



ATENEO DE MANILA UNIVERSITY

OFFICE OF THE ASSISTANT VICE PRESIDENT FOR UNDERGRADUATE EDUCATION

29 July 2023

TO:	Undergraduate Students
FROM:	(Sgd.) Josefina D. Hofleña, PhD <i>Assistant Vice President for Undergraduate Education</i>
SUBJECT:	Requests for Leave of Absence for the First Semester, SY 2023-2024 by Undergraduate Students

A Leave of Absence (LOA) refers to a period when a student temporarily discontinues one's studies for non-academic and non-disciplinary reasons. A student's request for an LOA requires the approval of relevant offices.

I wish to remind all undergraduate students of Section I, Item 8 of the revised Academic Regulations which states:

8. Leave of Absence

- 8.1. Students who will not enroll at the Loyola Schools¹ for non-academic or non-disciplinary reasons should apply for a Leave of Absence (LOA).
- 8.2. The LOA may not be granted to students who are on academic probation or have disciplinary cases. Exceptions to this rule may be granted by the ADAA² for academic matters and by the Director of the Office of Student Discipline for disciplinary matters.
- 8.3. Students may not study or enroll in another school while on LOA.
- 8.4. The period of leave may not exceed one academic year and may be availed of only once throughout the student's entire stay in the Loyola Schools. Exceptions to this rule may be made by the ADAA.

¹ This includes the Gokongwei Brothers Schools of Education and Learning Design, School of Humanities, John Gokongwei School of Management, School of Science and Engineering, and School of Social Sciences. Since the restructuring of the Higher Education units of the University, the use of the name "Loyola Schools" has been discontinued.

² Now known as the Asst. Vice President for Undergraduate Education.



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Undergraduate students who are unable to enroll in the First Semester, SY 2023-2024 should submit their application for an LOA by **Tuesday, 8 August 2023**. Once the First Semester has commenced, enrolled students may submit LOA applications until **Saturday, 4 November 2023**.

Students may access the following through these links:

- 1) Leave of absence form: [LOA Application Form](#)
- 2) User manual for leave of absence form: [LOA User Manual - Student](#)

Upon submission of the application form, students should receive an automatic email acknowledgment of their submission. **Students who do not receive such an acknowledgement are requested to immediately email acadservices.adaa.ls@ateneo.edu.**

For students who are currently on LOA and would like to request for an extension of their leave of absence, kindly accomplish the [Request for Extension of LOA](#) form.

Thank you very much.

cc: Office of the Vice President for Higher Education
 Deans of the Schools Offering Undergraduate Classes
 Gokongwei Brothers School of Education and Learning Design
 School of Humanities
 John Gokongwei School of Management
 School of Science and Engineering
 School of Social Sciences
 Department Chairs/Program Directors
 Associate Deans and Directors, Undergraduate Education
 Office of the Associate Dean for the Core Curriculum
 Office of the Associate Dean for Student Affairs
 Office of Admission and Aid
 Office of Student Discipline
 University Registrar
 Offices under the VP for Mission Integration Cluster
 Asst. VP for Health, Care, and Well-Being
 Office of Guidance and Counseling
 Office of Health Services
 Asst. VP for Social Development, Environment, and Community Engagement
 Integrated Ateneo Formation Program
 Office of Social Concern and Involvement
 Asst. VP for Student Activities and Leadership Formation



ATENEIO DE MANILA UNIVERSITY

Office of College Athletics

Office of Student Activities

Assistant Vice President for University Partnerships and Internationalization

Office of International Relations

Rizal Library

University Residence Halls

Central Accounting Office