




ATENEO DE MANILA UNIVERSITY

LOYOLA SCHOOLS

Office of the Associate Dean for Academic Affairs

27 September 2019

MEMO TO : Department Chairs/Program Directors
Department/Program Secretaries
Loyola Schools Faculty

FROM : 
Josefina D. Hofileña, Ph.D.
Associate Dean for Academic Affairs

RE : Intent to Shift Process for First Year Students and Deadline for
Shifting for Sophomore Students

As discussed during the Special LS Administrators meeting last 6 September 2019, we are introducing the *Intent to Shift* Process for First Year students. While students are only allowed to formally shift to another degree program **at the end of their First Year of studies**, the *Intent to Shift* process is meant to assist students who have already decided to shift by making changes to their Individual Program of Study for the second semester of their First Year.

In implementing the *Intent to Shift* Process, kindly note the following:

1. Students may shift to another degree program only after the completion of their First Year of studies at the Loyola Schools.
2. However, First Year students who are preparing to shift may request for an adjustment to their second semester Individual Program of Study after the release of their first semester advisory marks on Saturday, 19 October 2019.
3. Requests to replace courses may be made only for major subjects. Core curriculum courses may not be replaced. A First Year student's major subjects may be replaced with:
 - a. Other core courses
 - b. Major subjects of intended new program only if (i) completion of these subjects is a stated shifting requirement of the intended degree program; and/or (ii) the student's current program allows for free electives.
4. Students should consult their home department chair/program director and the home department/program director of the program they intend to shift into so they may be properly advised regarding the courses to be replaced.
5. The requested load **must not exceed** the maximum semestral load of a student's current degree program.
6. Once approved by the Associate Dean for Academic Affairs, changes to a student's program of study for the second semester, SY 2019-20 will be made by the Registrar's Office.
7. Approval of the revision to a First Year student's second semester program of study **does not guarantee** acceptance to his/her intended degree program unless the student meets the program's shifting requirements.

8. The Intent to Shift process is available only in the first semester of First Year. First Year students may begin to process the request to change degree programs after the release of their advisory marks in the second semester, SY 2019-20.

Please find attached the *Intent to Shift* form for First Year students only. Deadline for the submission to the Office of the ADAA of duly accomplished *Intent to Shift* forms is on **Friday, 15 November 2019**.

The processing of *Intent to Shift* requests will impact on the number of students advised to take major and core curriculum courses. Hence, departments/programs are advised to regularly review their advisement summaries for possible changes to the number of slots that they will need to offer.

Faculty teaching First Year courses are also reminded to submit advisory marks by the prescribed deadline. Advisory marks will be helpful input for students who are contemplating a shift in degree program. Advisory marks will also aid departments/programs in evaluating a student's *Intent to Shift* request.

Students in their Sophomore Year should submit their shifting requests to the Registrar's Office by Friday, 15 November 2019. Once approved, the student's Individual Program of Study will be updated and his/her blocked schedule for the second semester will be updated. The updating of a Sophomore's blocked scheduled cannot be guaranteed if he/she submits his/her application to Change Degree program after the deadline.

May I appeal for departments/programs to strictly comply with the stated deadlines in order to provide the Office of the ADAA and the Office of the Registrar with sufficient time to promptly adjust the block schedules of the concerned students.

In summary, please note the following timetable:

For First Year Students

Release of Advisory Marks	19 October 2019
Processing of Intent to Shift forms	19 October – 15 November 2019
Deadline for submission to the OADAA of Intent to Shift forms	15 November 2019

For Sophomore Students

Deadline for submission to the Registrar's Office of Application to Change Degree Program	15 November 2019
---	------------------

cc: Dr. Maria Luz C. Vilches, Vice President for the Loyola Schools
 Dr. Jonathan O. Chua, Dean, School of Humanities
 Dr. Luis F. Dumlao, Dean, John Gokongwei School of Management
 Dr. Evangeline P. Bautista, Dean, School of Science and Engineering
 Dr. Fernando T. Aldaba, Dean, School of Social Sciences
 Dr. Benjamin Gerardo T. Tolosa, Jr., Associate Dean for the Core Curriculum
 Dr. Leland Joseph R. De la Cruz, Associate Dean for Student Formation
 Dr. Jose Ma. Edito K. Tirol, Director, Office of Admission and Aid
 Mr. Joaquin Julian B. Agtarap, School Registrar
 Mr. Quiel Andrew I. Quiwa, President, *Sanggunian ng mga Mag-aaral ng mga Paaralang Loyola*