



ATENEO DE MANILA UNIVERSITY

UNIVERSITY REGISTRAR

22 April 2024

TO : Higher Education Graduate Students of 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

FROM : (Sgd) Marlene M. De Leon, PhD
University Registrar

(Sgd) Anne Lan K. Candelaria, PhD
Assistant Vice President for Graduate Education

SUBJECT : **PROCEDURE FOR REQUESTS FOR REINSTATEMENT AND/OR EXTENSION FOR THE INTERSESSION AND FIRST SEMESTER OF SCHOOL YEAR 2024-2025**

We wish to remind all graduate students of [Section 10. a. Rules on Time Limit](#) and [Section 10.b. Rules on Leave of Absence](#) of the Graduate Student Handbook (2019 Edition).

Graduate students are expected to accomplish the following as they apply to their specific circumstances:

Request for Reinstatement

Those who were unable to enroll at the Ateneo for at least two consecutive semesters without an approved Leave of Absence

Request for Extension

Those who exceeded/are about to exceed the time limit to complete a degree program and have not been given FINAL and NON-NEGOTIABLE deadlines to fulfill program requirements, and who are in good academic and disciplinary standing.

The procedure for Reinstatement and/or Extension is found [here](#).

Please refer to this [table](#) for the counting of your residency.

As indicated in the SY 2024-2025 Academic Calendar, all requests for Reinstatement and/or Extension will be accepted only until **Monday, 29 April 2024** for the Intersession of SY 2024-2025 and **Monday, 1 July 2024** for the First Semester of SY 2024-2025 registration.