



ATENEO DE MANILA UNIVERSITY

LOYOLA SCHOOLS

OFFICE OF THE ASSOCIATE DEAN FOR ACADEMIC AFFAIRS

APPLICATION FOR A DOUBLE DEGREE

Notes:

1. Refer to attached guidelines and list of degree program combinations that will not be allowed.
2. Application deadlines may be obtained at the Office of the Associate Dean for Academic Affairs (OADAA).

Instructions:

Step 1	FILL OUT THE FORM.	Indicate also the names of the two departments/ programs and their respective Chairs/Program Directors.
Step 2	PREPARE THE ATTACHMENTS.	a. Print a copy of your IPS. b. Request a copy of the curriculum of your intended double degree from the second department/program.
Step 3	SUBMIT THE FORM AND ATTACHMENTS TO THE TWO DEPARTMENT CHAIRS/PROGRAM DIRECTORS FOR THEIR FIRST ENDORSEMENT.	Obtain the endorsement of your home department/program first, followed by your second department/program. They will accomplish Part I. First Endorsement of the First and Second Departments/Programs. The second Department Chair/Program Director provides a review of the courses that you still need to take/validate.
Step 4	DRAFT A CONSOLIDATED PLAN OF STUDY PER TERM AND ATTACH THIS TO THE REST OF THE DOCUMENTS. USE THE ATTACHED TEMPLATE.	Reminders: a. The consolidated plan of study should include currently enrolled courses and the remaining courses from the first degree, plus courses to be taken for the second degree. b. The semestral load should conform to that of the first degree. c. Take note of prerequisites/corequisites, the semester/term each course is normally offered, and LS academic regulations such as maximum loads per term.
Step 5	SUBMIT THE FORM AND ATTACHMENTS TO THE TWO DEPARTMENT CHAIRS/PROGRAM DIRECTORS FOR THEIR SECOND ENDORSEMENT.	Obtain the endorsement of your home department/program first, followed by your second department/program. They will accomplish Part II. Second Endorsement of the First and Second Departments/Programs. The form should have a final consolidated plan of study attached. The form must also indicate how the retention requirements of the two programs, if any, will be enforced.
Step 6	SUBMIT THE FORM AND ATTACHMENTS ON OR BEFORE THE APPLICATION DEADLINE TO THE OADAA.	☐ Accomplished Application for a Double Degree ☐ Copy of student's IPS ☐ Curriculum of the intended double degree program ☐ Consolidated Plan of Study approved by the two Department Chairs/Program Directors
Step 7	WAIT FOR THE DECISION OF THE ADAA.	Decisions will be released two weeks after the application deadline.

LOYOLA SCHOOLS

OFFICE OF THE ASSOCIATE DEAN FOR ACADEMIC AFFAIRS

APPLICATION FOR A DOUBLE DEGREE

Student's ID No:			Date of application (DD / MM / YY):		
Student's name: Last name First name Middle initial			Double degree program applied for:		
Degree program/major: Year level:			Desired start of program: SY 20__ - 20__ ☐ Intersession ☐ Semester 1 ☐ Semester 2		
State your reasons for choosing the second program of study and your personal qualities, abilities, or special skills that you feel will help you in the chosen program of study. Use a separate sheet, if needed.					

I. First Endorsement of the First and Second Departments/Programs

Home/First Department/Program																					
☐ I do not endorse this request. <u>Reason/s:</u>																					
☐ I endorse this request. <u>Reason/s:</u>																					
Attached is the student's IPS that shows the remaining courses that the student still has to take for the first degree. This includes courses the student is currently enrolled in this semester/term and those which are still incomplete/have no grade.																					
Student's Home Department /Program	Name and signature over printed name Department Chair/Program Director	Date																			
Second Department/Program																					
☐ I do not endorse this request. <u>Reason/s:</u>																					
☐ I endorse this request. 1) Student meets our shifting requirements which are equivalent to the department/program's admission requirements for the double degree. 2) Attached is the curriculum of the second degree program which may include courses the student is currently enrolled in this semester/term and those which are still incomplete/have no grade. Based on our review: a. Student has to take _____ additional units. (This should be at least 21 units.) The courses are listed below:																					
<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 33%; text-align: center; padding: 5px;">First Degree Courses</th> <th style="width: 15%; text-align: center; padding: 5px;">Validated for</th> <th style="width: 52%; text-align: center; padding: 5px;">Second Degree Courses</th> </tr> </thead> <tbody> <tr><td style="height: 20px;"></td><td style="text-align: center;">↔</td><td></td></tr> <tr><td style="height: 20px;"></td><td style="text-align: center;">↔</td><td></td></tr> <tr><td style="height: 20px;"></td><td style="text-align: center;">↔</td><td></td></tr> <tr><td style="height: 20px;"></td><td style="text-align: center;">↔</td><td></td></tr> <tr><td style="height: 20px;"></td><td style="text-align: center;">↔</td><td></td></tr> </tbody> </table>				First Degree Courses	Validated for	Second Degree Courses		↔			↔			↔			↔			↔	
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b. Student must accomplish a validation form at the OADAA for the following double-counted courses:																					
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Department /Program	Name and signature over printed name Department Chair/Program Director	Date																			
Student's name: Last name First name Middle initial																					

II. Second Endorsement of the First and Second Departments/Programs

Reminders to the Home/First and Second Department Chairs/Program Directors:

1. Program Retention Requirements – 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.
2. LS Retention Requirements –
 - 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.

Home/First Department/Program	Second Department/Program
I have reviewed the attached consolidated plan of study and certify that: 1) All required courses for the first degree program have been included. 2) The semestral load conforms to that of the student's first degree program.	I have reviewed the attached consolidated plan of study and certify that: 1) All required courses for the second degree program have been included. 2) All courses that may be validated have been indicated in Part I of this form. 3) The semestral load conforms to that of the student's first degree program.
We have agreed that our respective retention requirements, if any, will be enforced as follows:	
Endorsed: Name and signature over printed name Student's Home Department Chair/Program Director	Endorsed: Name and signature over printed name Department Chair/Program Director
Department/Program:	Department/Program:

III. Office of the Associate Dean for Academic Affairs

Date received by the OADAA: _____

Checklist:

- ☐ 1. Accomplished Application for the Double Degree
 - ☐ 2. Student's IPS of the first degree program
Comments on remaining courses _____
 - ☐ 3. Curriculum of the second degree program
Comments on core courses _____
Comments on remaining courses _____
 - ☐ 4. Consolidated Plan of Study which includes all requirements of both degree programs and have been reviewed and endorsed by the two Department Chairs/Program Directors
Comments _____
 - ☐ 5. Retention requirements as agreed upon by the two Department Chairs/Program Directors
Comments _____
- ☐ APPROVE ☐ DISAPPROVE due to: _____

Checked by / Date

JOSEFINA D. HOFILINA, Ph.D.
Associate Dean for Academic Affairs / Date

Student's ID No:	Student's name:	Last name	First name	Middle initial	Date:
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Consolidated Program of Study: (Identify First Degree) - (Identify Second Degree)

SY ____ - ____ Interession				
Cat No	Course Title	Units	Prereqs	Category*

SY ____ - ____ Semester 1				
Cat No	Course Title	Units	Prereqs	Category*

SY ____ - ____ Semester 2				
Cat No	Course Title	Units	Prereqs	Category*

SY ____ - ____ Interession				
Cat No	Course Title	Units	Prereqs	Category*

SY ____ - ____ Semester 1				
Cat No	Course Title	Units	Prereqs	Category*

SY ____ - ____ Semester 2				
Cat No	Course Title	Units	Prereqs	Category*

SY ____ - ____ Interession				
Cat No	Course Title	Units	Prereqs	Category*

SY ____ - ____ Semester 1				
Cat No	Course Title	Units	Prereqs	Category*

SY ____ - ____ Semester 2				
Cat No	Course Title	Units	Prereqs	Category*

SY ____ - ____ Interession				
Cat No	Course Title	Units	Prereqs	Category*

Note: 1) Insert rows / copy and paste additional tables / delete rows or tables as needed.
2) Categories*: C - Core, CPH1 - Core Philo 1, IE1E – Interdisciplinary Elective 1 - English, IE – Interdisciplinary Elective, M – Major, RM – Required Major, ME – Major Elective, NS Lec- NatSci Lec, NS Lab – NatSci Lab, FE – Free Elective

Student's ID No:	Student's name:	Last name	First name	Middle initial	Date:
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Consolidated Program of Study: (Identify First Degree) / (Identify Second Degree)

SY ____ - ____ Intersession				
Cat No	Course Title	Units	Prereqs	Category*

SY ____ - ____ Semester 1				
Cat No	Course Title	Units	Prereqs	Category*

SY ____ - ____ Semester 2				
Cat No	Course Title	Units	Prereqs	Category*

SY ____ - ____ Intersession				
Cat No	Course Title	Units	Prereqs	Category*

SY ____ - ____ Semester 1				
Cat No	Course Title	Units	Prereqs	Category*

SY ____ - ____ Semester 2				
Cat No	Course Title	Units	Prereqs	Category*

SY ____ - ____ Intersession				
Cat No	Course Title	Units	Prereqs	Category*

SY ____ - ____ Semester 1				
Cat No	Course Title	Units	Prereqs	Category*

SY ____ - ____ Semester 2				
Cat No	Course Title	Units	Prereqs	Category*

Note: 1) Insert rows / copy and paste additional tables / delete rows or tables as needed.

2) Categories*: C - Core, CPH1 - Core Philo 1, IE1E – Interdisciplinary Elective 1 - English, IE – Interdisciplinary Elective, M – Major, RM – Required Major, ME – Major Elective, NS Lec- NatSci Lec, NS Lab – NatSci Lab, FE – Free Elective