment	Office in Charge	Email for Inquiry/ Completion of Requirements
Unreturned books	Library	pramirez@feu.edu.ph jrosal@feu.edu.ph hsadaya@feu.edu.ph mggamolo@feu.edu.ph
Non-submission of Form 137, Application for Graduation	Registrar's Office	registrar@feu.edu.ph
Annual Report (for student leaders only)	Student Development	ldelossantos@feu.edu.ph
Unserved community service hours or pending discipline case	Student Discipline	rcada@feu.edu.ph

For other student concerns, please email academicservices@feu.edu.ph



ACADEMIC AFFAIRS

Summer Classes

Enrollment for Summer will be from June 1 to 5 and summer classes will start on June 8 and end on July 24. Only the following students are allowed to enroll based on CHED's recommendations:

- graduating students this Summer provided that the remaining units are offered this summer. Students are advised to coordinate with their respective departments for the course offerings.
- those in degree programs with scheduled summer classes in the curriculum;
- students who petitioned for specific classes.

Laboratory course offerings scheduled this summer will be postponed for next Summer except the Microbiology and Parasitology class in the Institute of Nursing which will be jointly handled with the Institute of Arts and Sciences' Biology Department.

Teaching and learning will be online (synchronous and asynchronous) and students need to have stable internet connections in order to enroll. Students who do not have stable internet connections will have to consult with their Program Heads to check when and how they can take their required summer courses.

Please be guided accordingly. Thank you.