



ATENEIO DE MANILA UNIVERSITY

UNIVERSITY REGISTRAR

07 November 2024

TO	:	Higher Education Department Chairs, Program Directors, Graduate Program Coordinators, Advisers and 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
CC	:	Vice President for Higher Education Deans

FROM	:	(Sgd) Marlene M. De Leon, PhD University Registrar (Sgd) Anne Lan K. Candelaria, PhD Assistant Vice President for Graduate Education
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SUBJECT	:	Deadline for Reinstatement and/or Extension Requests for the Second Semester, School Year 2024-2025
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This is a reminder that, as indicated in the [SY 2024-2025 Academic Calendar](#), all requests for Reinstatement and/or Extension for the Second Semester of SY 2024-2025 will be accepted only until **Friday, 29 November 2024.**

Kindly take note of the following:

1. Academic Regulations stated in the [Graduate Student Handbook](#).

- Graduate Student Handbook 2024 Edition
 - i. Part II, Section 2.10. Time Limit in Ateneo de Manila
 - ii. Part II, Section 2.10.2. Leave of Absence
- Graduate Student Handbook 2019 Edition
 - i. Part III, Section 10. a. Rules on Time Limit in the Loyola Schools
 - ii. Part III, Section 10. b. Rules on Leave of Absence

Graduate students are expected to accomplish the necessary requests by the stated deadline.

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.