



CEBU DOCTORS' UNIVERSITY

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To: CDU Community (except the College of Medicine)
Prospective CDU students

From: [Sgd.] Philip Anthony S.D. Larrazabal, MD
President and Chairman of the Board

Subject: Official announcement regarding the Second Semester, AY 2019-2020 and other concerns in the time of COVID-19

It has been more than six weeks from the time classes and all other school activities at CDU were suspended following the declaration by the Mayor of Mandaue City due to the national threat and confirmed local transmission of SARS-CoV-2, the virus responsible for COVID-19. Since March 13, 2020, Cebu Doctors' University, through its faculty, has endeavored to continue to provide quality education by delivering learning materials and coursework, through online and other means, to her students at their places of residence. Now that the whole province of Cebu, including its component cities, was declared to still be under Enhanced Community Quarantine (ECQ) until May 15, 2020 or even beyond unless earlier revised or lifted, the University administration has deemed it necessary to release the following pronouncements, consistent with directives from the national and local governments as well as the Department of Education (DepEd) and the Commission on Higher Education (CHED), for the guidance of the CDU community.

1. Fulfillment of academic requirements

- 1.1. Graduating and non-graduating Senior High School (SHS) and college students may continue to do their coursework and other academic requirements and submit them through electronic or non-electronic means during the period of ECQ and General Community Quarantine (GCQ) but not later than one month after the University shall have been allowed to reopen.
- 1.2. Graduating and non-graduating college students who have successfully defended their respective research papers may, prior to the reopening of the University, submit their

revised manuscripts in electronic form to their respective research mentors for review. The latter shall coordinate with the Head of Research Office for any other requirements to be done (such as statistical review and in-text citation) prior to preparation of the final manuscripts. The said students, after fulfilling all other research requirements, shall then submit the final research manuscripts to the research mentor in electronic form for approval and grading.

- 1.2.1. Graduating college students who have been given a final grade in their research subjects and who have satisfactorily fulfilled all other academic requirements of the program shall be considered to have graduated. However, they have to submit the fully accomplished hardbound copies and have all clearances signed during the one-month period after the University shall have been allowed to reopen before they can request for and be given copies of their Official Transcript of Records and their diplomas and/or, when needed, their Transfer Credentials. The official date of graduation shall be set, whenever practicable, on a date immediately after the deadline for the encoding of the final marks in accordance with the time frame indicated in 4.1 and 4.2 hereof.
- 1.2.2. Research mentors of graduating college students who still need to undergo their oral defense shall, in consultation with their respective Research Coordinators, look into the possibility of conducting it online. If unable to do so, the completion of the research process will have to be done within the one-month period after the University shall have been allowed to reopen.
- 1.2.3. Non-graduating college students may submit the hardbound copies during the one-month period after the University shall have been allowed to reopen.
- 1.2.4. Non-graduating college students who have not yet successfully defended their respective research papers may schedule an oral defense during the one-month period after the University shall have been allowed to reopen.
- 1.3. Fulfillment of clinical, internship, and On-The-Job Training (OJT) requirements, except Senior High School immersion, may be done at a later designated date after the University shall have been allowed to reopen.
- 1.4. Programs that require comprehensive examinations prior to graduation may schedule these during the one-month period after resumption of University operations or activities.
- 1.5. There shall be no lecture or laboratory classes during the one-month period, both in Senior High School and in college.

- 1.6. Research, immersion, and other subjects or requirements in Senior High School shall be in accordance with Memorandum No. 42, s. 2020 and other pertinent issuances, advisories, policies, and guidelines issued by the Department of Education (DepEd).

2. Final grades and entries in the Official Transcript of Records and SHS Report Cards

- 2.1. In the College level, the final grade in a subject shall be computed based on all available scores for that subject, including the scores given for assignments submitted during the period of class suspension up to the end of the one-month period after the University shall have been allowed to reopen. The relative weights of midterm and final term grades to be used in order to arrive at the final grades of students enrolled in each subject offered by a particular department of a College shall be proposed by the Chair of that department and approved by its College Dean. The Department Chair and the Dean shall exercise maximum consideration, good faith, fairness, and leniency in arriving at the decision for the method of computation of final grades.
- 2.2. Considering that the students do not have equal access to scholarly resources during this period of community quarantine, the final grades computed for each subject that a student has enrolled in for this Second Semester may not truly reflect the degree of attainment or non-attainment of the learning objectives set forth for those subjects. Therefore, in the exercise of academic freedom accorded to all institutions of higher learning, the Council of Deans, with my concurrence, have approved the giving of a mark of "P" to college students who will attain a passing final grade in a particular subject and a mark of "NC" to college students whose final grades will be below the set cut-offs despite the leniency to be afforded to them. The mark of "P" that will be earned for a subject signifies that the college student has passed that subject. The mark of "NC" (which stands for "No Credit") that will be earned for a subject signifies neither a passing nor a failing mark but rather, it signifies that the college student shall not earn any credit in that subject for this Second Semester. The said student shall be given the option to enroll in the same subject in a subsequent academic term. The "NC", "DR", and "W" marks shall not be used as a basis for debarment of any student for this Second Semester. The "P" and "NC" marks shall be entered into the Official Transcript of Records of the college student. The Official Transcript of Records of students enrolled during this Second Semester of Academic Year 2019-2020 or other future academic terms similarly affected shall bear an annotation to explain the modification that was adopted in the CDU grading system.
- 2.3. Consistent with CDU manuals of policies, "W" (Withdrawn) shall be the final mark if a college student's formal withdrawal of the subject was officially received by the Office of the Dean before the midterm examination. A "DR" (Dropped) shall be the final mark if a college student a) has ceased attending classes without formally withdrawing before the midterm examination, b) has no available scores, data, or entries in the records necessary for computing grades, and/or c) has incurred absences of 20% or more of the total number of prescribed school hours for the Second Semester, based on the

Academic Calendar for AY 2019-2020. As provided for in the CDU Student Handbook, students given a “W” or a “DR” in a subject may re-enroll that subject in a subsequent academic term.

- 2.4. Final marks for college PE and NSTP this semester shall also follow the “P”, “NC”, “W”, and “DR” grading system.
- 2.5. For Senior High School (SHS) students, the evaluation of their final grades without the 4th Quarter Examination and the subsequent entries thereof in their Report Cards shall be done in accordance with Memorandum No. 42, s. 2020 and other pertinent issuances, advisories, policies, and guidelines, as previously mentioned, which the Department of Education (DepEd) has already released. The SHS faculty members shall follow the said guidelines. Likewise, consistent with the premise laid down in 2.2 above, all Senior High School teachers are advised to observe maximum consideration, good faith, fairness, and leniency in the assessment of the SHS students’ performance in keeping with the difficulties of the current crisis situation that everyone is confronted with.

3. Computation of Weighted Averages for Dean’s Lists, President’s List, and Academic Scholarships

- 3.1. Since the only grades in the college level to be recorded for this semester are “P”, “NC”, “W”, and “DR”, there shall be no computation of students’ weighted averages for this semester.
- 3.2. Because of the foregoing, there shall be no Dean’s Lists, President’s Lists, and lists of College Scholars and University Scholars for this semester.
- 3.3. Grades earned during this Second Semester of Academic Year 2019-2020 shall not be included in the computation for any college student’s General Weighted Average.
- 3.4. Unless otherwise provided by pertinent rules, regulations, policies or directives of the Department of Education, or existing laws, the items in 3.1, 3.2, and 3.3 immediately preceding shall similarly be observed for the Senior High School particularly in reference to the Principal’s Lists and President’s Lists as well as to any CDU scholarship, if applicable.

4. Encoding of final marks by the faculty; release of credentials and diplomas

- 4.1. Although the College Second Semester ended on April 7, 2020 based on the Academic Calendar for AY 2019-2020, students may submit their lacking academic requirements up to but not later than 1 month after ECQ or GCQ shall have been lifted and the University shall have been allowed to reopen. Faculty members are obligated to grade these submissions and encode the final marks for all subjects **not later than 2 weeks**

after the deadline for submission of all academic requirements. This shall also apply to the Senior High School.

- 4.2. Official Transcripts of Records, Transfer Credentials, SHS Form 137, and diplomas shall be released not earlier than 2 weeks after final marks are encoded and after the request shall have been filed. However, the Senior High School shall release the students' Report Cards not later than 2 weeks from the encoding of the final grades.

5. Summer term

There shall be no summer term for Academic Year 2019-2020. Instead, college subjects originally scheduled to be offered during the 2020 Summer Term based on the specific program curriculum shall be given during the First Semester, Second Semester, and/or Summer Term of Academic Year 2020-2021 taking into consideration the total subject load of the program in each of the academic terms.

6. Remedial and enhancement classes

For the benefit of the Senior High School and College students who may not have developed the required knowledge, skills, and attitudes in spite of the learning materials and coursework given during the ECQ, the Senior High School Principal and the College Deans may opt to offer free remedial or enhancement classes, workshops, etc. for subjects that were offered during the Second Semester of Academic Year 2019-2020. These may be offered during subsequent academic terms.

7. Commencement exercises

- 7.1. For health and safety concerns, the Commencement Exercises for the undergraduate and graduate programs scheduled for April 26 were cancelled. For the same reasons, the Commencement Exercises for Senior High School scheduled for May 10, 2020 are likewise cancelled.
- 7.2. The decision on whether to hold Commencement Exercises in the near future shall depend on future pronouncements from the national and local governments and advisories from CHED and DepEd.

8. Inquiries and submission of applications from prospective CDU Senior High School and College students

Prospective CDU students may go to <https://cebudoctorsuniversity.edu> to check out the admission requirements, scholarships, entrance exam requirements, the enrollment process, and payments and discounts.

- 8.1.1. Scanned copies of admission requirements may be emailed to the Registrar's Office <registrar@cebudoctorsuniversity.edu> during the quarantine period. Evaluation of these submitted documents shall be made by the pertinent offices and the applicant shall be informed of any decision made.
- 8.1.2. Administration of Entrance examinations shall resume once the University offices are allowed to reopen.
- 8.1.3. Subsequent steps in the enrollment process may proceed once the applicant has been accepted for enrollment and the University offices are allowed to reopen.
- 8.1.4. Other inquiries may also be directed to the Senior High School office, the specific college office, or the Guidance Services Office (see the Directory Listing under the About Us link in our homepage for contact information regarding the foregoing offices) or the Marketing Office <cdu.marketing01@gmail.com>.

Cebu Doctors' University shall continue to monitor the situation and will come out with advisories from time to time as the need arises.

I encourage the Deans and faculty members during this period of class suspension to be more creative and to propose innovations in teaching and learning. Nobody knows how long this health problem will last that is preventing our students from coming to the University for the traditional method of learning. The administration, on the other hand, will continue to explore the Learning Management Systems that are currently available and choose one that is both faculty and student friendly, versatile, and easy to integrate with the traditional methods of teaching and learning. A flexible learning system will ensure that the University will still be able to deliver quality education to her students and no one will be disadvantaged whenever disruptions in classes occur again in the future.

I commend our Deans, the Senior High School Principal, Department Heads, faculty members, and non-teaching staff for all their effort in continuing to provide quality education and service to the students, and to the student leaders for their initiatives in helping their fellow students who have been affected by this crisis.

Let us all continue to pray to the Almighty to keep us, our loved ones, the frontliners, and the community safe at all times.

May God bless us all!