

**Guidelines for Modular System, OBE Grading System, and FLUX (Flexible Learning Ubiquitous Experience) for SY2024-2025
(For College Faculty and Students)**

1. Advantages of Modular System to Students

- 1.1. Granular delivery of courses.
- 1.2. Multiple opportunities to pass modules.
- 1.3. A student will not receive a course grade of 5.00 for a modular course if they pass at least one module in a course.

2. Modularization of Courses

- 2.1. Courses will be delivered in modules based on the following:

Table 1. Modularization of Courses

Type of Courses	Number of Modules	Modules	Number of Weeks	Schedule	Number of Credit Units
4-unit lecture courses	2	Module 1	7*	Weeks 1-7	2
		Module 2	6	Weeks 8-13	2
5-unit lecture courses	2	Module 1	7*	Weeks 1-7	2.5
		Module 2	6	Weeks 8-13	2.5
3-unit lecture and paired courses	3	Module 1	5*	Weeks 1-5	1
		Module 2	4	Weeks 6-9	1
		Module 3	4	Weeks 10-13	1
2-unit lecture and paired courses	2	Module 1	7*	Weeks 1-7	1
		Module 2	6	Weeks 8-13	1
1-unit laboratory courses	2	Module 1	7*	Weeks 1-7	0.5
		Module 2	6	Weeks 8-13	0.5
2-unit laboratory courses	2	Module 1	7*	Weeks 1-7	1
		Module 2	6	Weeks 8-13	1

*Course orientation, diagnostic examination, etc., will be scheduled during the first week of the term.

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- 2.2. The following courses are not modularized: **Capstone/Design, Thesis, OJT, Seminars, Plant Visits, NSTP, Values Education, and Correlation.**
- 2.3. The modularization of courses in Table 1 will not apply to courses that are not included in the calculation of the GWA (e.g., **Capstone/Design, Thesis, OJT, Seminars, Plant Visits, NSTP, Values Education, SGE, Exit Exam, Correlation, etc.)**

3. Enrollment

- 3.1. The system of enrollment for regular courses will be the same. Students will enroll in regular courses, not modules.
- 3.2. Remedial Modules will be offered for students who failed to convert a course grade of IP to a passing grade after a one-week (Week 15) completion period.
- 3.3. The tuition payment will be based on the total number of units of enrolled courses.
- 3.4. Miscellaneous fees will be paid for the entire term.
- 3.5. The fee schedule for students paying in installment mode will be based on the policy of the Treasury Office.

4. Delivery Mode and Course Design

- 4.1. Mapúa MCM will deliver learning sessions in multiple modes to cater to varied learner preferences and ensure learning continuity at any given condition.
- 4.2. All face-to-face learning sessions henceforth will be live-streamed and recorded, and these sessions will be called **FLUX** - which describes this hybrid flexible mode of in-classroom, live-streamed, and recorded delivery of learning sessions. In FLUX learning sessions, a student will choose whether to participate in the in-classroom (face-to-face), live-stream (synchronous online), or recorded class session (asynchronous online).
- 4.3. All virtual classes will always be recorded and uploaded to Mapúa MCM Digital to generate asynchronous materials. Hence, the lesson will always be available to the student in synchronous and asynchronous modes. Virtual classes will become **Bichronous Online** classes.
- 4.4. When uploaded to the Mapúa MCM Digital, recorded on-site and virtual class sessions will join the instructional videos and non-video learning materials and become part of the **Asynchronous Online** modules that learners can access and consume anytime, anywhere.
- 4.5. The three learning session types, the **FLUX, Bichronous Online, and Asynchronous Online** learning sessions, will constitute the design and creation of a course. A course may be delivered to adopt solely any of the three types or utilize two or all of them to varying degrees, resulting in a blended course.
- 4.6. One faculty member will be assigned to handle one course or a section of a course with multiple sections.
- 4.7. A team-teaching mode may also be implemented. In this case, one faculty member will be assigned per module.
- 4.8. Each module can be delivered in blended, all FLUX, all bichronous online, or all asynchronous

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online modes.

4.9. Modular Courses will run for 13 weeks (Week 1 to Week 13), while the last week (Week 14) will be dedicated to complying with the remaining course requirements.

5. OBE Grading System for Modular Courses

5.1. The OBE Grading System adopts the OBE Principle of Expanded Opportunity.

5.2. **Course grades** will be used to determine honor graduates and Latin honors and evaluate academic status reviews. However, Course grades will be based on the Module grades.

5.3. **Module grades** determine the **course grades**.

5.4. The **Module Grade Average (MGA)** will be the **weighted average** of the **module grades** based on the credit units of each module, i.e.

$$\text{Module Grade Average} = \frac{\sum_{i=1}^{\# \text{ of modules}} (\text{credit unit})_i (\text{module grade})_i}{\text{total credit units of the course}}$$

5.5. The **course grade** will be determined through the module grade average using the following table:

Table 2. MGA to Course Grade Conversion

Module Grade Average (MGA)	Course Grade
$1.0 \leq \text{MGA} \leq 1.10$	1.0
$1.10 < \text{MGA} \leq 1.40$	1.25
$1.40 < \text{MGA} \leq 1.60$	1.5
$1.60 < \text{MGA} \leq 1.85$	1.75
$1.85 < \text{MGA} \leq 2.10$	2.0
$2.10 < \text{MGA} \leq 2.40$	2.25
$2.40 < \text{MGA} \leq 2.60$	2.5
$2.60 < \text{MGA} \leq 2.85$	2.75
$2.85 < \text{MGA} \leq 3.0$	3.0
IP	IP
5.00	5.00

For example - With a 3-unit course whose module grades are shown below. The course grade will be determined after calculating the course average, and the equivalent grade will be identified using Table 2 - MGA to Course Grade Conversion.

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Module	No of weeks	Weight of contribution, x_i	Grade per Module, MG_i	Cours e Averag e	Cours e Grade
Module 1	5 weeks	1 unit	1.25	2.17	2.25
Module 2	4 weeks	1 unit	2.75		
Module 3	4 weeks	1 unit	2.50		

- 5.6.1. A student who was not able to submit a course requirement due to medical or emergency reasons will get a module grade of **INC**. Verified supporting documents should be submitted to the course instructor.
- 5.6.2. A module grade of **INC** can be converted to any passing mark until the end of the completion week. A Course Grade of **INC** will be given for a modular course if there is/are INC module grade/s but no module grade of IP.
- 5.6.3. A student who fails to meet the minimum requirements of a module will get a module grade of **IP**.
- 5.6.4. A student with an **IP** module grade in modules 1 or 2 or both for a 3-module course or in module 1 for a 2-module course will have the opportunity to convert the module grade of **IP** to a passing grade not better than **3.00** by the end of the **Completion Week** using fully online **Completion Activities** or **Onsite Removal Assessments**.
- 5.6.5. A course with an unremoved **INC** or **IP** in any of the modules with at least **one module grade of IP** with a numeric passing grade by the end of the term will get a course grade of **IP**.
- 5.6.6. A student who gets an **IP** grade in all modules or an **ABS** grade in at least one module of a course after the completion week will get a course grade of **5.00**. In this situation, the student should re-enroll the course the following term.
- 5.6.7. An **IP course grade** can only be converted to a resulting numeric **course grade** of not better than **3.00** upon completing the **IP module grade/s**.
- 5.6.8. A course will remain to have a grade of **IP** until the student completes the Remedial

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Module in the following term immediately after receiving the module grade of IP.

- 5.6.9. Any **IP** course grade is automatically converted to a grade of **5.00** after **one (1)** term if the student did not take the Course Completion Activities or Removal Assessments, did not enroll in the Remedial Module, or did not take both immediately after receiving the IP course grade.
- 5.6.10. Any **IP** course grade will be converted to a grade of **5.00** if the student opts to re-enroll the whole course in the succeeding term.
- 5.6.11. The student will get a course grade of **5.00** if the student has been proven to have violated the School's Academic Integrity Policy in any of the modules (a module grade of **5.00** will be given), regardless of class standing.
- 5.6.12. The student who has incurred more than 20% absence and no LMS engagement will get a module grade of **ABS**.
- 5.6.13. The module grade **ABS** can be converted within the term to a grade **IP** upon completing the module requirements.
- 5.6.14. The student will get a course grade of **5.00** in case the student has a module grade of **ABS** in any module and has no LMS engagement, regardless of their performance in other modules.
- 5.6.15. After an additional week (Week 15) in the current term, if the student cannot convert the **IP course grade** to **3.00**, the student needs to re-enroll the module as a **Remedial Module** in the following term.
- 5.6.16. The student needs to pay the **Remedial Module** fee when enrolling in the **Remedial Module**.
- 5.6.17. Faculty members will be assigned to facilitate the **Remedial Module**.
- 5.6.18. If a student fails to take the **Remedial Module Course Assessment**, the **Course Grade** will automatically be **5.00**.
- 5.6.19. If a student fails at least one (1) **Remedial Module Course**, the **Course Grade** will automatically be **5.00**.
- 5.6.20. The entire course needs to be re-enrolled during the following term when a student fails

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the **Remedial Module**.

5.6.21. If a student passes their **Remedial Module Courses**, their **Course Grade** will only be converted to a maximum grade of **3.00**, regardless of their previous **Module Grades**.

5.6.22. The **Remedial Module Course** will follow the **Grading System** stated in the **Course Syllabus**.

5.6.23. The use of **Course Completion Activities and Removal Assessments** will be free.

6. Grading System for Non-Modular Courses

6.1. The grading system for non-modular courses will remain the same.

6.2. Courses that give non-numerical grades, e.g., **Capstone/Design, Thesis, OJT, Seminars, Plant Visits, NSTP, Values Education, SGE, Exit Exam, Correlation, etc.**, will use the following grading scheme:

6.2.1. **P** – Passed

6.2.2. **C** – Continuing

6.2.3. **INC** – Incomplete

6.2.4. **F** - Failed

6.3. A grade of C is given at the end of the term if the student fails to meet the minimum course requirements. Upon receiving a grade of C, a student is given two terms to convert the grade to P.

6.4. For Values Education, a grade of C is given at the end of the term if the student fails to meet the minimum course requirements. Upon receiving a grade of C, a student is given the next term to convert the grade to P.

6.5. If the C grade is not converted to P within the given timeframe, the grade will automatically be converted to F. Upon receiving a grade of F, the student may re-enroll in the course in the next term.

7. Submission of Modular Grades

7.1. Module and course grades will be submitted based on the following schedule and must be reflected in the BBL/Canvas FGC in Mapúa MCM Digital as scheduled:

Table 3. Schedule of Grade Submission

Modules	Deadline for Submission of Module Grades and Course
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	Grades
Module 1 of a 3-unit lecture and paired courses	Sunday at 12 MN of Week 5 (Module 1 Grade for a 3-Module Course)
Module 1 of a 5-unit, 4-unit and 2-unit lecture courses	Sunday at 12 MN of Week 7 (Module 1 Grade for a 2-Module Course)
Module 1 of a 1-unit and 2-unit laboratory and paired courses	
Module 2 of a 3-unit lecture and paired courses	Sunday at 12 MN of Week 9 (Module 2 Grade for a 3-Module Course)
Module 3 of a 3-unit lecture and paired courses	Sunday at 12 MN of Week 14 (Module 3 Grade for a 3-Module Course, Module 2 Grade for a 2-Module Course, and Grade for All Non-modular Courses)
Module 2 of a 5-unit, 4-unit and 2-unit lecture courses	
Module 2 of a 1-unit and 2-unit laboratory and paired courses	
Non-modular courses	

8. Viewing of Modular and Course Grades

- 8.1. Students can immediately view their **module grades** at the end of the module.
- 8.2. Students can immediately view their **course grades** at the end of the term.

9. Dropping of Courses

- 9.1. Students can only drop a course but not a module.
- 9.2. The deadline for dropping courses will be Friday of Week 9.

10. Course Prerequisites

- 10.1. The prerequisite for advanced courses will be the course, not the modules. Students must have a passing course grade to be allowed to enroll in the advanced courses.

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11. Academic Status Review

- 11.1. **Course Grades** will be used in the status review.

12. Academic Scholarship

- 12.1. Course grades will be used to determine academic scholarships.

13. Academic Honors

- 13.1. Course grades will be used to determine academic honors.
- 13.2. Aside from other criteria, students with a course grade of **IP** or **5.00** in modular courses and course grades of **5.00** or **F** in non-modular courses will be disqualified for any academic and Latin honors.

14. Faculty Teaching Load

- 14.1. The total faculty load will be computed based on the following formula:

$$\text{Total Faculty Load (in units)} = \text{Total Teaching Load in Modular Courses} + \text{Total Teaching Load in Non-Modular Courses} + \text{Total Effective Teaching Load in Remedial Modules}$$

15. Completion Activities

- 15.1. The **Module Completion Activities** will depend on the standing and progress of the student within the course where the IP grade was incurred.
- 15.2. The **Module Completion Activities** are tied to the **module** and **LMS course** in which the grade of IP was incurred.
- 15.3. The **Module and Course Completion Activities** are free.
- 15.4. The **Course Completion Activities** can be completed during the **Completion Week (Week 15)**.
- 15.5. The **Module Completion Activities** should be completed within the term.
- 15.6. The **Module Completion Activities** will have **uniform assessments** as agreed upon by the course cluster.
- 15.7. If a student fails to convert their **Course Grade** of **IP** to **3.0**, they will be required to enroll immediately after the term, where the IP Course Grade is received, in a **Remedial Module** of the corresponding module/s wherein the **IP** remain/s.

16. Remedial Module Course

- 16.1. The **Remedial Module Course** is an additional course in the LMS.
- 16.2. The Remedial Modules will be offered for students who failed to convert a course grade of IP to a passing grade after the one-week (Week 15) completion period.
- 16.3. The **Remedial Module Course** is a paid course that is taken the term after the **IP Course**

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Grade was incurred.

- 16.4. For lecture courses, students must pay the usual tuition corresponding to the number of module units.
- 16.5. For laboratory courses, students must pay the usual tuition and laboratory fees corresponding to the number of module units. Laboratory fees will be prorated and computed per unit.
- 16.6. For all modular courses, only two grades will be given after completing the remedial module: a course grade of 3.00 or 5.00, or P or F. No grade of INC or IP will be given in a remedial module. Students with a remedial module grade of 5.00 or F will get a course grade of 5.00 or F. Therefore, students who get a failing mark in a remedial module must repeat the whole course.
- 16.7. Students who do not want to enroll in remedial modules may re-enroll and repeat the course if offered. The student can select this option through the Dean/Program Chair/SFA during enrollment advising. When this option is chosen, the course will automatically have a grade of 5.00 or F. The Remedial Module Grades will not be included in the computation of the TWA.
- 16.8. A course with an IP module grade will automatically be converted to a course grade of 5.00 or F if the students take a leave of absence after the week (Week 15) of the completion period.
- 16.9. The **Remedial Module Course** contains **one (1) module's worth of content**.
- 16.10. An instructor will be assigned to the **Remedial Module Course**.
- 16.11. The **Remedial Module Course** will have **at least one (1) synchronous session**.
- 16.12. The **Remedial Module Course** will be deployed via **FLUX** or **Bichronous**.
- 16.13. The **Remedial Module Course Summative Assessment** will be the responsibility of the instructor assigned.
- 16.14. Faculty members will be paid on the remedial module based on their corresponding rate/unit per student using the following formula:
- 16.14.1. Lecture: $\text{Faculty rate}/(\text{unit-student}) = (\text{Faculty rate}/\text{unit})/40$
- 16.14.2. Laboratory: $\text{Faculty rate}/(\text{unit-student}) = [(\text{Faculty rate}/\text{unit}) \times 2]/40$
- 16.15. Teaching assignments on remedial modules will be on top of the regular teaching load. A maximum of 6 effective remedial units will only be allowed. The effective remedial units will be calculated using the formula,
- Effective Units = units of lecture module x (number of students/40) + 2 x (units of lab module x (number of students/40))*
- 16.18. The **Remedial Module Course Summative Assessment** will follow the schedule of the **Course Syllabus**, and its deployment will be based on a regular schedule.

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For 3-module courses:

- 16.18.1. Module 1: Weeks 1 – 5
- 16.18.2. Module 2: Weeks 6 – 9
- 16.18.3. Module 3: Weeks 10 -13

For 2-module courses:

- 16.18.4. Module 1: Weeks 1 – 7
- 16.18.5. Module 2: Weeks 8 – 13

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