

Special AFAs

Approval: College-level

PRE-SPECIAL AFA

Prepare and ensure that the following documents are in order for approval of the head of unit:

1. Special Face-to-Face AFA Request

2. Copy of student's insurance policy (for students ineligible for RA 10931)

3. UP Health Service medical clearance (for students with medical condition/s, comorbidities, or maintenance medication)

Evaluate the documents and endorse the implementation of the requested AFA*

Provide approval for the conduct of the requested AFA

Submit documents at least 2 working days before the AFA

Acknowledge and document the Special AFA Request

Revise or provide necessary documents as advised before proceeding further

POST-SPECIAL AFA

Accomplish the AFA Evaluation Form

*The endorsement indicates that the requesting academic unit has found the requirements for the safe implementation of the requested AFA to be in order (e.g. safety of AFA venue/s, etc.) and the other requirements compliant with the relevant University and CHED Guidelines.