18 April 2020

Dear Students, Parents, Faculty and other Members of the HEU Academic Community,

Peace!

Recognizing the impact of the current health crisis among our students and faculty while also being mindful of the need to meet academic competencies for students to move up to the next level, the Executive Council has made the following decisions:

1. Call-off faculty-student engagement by Saturday, May 2;
2. Ask faculty not to give additional requirements by Tuesday, April 21; and
3. Require faculty to continue to make themselves available for consultation until May 23.

The abovementioned measures are meant to give students and faculty ample time to complete and grade the requirements, respectively, in time for the closing of the semester on May 23.

Below are other guidelines that relate to academic matters in consideration of the current crisis we face:

Grading

- No grade of F shall be given this semester.
- Students who are unable to submit requirements by the end of the semester (May 23, 2020) will receive a grade of Incomplete (INC). Instead of the usual one semester allowance to complete requirements, students will be given one full school year.
- In case an INC grade is given and the student is still unable to submit the requirements after one year, the student will be given a W (Withdrawn) instead of an F.
- Students who incurred INC grades in the First Semester of SY 19-20 may complete the grades until November 9, 2020 instead of on May 11, 2020.

Honors

- Since the semester will be completed and grades will be earned, Latin Honors will be given to students who will meet the required CQPA.

Retention

- The retention requirement is waived. All students on probation will be allowed to move up to the next academic level regardless of CQPA.
Course Prerequisites

- The requirement on course prerequisites is waived for the mid-year term and the first semester of SY 2020-2021.

Thesis

- Oral defense is waived. Grades will be based on the review and evaluation of thesis panel members.

Comprehensive Examinations (CE)

- CE under the MIS Honors Program will be sent by email.
- Graduating students under CAS and CBEA will be required to submit final papers (i.e., case analyses) in lieu of the CE.
- Students under CEd will be asked to submit final papers in the place of CE.

SETLP

- The conduct of SETLP is suspended this semester. A feedback form on the conduct of asynchronous classes will be distributed to students and faculty instead.

Clearance

- All offices under OSSAS will clear all non-graduating students and carry over the clearance requirements to the next semester.
- All graduating students will also be cleared. However, requests for Transcript of Records (TOR) made by students with pending clearance requirements will be put on hold until compliance.

Graduation

- The Graduation ceremony on May 30 is canceled.
- A survey will be conducted by the OSASS amongst graduating students if the conduct of an in-person ceremony in the future is preferred.

Mid-year Term

- The mid-year term will proceed as scheduled, albeit, asynchronously, if lockdown continues. Blended learning, which is a combination of online asynchronous and limited in-person learning, will be used if quarantine is lifted. Alternative modes of acquiring competencies from OJT/Internship will be discussed by OJT Coordinators with students.
Refund

- As indicated in a letter given by the Vice-President for Finance on behalf of the President’s Council to the Sanggunian, Miriam College will refund fees specific to activities that will not or did not materialize or to items that were not or will not be utilized. Deans have submitted proposals on fees that can be refunded and the Accounting Office is now doing a detailed listing of laboratory, basic, and miscellaneous fees that have been collected. Refunds will be finalized on a course by course basis.
- As indicated in that same letter, we are giving students and their parents the option to apply the refund for unpaid accounts (if any), or as advance payment for the next semester in the case of non-graduating students.

Important Dates to Remember

<table>
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<tr>
<th>Activity</th>
<th>Schedule</th>
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<tr>
<td>Clearance period for Graduating Students</td>
<td>See above guideline</td>
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<tr>
<td>Schedule of submission of final requirements for graduating students</td>
<td>April 28-May 2, 2020</td>
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<td>Deadline for Students to complete INC grades (lower year levels &amp; non-graduating) incurred during the First Semester, SY 2019-2020</td>
<td>November 9, 2020</td>
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<tr>
<td>Deadline of submission of grades for graduating students</td>
<td>May 7, 2020</td>
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<td>Deadline for faculty to encode completed INC grade (lower year levels &amp; non-graduating) incurred during the First Semester SY 2019-2020</td>
<td>November 14, 2020</td>
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<td>SDB Deliberations</td>
<td>May 14-15, 2020</td>
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<td>Submission of requirements for Lower Year Levels</td>
<td>May 18-23, 2020</td>
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<td>Submission of Grades for Non-Graduating Students</td>
<td>May 28, 2020</td>
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Preparations for Virtual Learning

Miriam College is preparing for School Year (SY) 2020-21 informed by the challenges to education posed by this health crisis. Next SY, the HEU will start using an official Learning Management System (LMS). A series of webinars organized by the College of Education and GURO have been scheduled to assist faculty in designing innovative online learning platforms and pedagogies using available technologies.
The Way Forward

Because of COVID-19 and the reality that it might be with us for an extended period of time, MC HEU is in the process of designing the most effective learning system that will give our students the education that they need/want with options that include enrollment on a modular basis taking only the academic load students prefer to carry or the academic load parents can afford to pay. Various payment schemes that consider differing financial capacities will be made available. All courses will be available online through the asynchronous medium of instruction and may be enlisted on an extended period of enrollment. A survey will soon be sent to help us design a learning system that is responsive to the situation of our students and the call of the times.

Beyond academic matters, we wish to let you know that members of the Maryknoll/Miriam College community, including its alumni, have been doing heartwarming work to reach out to those most affected by the crisis. Some of these are:

- The launch of a donation project to help support our partner communities as well as outsourced personnel (security, janitorial and maintenance, and café staff) by school personnel;
- The mobilization of resources to provide protective equipment (PPEs) for 29 hospitals, food for medical frontliners and hospital staff, food for depressed and marginalized communities, purchasing assistance for senior citizens, and financial support to medical foundations and daily wage earners by alumni of different batches;
- The production of a vlog series entitled, "From Breakdown to Breakthrough" to help people build resilience during the Covid-19 pandemic by the Center for Peace Education and Family Studies, Department of Communication, and Department of Psychology of the College of Arts and Sciences; and
- The offering of first line assistance to families of MC students through a free online “Coaching for Families in Distress” aimed at promoting holistic health and wellness and developing resiliency during the pandemic by the Ph.D. Family Studies Program.

We don't know until when the health crisis will continue to ravage the country and its people. But let us do our best to imbibe the virtues espoused by Mother Mary Joseph, the founder of the Maryknoll congregation, which continue to guide us now and always: Christ-like charity, selflessness, heroic generosity, prudent zeal, and an adaptable disposition.

We wish you all safety and wellness in these most trying times.

Let us all pray for the end of this crisis and invoke the help of Miriam of Nazareth.

Sincerely Yours,

The HEU Executive Council