



Office of the Academic Vice President

Primer on Academic Policies for Online Undergraduate Education at AddU (April 2, 2020)

In order to provide guidance to all academic administrators, faculty, and students on the shift from conventional face-to-face engagements to online transactions in the college academics, this primer is published. It contains information about the online process of:

- I. Admission and Enrolment
- II. Shifting to Another Program
- III. Processing of:
 - A. QPI Appeal
 - B. Grade Appeal
 - C. Leave of Absence
 - D. Reinstatement
- IV. Teaching a Course
- V. Student's Learning in a Course
- VI. Assessment of Student's Academic Performance in a Course
- VII. Academic Administrators' Monitoring of Online Classes
- VIII. Other Related Concerns

This primer defines current academic policy for undergraduate academic education at ADDU until officially revised. Comments from students through the SAMAHAN are welcome to improve our system.

Online Admission and Enrolment

A. Admission and enrolment in Undergraduate Programs are handled by the Admission and Aid Office and the Office of the University Registrar.

I. An applicant who seeks admission in any of the undergraduate programs shall follow the following online procedures:

1. Downloads the Letter of Intent for Admission from the Ateneo de Davao University website.
2. Fills-in the necessary information asked in the Letter of Intent for Admission.
3. Emails the filled-up proforma Letter of Intent for Admission with the required scanned copies of documents to admissions@addu.edu.ph.

The Admission and aid Office assesses the application for admission and notifies the applicant of the result.

4. Receives a Notice of Acceptance (NOA) from the Admission Director when the application is granted admission to the Undergraduate Programs..

Note: An applicant who does not qualify for any of his or her three priority programs will be notified and will be offered suggested programs based on the assessment made by the Admission and Aid Office relative to every program's admission criteria.

5. Follows the instructions provided in the Notice of Acceptance (NOA) to access an online enrolment as a "New Student".

II. Enrolment of New Students

The new student:

1. Accesses the online preregistration form following the instruction provided in the Notice of Acceptance (NOA).
2. Provides the basic information needed in the online preregistration form, and uploads it together with the scanned copies of necessary documents.
Note: The original copies of uploaded documents will be submitted on a designated date and time of transaction with the Admission and Aid Office, The date and time will be provided in the Student Information System after enrolment is completed.
3. Views the list of subjects with equivalent units to enroll in a semester and the schedule of fees.
4. Pays the required amount to be officially enrolled. S/he is provided an instruction for online payment.
5. Receives an e-ID and views his/her class schedule with the name of the assigned faculty members
6. Gets access to the student online orientation kit and student handbook of the unit that s/he is officially enrolled.
7. Prepares and waits for the start of the semester online class.

Online Admission and Enrolment

III. Enrolment of Current Students

The current student:

1. Checks his/her Student Information System account and clears any tagged obligations from the previous semester by contacting the concerned Heads of office.
2. Chooses the schedule of classes of the courses that s/he is required to enroll in for the semester.

Note: It is presumed that the student strictly follows the academic advisement of his/her program chairperson, which is reflected in his/her Student Information System account.

3. Views the amount that s/he is required to pay.
4. Pays online the required amount. The instruction of online payment is provided in his/her Student Information System account.
5. When payment is done, s/he is tagged “enrolled” in his/her Student Information System account.
6. Views the schedule of classes enrolled. *Note: It is recommended that the schedule of classes be printed or a screenshot of this be taken.*
7. Prepares and waits for the start of the semester online class.

Online Shifting to Another Program

A student who wants to shift to another program will follow the following online procedures:

1. Opens his/her Student Information System account.
2. Opens the Shifting Form.
3. Fill-in necessary information required in the Shifting Form
4. Submits the filled-up Shifting Form by clicking the “Submit” button.
5. Waits for a notification of approval from the current Department Chairperson and from the Department Chairperson of the desired new program.. The notice will appear in his/her Student Information System account.

Note: Once the Department Chairpersons approve the program shifting application, the student will now be released by his/her current Department Chairperson from the program. The Department Chairperson of the new program is notified through his/her Administrator Information Management account to create a new enrolment registration for the student. S/he defines the applicant’s academic status in the program and determines the maximum course load s/he may enroll for the next semester.

6. After receiving a notification of approval to shift to the desired new program, s/he enrolls to the new program by following the online enrollment procedures for current students. Please see page 3 as reference.

Online Processing of:

A. QPI Appeal (Applicable for AY2020-2021 based on the University Student Retention Policy, AVP Memorandum No. 2019-58)

1. For a student to be promoted from his/her current year level to:
 - A. second year, s/he must have earned an annual QPI of at least 1.60. Otherwise, s/he has to appeal for a probationary status when his/her earned annual QPI ranges from 1.40 to 1.59 .
 - B. third year, s/he must have earned an annual QPI of at least 1.80. Otherwise, s/he has to appeal for a for a probationary status when his/her earned annual QPI ranges from 1.60 to 1.79.
 - C. fourth year, s/he must have earned an annual QPI of at least 1.90. Otherwise, s/he has to appeal for a for a probationary status when his/her earned annual QPI ranges from 1.40 to 1.89
2. The student’s annual QPI is shown in his/her Student Information System account after the deadline of faculty’s submission of second semester final grades .
3. If a student’s earned annual QPI requires him/her to appeal for a probationary status, then the following online procedures must be followed :
 - A. Opens his/her Student Information System account.
 - B.. Opens the QPI Appeal Form.

- C. Fills-in necessary information asked in the QPI Appeal Form.
- D. Submits the filled-up QPI Appeal Form by clicking the “Submit” button.

Note: The University Standards Committee deliberates QPI Appeals endorsed by the Academic Vice President. If an application of a student for QPI Appeal has been approved for a probationary enrolment in his/her program, the Department Chairperson will be notified in his/her Administrator Information Management account. The Department Chairperson will advise the student of his/her maximum course load and list of courses to enroll in the following semester.

- E. If a notification of approval from the Department Chairperson appears in his/her Student Information System account, then s/he can now enroll by following the online enrollment procedures for current students. Please see page 3 as reference.

Note: *A disapproved notification of the QPI appeal would mean dismissal from the university. A student may re-appeal to the Academic Vice President by sending an email to vp.academics@addu.edu.ph.*

B. Grade Appeal

1. Any complaint on final grade received for a course must be emailed by the student to the concerned faculty member.
2. When the faculty sees merit of the complaint and the original grade needs to be changed, s/he will email a Grade Appeal to standardscom@addu.edu.ph by stating the reason for changing the original grade to a new grade and attaching the copy of the class record.
3. *When the Grade Appeal merits recommendation for approval by the University Standards Committee, the Academic Vice President emails the Registrar to implement the change of grade of the student. Both the student and the faculty member will be emailed a notification.*

C. Leave of Absence

A student who needs to temporarily discontinue his/her enrolment in the following semester(s) must file online a Leave of Absence by following the online procedures:

- A. Opens his/her Student Information System account.
- B. Opens the Leave of Absence (LOA) Form.
- C. Fills-in necessary information required in the LOA
- D. Submits the filled-up LOA Form by clicking the “Submit” button.
- E. Waits for a notification from the Finance Office in his/her Student Information System account.
- F. Once cleared by the Finance Office, s/he receives a notification of approval from the Admission Director. The notice of approval will be sent to his/her Student Information System account.

D. Reinstatement

A student whose approved LOA has already been completed needs to be reinstated in the Undergraduate Programs by following the online procedures:

- A. Opens the Ateneo de Davao University website.
- B. Downloads the Reinstatement Form.
- C. Fills-in necessary information required in the Reinstatement Form.
- D. Submits the filled-up Reinstatement Form by clicking the “Submit” button.
- E. Waits for a notification to proceed for an enrolment from the Director of the Admission and Aid Office
- F. Opens his re-activated Student Information System account and proceeds for online enrolment following the online enrollment procedures for current students. Please see page 3 as reference.

Online Teaching of a Course

A course that is taught to a class using an online method and practice of teaching is operationally termed in AdDU as “online class of a course”.

1. An online class of a course during summer is scheduled from Monday to Friday every week following its allotted time slot during enrolment.
2. An online class of a course during first or second semester is scheduled in two meetings every week following its allotted time slot during enrolment.
3. The faculty member assigned to an online class of a course shall allot a weekly schedule for individual or small group online conference. The conference will allow him/her to process the learning of students and to assist each student to better learn from his/her online class. Upon receiving the course teaching load from his/her Department Chairperson, s/he MUST submit the schedule of the weekly online conference of the class to his/her Department Chairperson using the format shown below:

Name of faculty: _____
Term: Summer _____ or _____ Sem., AY _____
Course Number: _____ Class Code: _____
Class Schedule: (Days) _____ Time: _____
Online Conference Schedule: (Day) _____ Time: _____

4. For a faculty member to teach a course using an online pedagogy, it is a MUST that s/he has:
 - A. completed an online training for faculty on Online Pedagogy.
 - B. created an online class for the course using either the Google Classroom or Moodle platforms.
 - C. uploaded the following:

* Online Instruction Delivery Plan. A complete plan in teaching a course to a class through online method and practice of teaching. It contains the details of reasons in teaching the course to a class, the activities on how students’ learning are assessed, the activities on how essential topics of the course are taught to a class, the list of essential topics that must be taught to insure the development of essential knowledge, skills, and attitudes that need to be developed in every student in the class.

The teaching of the essential topics of a course will be done through Google Classroom or Moodle platforms. In either of the two platforms, an *Individualized Instruction* or *Guided Instruction* can be employed. An *Individualized Instruction* happens when a student learns from an essential topic by reading the notes or viewing the video topic presentation prepared by the teacher of the course. A *Guided Instruction* happens when a student learns from an essential topic by participating in an actual online class conducted by the teacher. The utilization of the *Guided Instruction* by the faculty member will be highly contextualized on the strength of internet connection of every student in class. In the event that an essential topic needs to be taught to a class through *Guided Instruction* as dictated by the essential skills to be developed in each student, an *Individualized Instruction* has to be prepared for those who have poor internet connection.

* Learning Materials, which can be at least one of the following for every essential topic of the course

- video presentation of a topic
- lecture notes of a topic
- e-reading materials of a topic

* Formative Assessments of every essential topic. These refer to activities that will be required from every student after going through an essential topic of a course. These activities will not be graded but will be utilized to monitor the progress of the learning of every student in the online class.

D. prepares a face-to-face summative assessment. This is equivalent to the conventional departmental examination or final examination, which can be in the form of an oral examination, an essay, or a performance-based task to completely comply with the course requirements of a course taught online. The face-to-face summative assessment is a quality control of the university against online fraud of testing to truly evaluate the learning of students in an online class of a course. **IT SHOULD NOT BE UPLOADED TOGETHER WITH THE e-LEARNING MATERIALS OF THE COURSE.**

Note: 1. Every student in an online class of a course has an option to take the face-to-face summative assessment either at the end of online classes or within the academic year that the course has been enrolled in by the student. In the case of courses enrolled in this summer 2020, the face-to-face summative assessment can be completed before the end of the second semester of AY2020-2021. The student emails the teacher when s/he is already prepared to take the face-to-face summative assessment. The teacher and the student agree on the date, time and place in the school campus that the face-to-face summative assessment will be administered. The teacher **MUST** prepare varied questions, problems, cases or tasks for students to fairly assess and evaluate the learning of every student from the course.

2. If a student fails in the face-to-face summative assessment, the student will not get a course unit credit. S/he can take another face-to-face summative assessment for at most three times within an academic year without re-enrolling the course. S/he just pays an examination fee online to the Finance Office when s/he takes a re-assessment.

E. receives a class list of the course in his/her AIS account.

F. Invites every student in the class list of the course by either:

* sending an email of invitation with a class code to access the online course

or

* from inside the created online classroom of the course.

G. orients the class about the course using the uploaded Online Instruction Delivery Plan, the uploaded e-learning materials, and the schedule of online class meeting, which s/he submitted to his/her Department Chairperson. Online teaching of the course within a term/semester then commences.

5. The faculty member assigned to an online class of a course administers the face-to-face summative assessment to a student:
 - A. who signified willingness to take at the end of the term/semester.
 - B. who opts to postpone in taking it to an agreed date within the academic year, time, and place in the school campus.
 - C. who retakes it at an agreed date within the academic year, time, and place in the school campus.

6. The faculty member assigned to an online class of a course submits grades online on or before the deadline of submission of final grades in a term/semester. A student who fails to pass the face-to-face summative assessment or who opts to delay in taking the face-to-face summative assessment will automatically receive an “INC” mark at the end of the course. The “INC” mark will only be changed to the grade earned by the student from the face-to-face summative assessment. If the student applies for a re-take of the face-to-face summative assessment within a set deadline, the grade is suspended by the registrar, pending the outcome of the re-taken face-to-face summative assessment(s). Summative assessments may be re-taken only twice. Only students who fail face-to-face summative assessments may retake face-to-face summative assessments.

Student's Learning in a Course

Every student who is officially enrolled in an online class of a course will be granted access to the:

1. online classroom of the course. S/he receives an invitation from the teacher of the course to join the online classroom of the course
2. uploaded e-learning materials of the course at the start of the online classes: These includes the following:

A. Online Instruction Delivery Plan of the course

The plan informs the student:

- * why s/he needs to take the course?
- * what essential skills and attitude are to be honed in him/her through the course?
- * what essential topics s/he needs to study in the course in order to develop the skills and attitude that the course aim to hone in him/her?
- * how his/her learning from the course will be assessed relative to the essential knowledge, skills, and attitude (these three form the learning competencies of the course) that are targeted by the course to hone among students?
- * how s/he will be taught in the course in order for him/her to:
 - develop the essential knowledge, skills, and attitude (these three form the learning competencies of the course) that are aimed by the course to hone in every student in the online class.
 - prepare for the face-to-face summative assessment, which becomes the basis of his/her final grade of the course.

B. e-learning materials of the course

These include video presentations of topics, lecture notes of topics, e-reading materials, and formative assessment activities per topic that help him/her assess her own progress in learning the course. Outcomes of the formative assessment activities and from e-learning materials of every topic must be further discussed, clarified or verified during the weekly online class of the course to facilitate comprehensive learning.

The students will be guided by the teacher to attain the course learning competencies (the essential knowledge, skills, and attitude that are aimed at by the course to develop in every student enrolled in the online class of the course) through either an *Individualized mode of online learning* or a *Guided mode of online learning*.

An Individualized mode of learning happens when a student learns from an essential topic by reading the notes or viewing the video topic presentation prepared by the teacher of the course. A Guided Instruction happens when a student learns from an essential topic by participating in an actual online class conducted by the teacher.

- C. Face-to-face summative assessment, which is equivalent to a conventional departmental examination or final examination. A student can take it either at the end of the online course or at any time within the prescribed deadline .

Assessment of Student's Academic Performance

A. Basis of student's final grade in a course

In order to avoid online fraud in testing and to insure that the course learning competencies (the essential knowledge, skills, and attitude that are aimed at by the course to develop in every student enrolled in the online class of the course) are truly manifested by every student in completing a course final requirement, a face-to-face summative assessment will be administered by the teacher of the online class of a course.

A student will take the face-to-face summative assessment when s/he is certain of his/her preparedness to take it. Thus, a student can take the summative assessment right after the course in a term/semester. It can be postponed to any date within one academic year after the end of the course .

A student who fails to pass the face-to-face summative assessment or who opts to delay in taking the face-to-face summative assessment will automatically receive an "INC" mark at the end of the course. "The "INC" mark will only be changed to the grade earned by the student from the face-to-face summative assessment. If the student applies for a re-take of the face-to-face summative assessment within a set deadline, the grade is suspended by the registrar, pending the outcome of the re-taken face-to-face summative assessment(s). Summative assessment may be re-taken only twice within the deadline. Only students who fail summative assessments may retake summative assessments.

B. Helping a student prepare for the face-to-face summative assessment

At the end of every topic that is presented through an *Individualized Instruction* or *Guided Instruction* by the teacher to a class of an online course, a *set of Formative Assessment Activities* will be completed by every student. The activities intend to better assess the progress of every student in learning the course. They are also developed by the teacher in order to determine how student can be assisted in order to help him/her attain the course learning competencies (the essential knowledge, skills, and attitudes that are aimed by the course) to be assessed in the face-to-face summative assessment.

During the weekly online conference, the students and the teacher share and discuss the experiences of individual students in completing the *Formative Assessment Activities* of a topic or set of topics. The teacher ensures that every student is able to attain the competencies that are to hone in each of the students through the topic or topics discussed in the online class. Students who feels that they need further help can ask for additional formative assessment activities from the teacher.

Academic Administrator's Monitoring of Online Classes

Monitoring of classes in any educational institution is a must. It is part of the quality control of the educational institution to facilitate the delivery of quality teaching and learning in every class.

In context of the utilization of the online platform in teaching the courses particularly this Summer 2020 and in any situation that deems it necessary, Academic Administrators ensure that a faculty member assigned to teach a class of online course complies with the following a week before the start of online classes:

- A. Submits a schedule of the weekly online class of the course using the prescribed template (#3, p.7 of this Online Platform Policies of the Undergraduate Academics). Submission is done to the Department Chairperson.
- B. Creates an online classroom of the course. Submits the Online Classroom code of the class of an online course to the Department Chairperson.
- C. Invites students who are officially enrolled in the course to the online classroom of the course
- D. Uploads the Online Instruction Delivery Plan of the course in the online classroom of the course
- E. Uploads the e-learning materials of each essential topic of the course in the online classroom of the course
- F. Uploads the set of Formative Assessment Activities of each essential topic in the online classroom of the course
- G. Develops the face-to-face summative assessment of the course and administers it after completely teaching the course.
Submits a sample face-to-face summative assessment to the Department Chairperson before the start of online classes.

Course Number: _____ Term/Semester: _____ AY _____ Teacher: _____ Department: _____ School: _____

Teacher's Deliverables In Conducting an Online Class

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Remarks of the department Chairperson

- 1. Schedule of the weekly online class of the course
- 2. Online Classroom code of the class of an online course
- 3. Invites the Department Chairperson to access the online class of the course
- 4. Uploads Online Instruction Delivery Plan of the course
- 5. Uploads the e-learning materials of each essential topic of the course
- 6. Uploads the set of Formative Assessment Activities of each essential topic of the course
- 7. Submits one sample of a face-to-face summative assessment of the course.

Date Crosschecked by the Asst. Dean: _____ Name of the Asst. Dean: _____

Date Endorsed by the Dean to the AVP: _____ Name of the Dean: _____ Date Received by the AVP: _____

Other Related Concerns:

- A. Students who have an INC mark in a course can still enroll in an advanced subject requiring that course as a prerequisite. However the student can earn credit from the advanced course only when s/he:
 - 1. Has already earned credit for the INC course AND
 - 2. Has already passed the enrolled advanced subject.
- B. Application or Renewal of scholarship and aid will be based on the online procedures that will be announced by the Office of the Director of Admission and Aid in the Student Information System.
- C. All academic related concerns of students that require the attention of the:
 - 1. Department Chairpersons will be emailed directly to the AdDU official email account of the Department Chairperson.
 - 2. Assistant Dean will be emailed directly to the AdDU official email account of the Asst. Dean and cc'd to the Department Chairperson.
 - 3. Dean will be emailed directly to the AdDU official email account of the Dean and cc'd to the Department Chairperson and the Asst. Dean.
 - 4. Academic Vice President will be emailed directly to vp.academics@addu.edu.ph and cc'd to the Dean, Asst. Dean and the Department Chairperson.