



ATENEO DE MANILA UNIVERSITY
LOYOLA SCHOOLS
Office of the Associate Dean for Academic Affairs

03 December 2022

MEMO TO: Department Chairs/Program Directors
Department/Program Secretaries
LS Undergraduate Students

CC: School Deans
Associate Dean for the Core Curriculum
Sanggunian ng mga Mag-aaral ng mga Paaralang Loyola ng Pamantasang
Ateneo de Manila

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School Registrar

SUBJECT: Guidelines, Process, and Deadline for Submission by Undergraduate
Students of Applications for Double Degree

The Loyola Schools offers to undergraduate students the opportunity for a double degree, which combines two curricula and leads to the conferment of two undergraduate degrees. Currently enrolled students, except those already enrolled in LS prescribed double degree programs, may apply for a double degree consolidating the curriculum of their first degree with that of another. Applications require the endorsement of the two concerned departments/programs and the approval of the Associate Dean for Academic Affairs.

Please find attached the guidelines and process for double degree applications. The deadline for submission of double degree applications is on **JANUARY 15 every school year**. If January 15 falls on a Sunday or holiday, the deadline is automatically moved to the next working day. However, the processing of applications **will not** be done during the periods of online enlistment and load revision. If the application is approved, the effective date of the double degree is the immediately succeeding school year.

Interested students should accomplish the [Application for Double Degree](#) form **from Saturday, 3 December 2022 to 12:00 noon of Monday, 16 January 2023**. Students should upload the following documents to the form:

1. An essay of no more than 250 words that explains the reasons for wanting to take the intended double/second degree/major and personal qualities, abilities, or special skills that you feel will help you in the chosen program of study
2. A pdf copy of AISIS-generated IPS
3. A pdf copy of AISIS-generated grades

For more information, please see the following [Frequently Asked Questions \(FAQs\)](#) on double degrees. You may also refer to the Academic Processes section in the Office of the ADAA webpage (www.ateneo.edu/ls/adaa).

Thank you very much.

GUIDELINES COVERING DOUBLE DEGREES

1. Eligibility
 - a. Loyola Schools students, except those already enrolled in LS prescribed double degree programs, may apply for a double degree consolidating the curriculum of the first degree with that of another.
 - b. Applications for a third undergraduate degree will **not be accepted**.
 - c. **First Year students may apply for a double degree. However, their applications will only be processed after the release of final grades for the Second Semester SY 2022-2023.**
2. Minimum Number of Units for the Double Degree
 - a. A student must successfully fulfill all the requirements of both degree programs.
 - b. Courses taken in the student's first undergraduate degree may be credited towards his/her second (double) degree, provided that the student completes **at least 21 additional units** for the second degree.
3. Allowed Double Degree/Second Undergraduate Degree Combinations – A combination of two undergraduate degrees will be allowed **except** for the following:
 - a. AB Humanities – AB Interdisciplinary Studies
 - b. BS Management of Applied Chemistry – BS Chemistry
 - c. BS Management of Applied Chemistry – BS/MS Chemistry
 - d. BS Biology – BS Life Sciences
 - e. AB Psychology – BS Psychology
 - f. AB Management Economics – any undergraduate degree program offered by the John Gokongwei School of Management
 - g. Any two undergraduate degree programs offered by the John Gokongwei School of Management
 - h. Any two undergraduate degree programs offered by the Department of Information Systems and Computer Science

- i. Any two undergraduate degree programs offered by the Department of Economics
 - j. Any two undergraduate degree programs offered by the Department of Political Science
 - k. Other combinations as may be determined at a later time, are subject to the review of the Curriculum Committee
4. Validation of Courses from the First Degree
 - a. Core curriculum courses are automatically credited towards the second degree.
 - b. A major course in the first degree may be credited as a Free Elective for the second degree.
5. Program Retention Requirements
 - a. Program retention requirements for students taking a double degree are to be monitored by the department/program concerned and should be taken into consideration when planning a student's program of study.
 - b. Students will be required to shift out of the first or the second degree if program retention requirements are not met.
6. Withdrawal from the Double Degree
 - a. The decision to take a double degree should not be made lightly. It is expected that prior to applying for a double degree, students have carefully thought about its benefits, disadvantages, risks, and implications. Once your request for a double degree is approved, students are expected to commit to the completion of both major programs.
 - b. However, if there are serious, unavoidable reasons for withdrawing from the double degree, a student has to submit a letter to the ADAA (cc: the Registrar) to request for the withdrawal. The Registrar will update the student's records to reflect that the student is taking only one degree.
7. Loyola Schools QPI Requirements (See the revised (2021) LS Academic Regulations, Section V, Nos. 8, 10, 11, and 12)
 - a. Academic regulations regarding QPI requirements for promotion and separation from the Loyola Schools, awarding of semestral honors, and graduation shall apply to students taking a double degree.
 - b. The courses taken for a student's double degree are counted towards the student's QPI.
 - c. The applicable Yearly QPI requirement is based on the student's year level of his/her first degree.
8. Graduation Requirements
 - a. To be eligible for Graduation Distinction, students must have completed a minimum of eighty (80) percent of the total number of units required for graduation in their program in the Loyola Schools and only resident credits shall be included in the computation. See LS Academic Regulations, Section V.13.1
 - b. Students who graduate from more than one degree program may receive Latin honors or honorable mentions only once. Further details are found in LS Academic Regulation V.13.3.
9. Approval Process

- a. Application is through the Office of the Associate Dean for Academic Affairs.
- b. The student seeks the approval of his/her home department chair/program director and the department chair/program director of the intended double (second) degree, following the program's **shifting requirements**.
- c. A Program of Study consolidating the curricula of the two degree programs must be reviewed and endorsed by the concerned department chairs/program directors. The semestral load should conform to that of the first degree.

APPLICATION PROCESS

Note: Beginning SY 2021-2022, the deadline for submission of double degree applications will fall on **JANUARY 15** every school year. If January 15 falls on a Sunday or holiday, the deadline is automatically moved to the next working day. However, the processing of applications will not be done during the periods of online enlistment and load revision.

1. The student accomplishes the online application form and uploads the required documents. These documents are:
 - a. An essay of no more than 250 words that explains the reasons for wanting to take the intended double/second degree/major and personal qualities, abilities, or special skills that you feel will help you in the chosen program of study.
 - b. A pdf copy of AISIS-generated IPS.
 - c. A pdf copy of AISIS-generated grades.
2. The Office of the ADAA shares the Google worksheet of form responses with the Student's Home Department Chair/Program Director and the Department Chair/Program Director of the Department/Program offering the student's intended second degree (hereinafter called the Second Department/Program). Aside from the form responses, the worksheet will contain the following:
 - a. The student's application documents
 - b. The Second Department/Program Evaluation: Academic Requirements for Acceptance
 - c. Consolidated Individual Program Of Study Form
3. The Student's Home Department Chair/Program Director indicates his/her endorsement/non-endorsement of the application in the worksheet. If not endorsed, the ADAA informs the Student of the disapproval of the application and the process ends.
4. If the Student's Home Department Chair/Program Director endorses the application, the Department Chair/Program Director of the Second Department/Program evaluates the application and determines if the student meets the criteria to be accepted to his/her intended second degree. Such criteria includes meeting the shifting requirements of the second degree. If the Second Department/Program disapproves the application, the ADAA informs the Student and the process ends.

5. If the Chair/Director of the Second Department/Program accepts the application, s/he accomplishes the **Second Department/Program Evaluation: Academic Requirements for Acceptance form**. This form may be accessed in the shared worksheet.
6. The Home Department Chair/Program Director and the Second Department Chair/Program Director then coordinate to accomplish the **Home Department/Program and Second Department/Program Consolidated Individual Program of Study form**. This form may be accessed in the shared worksheet.
7. The ADAA reviews the Departments/Programs' evaluation, recommendations, and the Consolidated IPS for accuracy, completeness, and compliance with LS guidelines.
8. The ADAA inputs the final action on the application.
9. The Office of the ADAA informs the Student via email (cc: the Department Chair/Program Director, Registrar's Office) of the decision on the application.
10. If the application is approved, the Office of the ADAA issues a condition letter to the Student (cc: the Home Department Chair/Program Director, the Second Department Chair/Program Director, and the Registrar). The condition letter indicates the following:
 - a. The guidelines and procedures concerning double degrees
 - b. List of Double Counted Courses
 - c. Additional units to be taken for the Double Degree
 - d. Consolidated Individual Program of Study