



ATENEIO DE MANILA UNIVERSITY
LOYOLA SCHOOLS
Office of the Associate Dean for Graduate Programs

7 July 2020

To: LS Graduate Students

From: (Sgd) Anne Lan K. Candelaria, PhD
Associate Dean for Graduate Programs

Subject: Comprehensive Exam Guidelines for Graduate Students for
Intersession & First Semester SY 2020-2021

As the Loyola Schools will be fully online in the Intersession Term and the First Semester ([see ADAA and ADGP memo dated 15 June 2020](#)), we will continue to hold the Comprehensive Examinations in an online environment. The attached guidelines have been revised based on the feedback we received from the different departments who conducted special online comprehensive examinations in the Second Semester of SY 2019-2020. We will continue to actively collect feedback from all stakeholders in order to improve our systems and processes for the conduct of the Comprehensive Exams in an online environment.

Thank you very much.

RELEASE OF COMPREHENSIVE EXAM RESULTS

Results of the Comprehensive Exams will be posted in the student's AISIS account on the scheduled grade posting of the Office of the Registrar. Students are advised to contact their home department should their grade still bear an asterisk mark after grades have been released.

DEFERMENT OF COMPREHENSIVE EXAMS

Students may also opt to defer his/her comprehensive examinations at a later date by sending a request for deferment to adgp.ls@ateneo.edu, copy furnished the department chair at least one week before the scheduled date of exams.

Subject Title: COMPRE DEFERMENT – Student's Last Name – Degree Program

SUPPORT

Please do not hesitate to contact the following offices if you need assistance before, during and after the Comprehensive Exams.

- OMIS (omis.ls@ateneo.edu) - for assistance concerning obf emails
- Rizal Library (rizal.library.ls@ateneo.edu cc: eguevarra@ateneo.edu) - for Turnitin technical concerns
- DISCS (moodle.ls@ateneo.edu)- for assistance with Moodle
- SALT (canvas.salt@ateneo.edu) - for assistance with Canvas
- OADGP (adgp.ls@ateneo.edu) - for matters related to the official list of students, release of exam results and clarifications on this guidelines
- Department /Program CEC - for matters regarding Comprehensive Exam question and instructions, and technical difficulties that may prevent you from submitting your exam within the time limit

Version History

Number	Date of Issue	Remarks
1	March 13, 2020	Guidelines for Online Comprehensive Examinations - v031320
2	March 26, 2020	Guidelines for Comprehensive Exams during ECQ - v032620
3	July 7, 2020	Revisions arising from departmental consultations on Guidelines v031320 & v032620