



ATENEUM DE MANILA UNIVERSITY
SCHOOL OF MEDICINE AND PUBLIC HEALTH

OFFICE OF THE REGISTRAR

G/F Don Eugenio Lopez Sr
Medical Complex, Ortigas Avenue
1604 Ugong, Pasig City, Philippines
+63(2)8706-3085 to 87 loc 3011, 3012
registrar.asmph@ateneo.edu

RO Memorandum No. 022 Series 2022

DATE : **July 11, 2022**

MEMO TO : ASMPH Community

FROM : **(Sgd) REY R. REYES**
Registrar, Ateneo Professional Schools

SUBJECT : **The Proper Application of Leaves of Absence and Withdrawals**

Please be informed that the Registrar's Office is revising the guidelines on Withdrawals and Leaves of Absence effective SY 2022-2023. These revisions are issued to clarify which of these options students must file, in case such actions become necessary, and their corresponding effects on grades and enrollment status. It also aligns ASMPH student management policies with the same in the other Professional Schools.

The Policies Governing Withdrawals and Leaves of Absence are attached to this memo.



ATENEIO DE MANILA UNIVERSITY
PROFESSIONAL SCHOOLS
Office of the Registrar

REVISIONS ON THE POLICIES GOVERNING LEAVES OF ABSENCE AND WITHDRAWALS

(Amendments to Part II: STUDENT MANAGEMENT, B. ENROLLMENT / REGISTRATION, 6. Leave of Absence, pp 17-20 of the ASMPH Student Handbook, 2019 Edition)

In order to standardize the application of policies and the associated processes governing LEAVE OF ABSENCE and WITHDRAWALS across all APS schools, the following definitions and policies covering these items will be implemented in ASMPH effective the First Semester of SY 2022-2023.

POLICIES AND PROCEDURES GOVERNING WITHDRAWALS

There are three types of Withdrawals.

1. **TOTAL WITHDRAWAL** – is the same as permanent discontinuance from the MD-MBA program. This is filed when a student has no intent to resume his or her MD-MBA program in ASMPH for reasons such as long-term health issues, or permanent residency abroad (i.e. immigrant status), loss or change of interest (i.e. student wants to do MS Psychology instead), among others.

Since this is the same as permanent discontinuance, Total Withdrawal can be filed whether or not a student is currently enrolled.

2. **TERM WITHDRAWAL** – is filed by currently enrolled students who cannot complete the remaining attendance requirements for the courses or modules of the on-going semester. Under Term Withdrawals, the discontinuance is temporary until the end of the current semester. The reasons for availing of term withdrawals include travel abroad, recuperation from illness, or similar reasons. This is filed if a student intends to finish his or her program requirements in the future, subject to ASMPH's 8-year Maximum Residence Rule.

All withdrawals, either TOTAL or TERM, shall result in a grade of WP in all courses or modules that have not yet been completed. Students who have completed 80% or more of the attendance requirement of a course or module by the time the withdrawal is approved, may be given an INC, subject to completion (see policies and procedures on Completing INC grades).

CANCELLATION OF ENROLLMENT – is a type of TERM WITHDRAWAL that is filed by a currently enrolled student before the end of the second week of classes. Enrolled students who cancel their enrollment within that period are removed from the rolls for that semester. Their names will not appear in grading sheets, and they are entitled to refunds according to policy (see below). Students who cancel their enrollments must file for Leave of Absence if they wish to resume their studies in the future.

3. **COURSE WITHDRAWAL** - is filed by currently enrolled students who cannot complete the remaining attendance requirements of a specific course or courses in the on-going semester. This can be applied to both MBA courses or MD modules.

The following process governs all three types of withdrawal:

1. The student is advised to talk to his / her mentor to aid in discernment before filing a request for withdrawal.
2. A request is addressed to the Associate Dean indicating the reason for the withdrawal and all the courses/modules that will be affected by the withdrawal. The letter should be endorsed by the student's mentor and the YL Coordinator.
3. Upon approval, the OAD thru the YLC shall confirm which courses / modules should get final grades, INCs, or WPs, based on the current standing of the student at the point of withdrawal. These shall be transmitted to the RO for appropriate notation in the student's grade ledger.
4. The RO shall formally inform the student of the approval.

Effect on Grades. A student who wishes to discontinue his/her studies must formally apply for withdrawal. This will cause the grade of WP (Withdrawal with Permission) to appear in his/her TOR for courses in the current term. Failure to secure formal withdrawal will result in failing marks for modules / courses in the term as a result of absence from classes.

Students who withdraw with less than 20% of the attendance requirement remaining in a course or module may be given an INC.

Students who have more than 20% of the attendance requirement remaining will be given a WP.

Students who have already incurred absences in excess of 20% of the attendance requirement when the withdrawal was filed will be given a failing grade, either 0.0 or UW.

Refunds. Refunds of school fees paid shall apply to Total Withdrawal and Term Withdrawal only. Following CHED's policies on the refunds of school fees, a student who withdraws (total or term) within the first week of classes is entitled to 90% refund of Tuition Fees only. A student who withdraws within the second week of classes is entitled to 80% refund of Tuition Fees only. A student is no longer entitled to refunds if the withdrawal is filed after the second week of classes.

Since different Year Levels may start at different dates, the Start of Classes is based on the first meeting day of the Year Level the student is in.

POLICIES AND PROCEDURES GOVERNING LEAVES OF ABSENCE

Students who cannot complete their program of studies for medical, family or other reasons may request for a leave of absence. Leave of Absence is filed prospectively if the student does not intend to enroll in the following or subsequent semesters, but still has the intention of completing their MD-MBA program in the future, subject to ASMPH's 8-year Maximum Residence Rule. Likewise, students who cancel their enrollment within the first 2 weeks of classes should file a LOA. Filing a Leave of Absence (LOA) is governed by the following:

1. The student should be in good academic and disciplinary standing at the time when the request is made.
2. Students should first talk to their mentor who shall aid in their discernment.
3. The student addresses a letter requesting for Leave of Absence to the Associate Dean. This should include the reason for the leave, the planned duration of the leave, and considerations arising from talks with his/her mentor.
4. The letter is endorsed by the mentor, the YLC, and the OSA.
5. The application is approved by the Associate Dean and forwarded to the Registrar's Office.
6. The RO will issue a clearance form which should be completed by the student.
7. Once the form is completed, the RO issues a formal notice of approval to the student.
8. A student on LOA cannot enroll for credit, or take up another program in another Higher Educational Institution.

Difference between Withdrawal and Leave of Absence. A Leave of Absence is filed prospectively and takes effect the following semester(s). Enrolled students cannot file LOAs that cover the current term, unless this is done within the first two weeks of classes (see Cancellation of Enrollment). Enrollment causes a student's name to appear in the grading sheets of the courses and modules they are officially enrolled in. At the end of the semester, grades are given that will appear in the Transcript of Record. A student cannot have TOR entries in a semester (the result of being officially enrolled), and be on Leave of Absence during the same semester.

If the student still does not intend to enroll after that semester, then the student should file a Leave of Absence.

RETURNING FROM LEAVE OF ABSENCE

Students who intend to resume their studies after their leave of absence should initiate arrangements for the resumption of their studies at least one month before the start of classes of the semester they will be joining. The student submits a letter of intent to resume his/her studies to the Registrar's Office, along with attached copies of a) the clearance, and b) the approval of the Associate Dean indicating the conditions governing such leave. Other conditions specified in the LOA approval such as medical clearances must also be submitted for the student to be eligible for re-enrollment.