



# Ateneo College Student Handbook

**VOLUME 1**

ACADEMIC REGULATIONS,  
SUPPORT SERVICES,  
POLICIES, AND  
GUIDELINES

**2025 Edition**



ATENEO DE MANILA UNIVERSITY

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POLICIES, AND GUIDELINES  
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## MESSAGE

# University President

My dear Ateneans,

Excellence has always been an aspiration of the university, both for the programs it offers and in its students and graduates. This pertains not only to academic excellence but also excellence in character and decorum. And as a Jesuit educational institution grounded in the principles and values of Saint Ignatius of Loyola, this drive for excellence in everything that we do is rooted in the desire to proclaim God's glory through our actions and service.

Ultimately, this is the deeper purpose of the university's rules and code of discipline. By internalizing them and appreciating the values that they affirm, may they serve as your steadfast guides not only during your Ateneo journey but throughout your life's journey as well.

**Roberto C Yap SJ**

*President*

*Ateneo de Manila University*



## MESSAGE

# Vice President for Higher Education



Dear Ateneans,

Greetings of peace!

We traverse life and study in a world that is increasingly more complex but we are here to serve you and support you with steadfast hope and courage.

Your years in Ateneo Higher Education are packed with lessons, activities, friendships, and memories. All these, we hope, will combine to form you into an Atenean whose mind is anchored in excellence, whose heart is filled with the zeal to serve others, and whose life direction is guided by the wisdom of the Holy Spirit. Your life in the university will be shaped by your own efforts and decisions, but it will be supported and guided by a structure of systems, procedures, and programs which keeps order in the institution and builds discipline and a moral sense in our students.

This Handbook summarizes the robust support system that we have in place for you. Read it carefully when you refer to it as you need it. Its contents are arranged in such a way that you can navigate the material with ease. It includes new sections that highlight online learning resources and essential student services that are adapted to the online setting.

We wish you a memorable and fruitful journey here in Ateneo College. Strive to become *Lux in Domino*, Light in the Lord. More than ever before, the world needs that Light. Let it shine on and through you.

**Maria Luz C Vilches PhD**

*Vice President for Higher Education*

## MESSAGE

# Assistant Vice President for Undergraduate Education



Dear Ateneans,

Greetings of peace!

This Handbook is a compilation of information, policies, and regulations to guide you through your stay here at Ateneo College. I hope it helps you discover the opportunities available to you. I also hope that through this Handbook, you understand the responsibilities you are expected to bear.

Study it carefully and treat it as a kind of roadmap for your journey towards excellence. While we are here to assist whenever necessary, this Handbook is meant to guide you in making informed choices about your education, an education which is not only about the acquisition of the knowledge and skills for your future career but also about the formation of character and the commitment to service that marks Ateneo undergraduate education.

Wishing you all the best,

**Josefina D Hofleña PhD**

*Assistant Vice President for Undergraduate Education*

# INTRODUCTION

## Forging Collective Hope in Community

Welcome to Ateneo College!

This is the community you have chosen. This is the community that will nurture you in hope.

The weather can give us heavy rains on flooded walkways, strong winds and falling debris but this community provides the glitter of sunshine on a cloudy day, a helping hand that pull us out of a muddy ground, humor with friends when we finally find a way out of a nasty situation, a flicker of an insight that shifts our perspective away from an impasse. Many graces to be thankful for! That's the first order of things.

The second order of things is for us to build our strengths together. A community that knows how to do that cannot be found wanting in power, in compassion, and in creativity. I invite you to be part of this community and be free to contribute your own talents to the pool.

Let me give you a bird's eye view of Ateneo College. Ateneo de Manila offers college education through undergraduate degree programs offered by five schools, once clustered together as the Loyola Schools but now part of Higher Education: the School of Humanities, the John Gokongwei School of Management, the School of Science and Engineering, Dr. Rosita G Leong School of Social Sciences, and the Gokongwei Brothers School of Education and Learning Design. Education here is navigated with a focus on our core values of competence, conscience, compassion, and commitment.

Higher Education also includes the four schools that used to comprise the Ateneo Professional Schools: the School of Law; the Graduate School of Business; the School of Government; and the School of Medicine and Public Health. The mandate for Higher Education is excellence in the three areas of teaching and learning, research and scholarship, and internationalization. We are mindful that this mandate is anchored in Ateneo de Manila University's strategic priority areas of Education

Reform and Transformation, Integral Ecology, Universal Health and Well-being, and Bridging Cultural Divides.

We are only at the starting phase of this integration between the Loyola Schools and the Professional Schools in now one Higher Education. We are still trying to understand the context of each school and each school's needs. This is why many of the items in this handbook still use the term Loyola Schools, and refer to offices in the former Loyola Schools. This manifests our constant change and growth, as we continue to be adaptive in our teaching and learning, imbued with greater hope.

With this edition of the Handbook, we remind ourselves, through the values of Ignatius of Loyola, that our way of proceeding is also part of a continuing communal discernment of determining what works and of deepening the principles of Jesuit education. The Handbook retains information on our philosophy of education and our framework for online learning and teaching and what the latter entails in terms of teacher training and course designing. It also provides practical information related to reformulated academic protocols and policies, changes in the Student Code of Conduct, the Code of academic integrity, student support systems, as well as a guide on Quickfire procedures on how to access services and information.

We continue to commit ourselves to serving the students fully and to making learning and teaching fruitful, successful, and meaningful. Joy is the ultimate drive for learning. And I add to that, gratitude. We hope that despite the rigor of academics, we don't lose joy and gratitude in our hearts and in our classes. After all, we are a community that cares for one another in order for us to share our collective hope in community.

I'm with you in prayer as we try our best to keep ourselves well and to stay safe always.

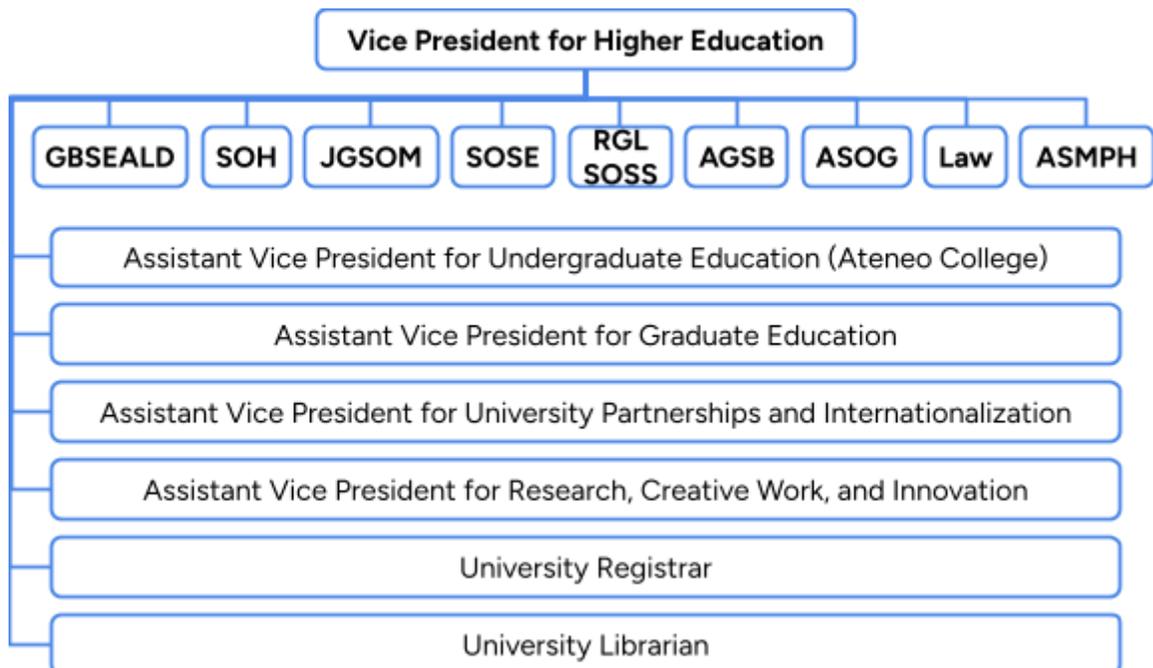
**Maria Luz C Vilches PhD**

*Vice President for Higher Education*

# Higher Education Organization Chart

This handbook is for the use primarily of the undergraduate students from the Schools of Education and Learning Design, Humanities, Management, Science and Engineering, and Social Sciences. For brevity, the undergraduate community from these schools is referred to as Ateneo College. These schools are part of the Higher Education Cluster which is headed by the Office of the Vice President for Higher Education and is supported by various key administrative offices.

Below is a bird's eye view of the organizational structure of the Higher Education Cluster.



# The Ateneo de Manila Core Curriculum

## **FOSTERING INTEGRAL, INTERDISCIPLINARY, AND IGNATIAN FORMATION**

The heart of Ateneo education is its core curriculum.

As a Jesuit educational institution, the goal of Ateneo de Manila is the integral formation of persons of discernment, learning, and action. With Christ as the model and inspiration of what it means to be fully human, the aim of the University is to form leaders in service of the global and local community, especially the poor, vulnerable, and excluded -- professionals of conscience, competence, compassion, and commitment.

The core curriculum was revised to incorporate the changes brought about by the K-12 basic education reform and the new requirements of the revised CHED General Education (GE) curriculum, beginning School Year 2018-2019. But more importantly, the review process and the new curriculum that emerged from it underscored the identity and mission of Ateneo de Manila as a Filipino, Catholic, and Jesuit university.

The world-affirming nature of Ignatian spirituality has translated over the years into the primacy of the liberal arts in Jesuit education that is found in the core curriculum. It is the hallmark of Ateneo education. A key feature of the core curriculum is its inner logic in the sequencing of the courses. The core curriculum strives for both academic competence and value formation through a deliberate progression of learning. The core curriculum courses are organized under four stages:

1. Foundations: Exploring and Equipping the Self
2. Rootedness: Investigating and Knowing the World
3. Deepening: Defining the Self in the World
4. Leadership: Engaging and Transforming the World

Ateneo students start from foundational courses that are meant to sharpen their language and communication skills and equip them with basic scientific and mathematical tools. Courses which explore faith and spirituality, and facilitate self-understanding, prepare students for investigating and knowing the world, and

defining the self in the world – bringing them to a readiness to discern life-options and make life-choices. Our hope is that Ateneo graduates will become leaders who will engage the world and commit themselves to using their competences to work for social transformation, rooted in a mature Christian faith.

## FRAMEWORK OF ATENEO UNDERGRADUATE CURRICULA

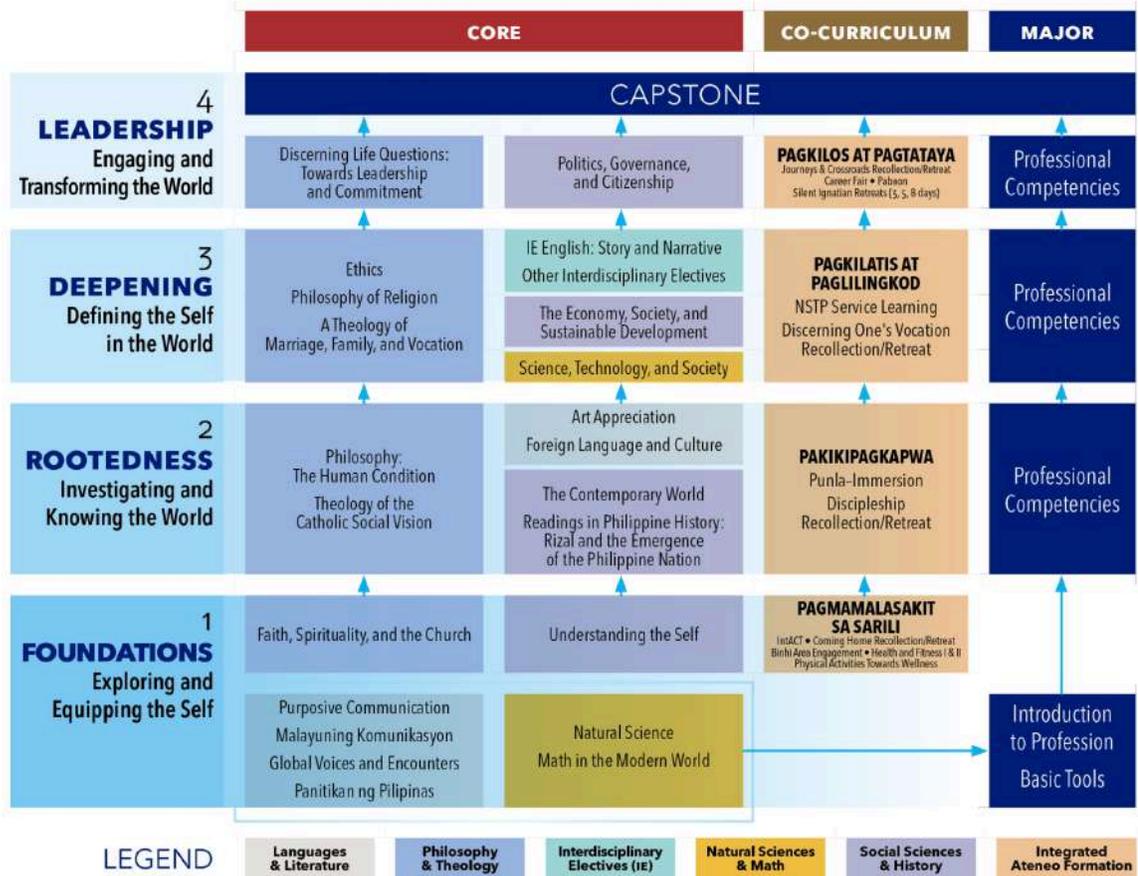


Figure 1: Framework of the Ateneo de Manila Undergraduate Curricula

## **THE CORE CURRICULUM WITH THE MAJOR AND CO-CURRICULUM PROGRAMS**

What makes Ateneo education distinctive is the deliberate weaving together of the core, majors and co-curricula, so that the overall experience of learning imbues graduates with both specialized professional training and holistic formation. It is an education that is integral, interdisciplinary, and Ignatian – one that seeks to develop intellectual depth, enhance creative imagination, deepen social involvement, and nurture spiritual maturity. It is intended to form students as life-long learners who are able to discover and fulfill their distinctive calling and mission. In a world with much suffering and division, Ateneo hopes that its graduates will become engaged citizens and transformative leaders in the service of reconciliation and justice in their chosen professional fields.

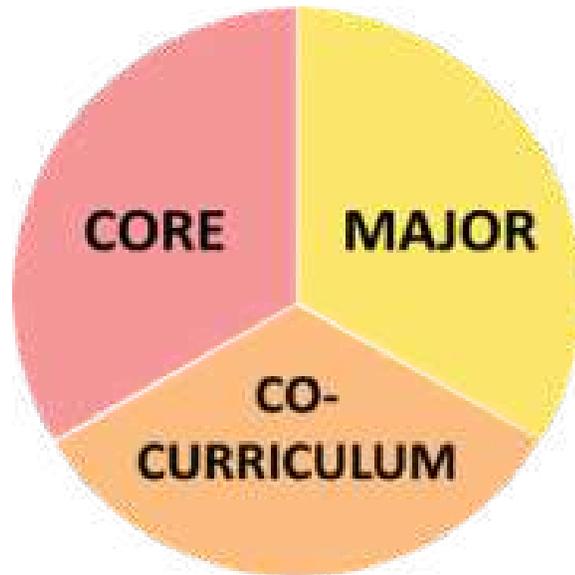


Figure 2: Integral Formation in the Ateneo Curricula

# 2024 Revisions to Undergraduate Regulations

Approved by the School Council 24 May 2024

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*NOTE: The following general and academic regulations have been written in the context of traditional face-to-face classes. When the situation requires a shift to a fully online or blended mode of delivery, the Vice President for Higher Education or the Assistant Vice President for Undergraduate Education will issue the necessary memos to adapt accordingly.*

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## GENERAL REGULATIONS

### INTRODUCTION

Ateneo de Manila University (hereinafter referred to as "Ateneo de Manila" or the "University") is a Filipino, Catholic, Jesuit community committed to the preservation, extension, and communication of truth and its applications for the fullest development of the human person. Ateneo College – as the University's undergraduate community is called – is founded on the revered tradition of excellence and service, and is concerned with the harmonious development of the intellectual and moral virtues of the students so that they may give greater glory to God and greater service to others.

1. The regulations set forth in this Handbook are calculated to secure the good order necessary for the effective pursuit of learning, to help the students attain the level of quality work required of them, and to ensure proper deportment of the entire student body.
2. An undergraduate student's registration is an expression of willingness to abide by all the rules and regulations prevailing in the University. Every student, therefore, is committed to the observance of these rules.
3. Students are in college primarily to achieve academic excellence and develop their total selves to be persons for, and with, others. The standard set before each student presupposes maturity, responsibility, and judicious use of the opportunities made available to them.
4. The University provides enrolled undergraduate students access to physical and virtual facilities and services through the issuance of a student identification number and official student email account. Students are expected to use these resources responsibly.

5. Digital communication by the University to students is through the official university website and affiliate sites, official social media accounts, and the University-issued email account. Students are expected to regularly monitor and use these digital platforms responsibly.
6. A student whose parents do not reside in Metro Manila should have a guardian in Metro Manila who is duly authorized by the parents, and is indicated in the official records of the student, to represent them and with whom the University is to coordinate for matters relating to the student.
7. Students are enjoined to utilize support services and resources, e.g. use the library resources and facilities, engage teachers in academic consultation, and whenever necessary, consult with health personnel, guidance counselors, career counselors, student affairs personnel, and campus ministers to support optimal personal development and wellbeing.
8. The University seeks to maintain safe spaces, free of sexual or gender-based violence, discrimination, and harassment. All students are enjoined to abide by policies, standards, and procedures which facilitate the promotion of a gender-inclusive, gender-responsive, and gender-safe University.
9. Students are encouraged to develop a deep Christian faith by regular participation in the religious exercises and services of the University. Regular retreats are scheduled for student groups; masses are offered in the College Chapel daily and the Sacrament of Reconciliation (Confession) is also available. Non-Christian students are likewise welcome to participate for their personal spiritual nourishment.
10. Being activities that create shared experiences and foster community building, special University and School functions should be attended by students whenever possible or required.
11. Ateneo College has always considered participation in the student council, student organizations, and athletics essential to community life and the balanced formation and development of its students. Students are encouraged to participate in as many student organizations and athletic teams as their studies and current wellbeing will allow.
12. However, these activities are meant to supplement studies, not to interfere with them. Ateneo College thus reserves the right to advise against participation in activities if the student needs to devote more time to studies.
13. To officially represent Ateneo de Manila University in academic, co-curricular or extra-curricular activities, students must be endorsed by the appropriate office: the College Athletics Office for athletic competitions, the corresponding academic department/ program for academic competitions or activities, and the appropriate Mission Integration office for co-curricular and extra-curricular activities.
14. Students who are not enrolled full-time, who do not meet the yearly QPI requirement for their year level, or are serving a disciplinary suspension, may not officially represent the University.

15. Students, as individuals or groups, may not use the name and/or seal of the University without authorization from the activity moderator and the approval of the University Marketing and Communications Office. This applies to printed programs, invitations, announcements, tickets, and similar materials.
16. Activities of students in the context of their membership in an accredited student organization should have the written approval from the Office of the Student Activities. Appeals, however, may be made to the Office of the AVP for Ignatian Leadership Formation.
17. Student publications should establish their editorial policies, including the manner of selecting their articles and features, consistent with applicable Philippine laws and University policies. Students, as individuals or groups, are expected to verify their factual assertions in their articles and news releases.
18. The regulations governing the payment of tuition and other fees are issued by the Office of the Vice President for Higher Education.

## ACADEMIC REGULATIONS

By joining the Ateneo College community, students assume the responsibilities, rights, and obligations of scholarship, which pertain to their status as students. Because they are serving a period of intellectual apprenticeship, students are expected to perform their academic duties according to the proper standards. They are committed to serious study, the results of which are gauged by the grades they receive.

All students -- including cross-enrollees from other schools, non-degree students, and auditors -- are subject to the academic regulations of Ateneo College.

### SECTION I. ENROLLMENT REGULATIONS

1. **Classification of Students: A student may fall into any of the following categories:**
  - 1.1. **Degree-seeking students**—refers to students enrolled in a degree program
  - 1.2. **Non-degree students**—refers to students who, with the approval of the Department Chair/Program Director and the AVP for Undergraduate Education, may receive credit for courses, even though they are not working toward any degree
  - 1.3. **Auditors**—refers to students who are admitted to courses on a non-credit basis, subject to the approval of the Department Chair/Program Director and the AVP for Undergraduate Education
  - 1.4. **Cross-enrollees**—refers to students from other colleges/universities who take courses in Ateneo College on a credit or audit basis, subject to the approval of the Department Chair/Program Director and the AVP for Undergraduate Education

## 2. Official Enrollment

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**Definitions**      **Course**—refers to a subject offered by a higher education institution. A course is identified by a catalog number and course title while its coverage is explained in its course description. A course is a component of a degree program.

**Registration**—refers to the process of signing up for courses before the start of each academic term.

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- 2.1. Students should complete the registration process (which involves enlistment in advised courses, payment of assessed fees, and validation of the School ID) to be considered officially enrolled.
- 2.2. Students must be officially enrolled in a course to access the course syllabus and the online Learning Management System (LMS), participate in onsite and online class activities, submit papers, take exams, and receive grades at the end of the semester or term.

## 3. Individual Program of Study (IPS)

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**Definitions**      **Ateneo Integrated Student Information System (AISIS)**—refers to the portal for Ateneo College students, faculty and staff. Through the AISIS Online, officially enrolled students may view pertinent school information including their Individual Program of Study (IPS), grades, class schedules, etc. Enrollment is also done using AISIS Online.

**Individual Program of Study (IPS)**—refers to the official curriculum of a degree program that is regularly updated to reflect an individual student's academic progress as well as changes in one's course requirements due to shifting, failing a course, taking minors, specializations, or double degrees.

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- 3.1. Students should regularly review their Individual Program of Study (IPS) on the Ateneo Integrated Student Information System (AISIS) to ensure that they are on track and are enrolling in courses they need in order to graduate on time.
- 3.2. If students have already passed a course but it is not yet listed as "passed" or "exempted" on AISIS, they must immediately report the discrepancy to the Office of the University Registrar (OUR).
- 3.3. Students are responsible for ascertaining their general academic performance and making sure that they have taken and passed all courses required for the completion of their degrees.

#### 4. Credit/Audit

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- Definitions
- Audit**—refers to the enrollment in a course that does not earn credit towards the completion of a degree. The units assigned to the course are meant for tuition assessment purposes only. While enrolled for audit, a student has access to lectures and course materials but does not need to complete course requirements. At the end of the term, the student does not receive a letter grade for the course.
- Credit**—refers to the enrollment in a course for which a student earns units towards a degree, minor, or specialization. Upon completion of course requirements, the student receives a letter grade at the end of the term. In some cases, students may enroll for credit in courses categorized as “extra subjects.” While these extra subjects may not necessarily count towards a degree, minor, or specialization, the grades earned are still included in the computation of a student’s Quality Point Index (QPI).
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- 4.1. All courses that form part of a student’s program of study are graded on a CREDIT basis, i.e., with a letter mark with a corresponding quality point value.
- 4.2. A student may register for a course/subject on an AUDIT basis for those courses outside a student’s program of study subject to the approval of the student’s home department chair/program director.
- 4.3. No credit is given for courses taken on an AUDIT basis. No student may change the grading option of a course after the deadline set by the Office of the University Registrar (OUR). The change of status from CREDIT to AUDIT, and vice versa, shall only be valid once the completed load revision form is signed by the offices concerned and submitted to the OUR.

#### 5. Overload

- 5.1. Students are expected to enroll for the maximum load as prescribed in their official curriculum. However, in certain cases, enrollment beyond one’s maximum load is allowed. The following are automatically granted permission to carry an overload:
  - 5.1.1. Dean’s Listers are automatically granted permission to carry an overload of up to (three) 3 units in the immediately succeeding semester.
  - 5.1.2. Seniors and Fifth Year students may overload up to six (6) units beyond their maximum load provided that the total load for the semester (counting both the regular load and the overload) does not exceed 24 units.
- 5.2. Exceptions to the above rules are subject to the approval of the AVP for Undergraduate Education.

#### 6. Load Revision

- 6.1. The official list of courses in which a student is enrolled is reflected in AISIS. Students who wish to request for any changes in this official list: add or switch courses, change sections, and change status from audit to credit or vice versa, must complete the procedure for the Load Revision by the deadline set by the OUR.

6.2. Load Revision may only be initiated by students who are officially enrolled.

## 7. Withdrawal with Permission

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**Definitions**      **Academic Load**—refers to the total number of units that a student should register for in a particular academic term, not counting InTACT, NSTP, basic, and bridging courses. The academic load is determined by the official curriculum of the student's degree program.

**Academic Load**—refers to credit units that are included in the computation of the QPI

**Withdrawal with Permission**—refers to both the process of obtaining official permission to withdraw from a course that a student is officially enrolled in as well as to the final grade that a student receives upon receiving approval for such withdrawal.

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- 7.1. Students who wish to withdraw from a course with permission must accomplish the Load Revision form and have it duly approved and filed with the OUR by the given deadline.
- 7.2. Withdrawal with permission may be availed of only by students who have not exceeded the number of absences permitted (see Sec. III.2).
- 7.3. While the request is pending, the student must continue to attend the class(es).
- 7.4. First Year students are required to enroll in all courses indicated in their IPS. They shall not be allowed to withdraw from these courses, although exceptions to this rule may be made by the AVP for Undergraduate Education.
- 7.5. Sophomores, Juniors, and Seniors shall not be allowed to withdraw from courses such that their academic load falls below 12 academic units.
- 7.6. No quality points are assigned to a WP grade and the WP grade is not included in the computation of the QPI.

## 8. Leave of Absence

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**Definition**      **Leave of Absence**—refers to a period when a student temporarily discontinues one's studies for non-academic and non-disciplinary reasons. A student's request for an LOA requires the approval of relevant offices in Ateneo College.

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- 8.1. Students are expected to enroll each semester until they complete the requirements of their degree program. Students who cannot enroll due to non-academic or non-disciplinary reasons should apply for a Leave of Absence (LOA).
- 8.2. The LOA may not be granted to students who are on academic probation or have disciplinary cases. Exceptions to this rule may be granted by the AVP for Undergraduate Education.
- 8.3. Students may not study or enroll in another school while on LOA.
- 8.4. The period of leave may not exceed one academic year and may be availed of only once throughout the student's entire stay in Ateneo College. Exceptions to this rule may be made by the AVP for Undergraduate Education.

## 9. Minors and Specializations

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DefinitionS	<p><b>Minor</b>—refers to a secondary area of specialized academic study, outside of the major field, requiring fewer courses or credits than a major</p> <p><b>Specialization</b>—refers to a focused area of study within the major field, indicating the content emphasis</p>
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- 9.1. Students may take a minor or specialization in consultation with the concerned department chair(s)/ program director(s).
- 9.2. A program leading to a Minor requires between 12 and 18 units in the field of minor study, provided no more than 6 units are within the student's regular program of study (i.e., the core and major curricula). Free electives may be used to count towards the Minor. For programs without free electives, two Interdisciplinary Electives can count towards the Minor in addition to the 6 units mentioned above.
- 9.3. A Specialization requires at least 12 units in the focused area of study within the major field. The core and required major courses as specified in the curriculum of a major program shall not be counted. Major electives (including the Interdisciplinary Elective-Major) and Free Electives may be used to qualify for the Specialization.
- 9.4. At least twelve (12) units leading to the Minor/Specialization must be completed in residence at Ateneo College. These twelve units are inclusive of the six (6) units that may be taken from the student's regular program of study as specified above.
- 9.5. Double counting of courses between two Minors/Specializations is not allowed (i.e., a required/elective course for one Minor/Specialization may not be counted towards the completion of another Minor/ Specialization). If the same course is required by a student's second Minor Program, the student must take an additional course to replace that required course.
- 9.6. Minors and Specializations are indicated on the transcript of records.
- 9.7. All courses required for the Minor/Specialization must be completed by the time students complete their Major Program. Students may not enroll for an additional academic term to complete their Minor/ Specialization after they have already graduated from Ateneo College.

## 10. Change of Degree (Shifting)

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Definitions	<p><b>Degree</b>—refers to a title conferred by a higher education institution upon the completion of a program of study. At the undergraduate level, the University confers the bachelor's degree.</p> <p><b>Major</b>—refers to a field of study chosen as an academic specialty. The major is incorporated in the degree name (e.g., AB Psychology)</p>
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- 10.1. Students may shift to another degree program only after completion of their first year of studies at Ateneo College.

- 10.2. Students who wish to change their degree program or major must accomplish a Change of Degree Program form. The request is subject to the approval of the concerned departments/programs and the University Registrar.

## 11. Double Degree

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**Definition**      **Double Degree**—an academic program that combines two curricula leading to the conferment of two undergraduate degrees. Ateneo College recognizes two types of double degrees: (1) Prescribed, or (2) Requested. A Double Degree is also referred to as a Double Major.

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- 11.1. Currently enrolled students, except those already enrolled in prescribed double degree programs, may apply for a double degree consolidating the curriculum of the first degree with that of another.
- 11.2. Courses taken in the student's first undergraduate degree may be credited towards the second degree provided that the student completes at least twenty-one (21) additional units for the second degree.
- 11.3. Applying for a third undergraduate degree is not allowed.

## 12. Second Undergraduate Degree

- 12.1. Ateneo College graduates may apply for a second undergraduate degree within five (5) years from their graduation from the first undergraduate degree.
- 12.2. Courses taken in the student's first undergraduate degree may be credited towards the second degree provided that the student completes at least twenty-one (21) additional units for the second degree.
- 12.3. Applying for a third undergraduate degree is not allowed.

## 13. Residency

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**Definitions**      **Full-time student**—refers to a student who carries a semestral academic load of at least 12 units in a semester, not counting INTACT, NSTP, basic, and bridging courses

**Residency**—the time spent enrolled in Ateneo College to complete an undergraduate degree

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- 13.1. Students are expected to complete their undergraduate degree program within the period prescribed in their official curriculum.
- 13.2. **Maximum Residency:** Students who need additional time to complete their degree due to special circumstances, such as illness, shifting programs, course deficiencies, etc., must complete all their coursework in a period not to exceed eight (8) school years inclusive of leaves of absence, non-enrollment, and disciplinary suspensions, if any. The maximum residency of eight (8) school years also applies to students pursuing minors, specializations, double degrees, and second undergraduate degrees.
- 13.3. **Minimum Residency:** Students must fulfill a minimum residency requirement of two (2) years (i.e., four semesters of full-time status) in order to graduate with an Ateneo diploma. Intersessions and study abroad terms, do not count toward fulfilling the minimum residency requirement.

## SECTION II. TRANSFER OF CREDIT AND VALIDATION OF COURSES

### 1. Transfer of Credit

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Definitions      **Transfer of Credit**—refers to the crediting of courses taken from another institution

**Validation**—refers to the process of crediting courses recognized as the equivalent or substitute of courses required for a student's current program

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- 1.1. Transfer of credit through validation of courses taken in another institution may be allowed subject to the approval of the relevant department/program/ office.
- 1.2. Credit for courses taken in another institution may be allowed if there is an equivalent course in Ateneo College. However, interdisciplinary electives and free electives need not have an equivalent course.
- 1.3. As a general rule, Ateneo College core courses should be taken in residence. There may be exceptions, however, if courses taken outside Ateneo are shown to achieve the learning and formation outcomes of the equivalent Ateneo core courses. Such validation will be evaluated by the relevant program/department/school and approved by the Director of Curriculum Development and Integration.
- 1.4. Standard unit equivalencies are to be observed in the validation of courses taken in foreign universities.
- 1.5. Thesis and capstone courses must be taken and completed in residence.
- 1.6. Grades for credits transferred from other institutions are not included in the computation of a student's Quality Point Index (QPI).
- 1.7. The grade for the course to be entered in the student's transcript of records is the grade given by the other institution.

### 2. Validation of Courses by Incoming Transfer Students

- 2.1. The total number of units that may be credited from one's previous school shall not exceed thirty percent (30%) of the total number of academic units required in the program at Ateneo College.
- 2.2. To transfer credit for a particular course, the grade earned in one's previous school must be at least a C (Satisfactory) or its equivalent (using the previous school's grading system). Any additional requirements for validation (e.g., validation exam) are determined by the validating departments.
- 2.3. Credits earned for NSTP may also be validated following the same procedure for validation of academic courses.
- 2.4. Before requesting for validation of PE and NSTP courses, transfer students should ascertain whether there are specific PE or NSTP courses required for their degree program.

- 2.5. Courses to be validated must have been taken within four (4) years prior to the student's transfer to Ateneo College. Exceptions are the CHED GE courses or their Ateneo college equivalents. But validation remains subject to the approval of the offering department/program/office.
- 2.6. For validation of major courses and major electives, introductory/ lower-level courses should be validated before upper-level courses.
- 2.7. If transferees later shift to another degree program, courses validated for their original program which are no longer required in their new degree program may be credited as free electives.
- 2.8. Requests for validation must be submitted by the deadline set by the University Registrar or the AVP for Undergraduate Education. Once enrolled in a specific course, a request for validation of that course will no longer be accepted.

### 3. Cross-Enrollment

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Definition	<b><i>Cross-Enrollment</i></b> —refers to the process that a student undertakes to enroll in a course/s in another university while enrolled in an undergraduate degree program in Ateneo College.
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- 3.1. A student may enroll for a course(s) in another college/university subject to the following conditions:
  - 3.1.1. The course to be taken in another school is not a core curriculum course.
  - 3.1.2. The course is not offered in Ateneo College during the particular semester.
  - 3.1.3. The total number of units of the courses registered in Ateneo College and cross-enrolled course(s) must not exceed the prescribed maximum load of the student's degree program for that particular semester.
  - 3.1.4. Approval of the student's Home Department Chair/Program Director, the Department Chair/Program Director who will validate the course to be cross-enrolled, the AVP for Undergraduate Education, and the University Registrar are required.
  - 3.1.5. Unless the cross-enrolled course is to be validated as a free elective or interdisciplinary elective, it must have an equivalent in Ateneo and can be validated for a specific Ateneo Course Catalogue Number.
- 3.2. Endorsement to cross-enroll in another institution does not automatically mean approval of validation of the course for its Ateneo equivalent. The validating department may impose certain requirements (e.g., require a minimum final grade or a validation exam, etc.) before the course is validated. It would help a student if these conditions for validation are determined before proceeding with cross-enrollment.

**4. Credit Earned from Student Mobility Programs/International Cross-Enrollment**

- 4.1. Students who participate in credit-earning student mobility programs or cross-enroll in universities abroad may only do so for one academic term (Summer, Fall, or Spring).
- 4.2. Courses taken may be credited to their respective programs, subject to the conditions of the offering department/program.

**5. Validation of Courses Due to Shifting**

Students who shift to another degree program may have courses taken in their previous major validated towards their new major subject to the conditions of the offering program and their department chair/program director.

**SECTION III: ATTENDANCE REGULATIONS**

**1. General Regulations on Attendance**

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**Definition**      ***Credit Unit**—corresponds to the number of lecture/recitation hours per week/semester for a course. A three-unit course meets for three hours per week in a semester. Two to three hours of laboratory work or fieldwork is equivalent to one credit unit.*

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- 1.1. The unit of instruction used for computing the amount of work required for graduation is the semester hour which is equivalent to an hour’s recitation or lecture per week for one semester.
- 1.2. Regular attendance in all classes is one of the most important obligations of students. They are expected to attend all scheduled onsite classes, online synchronous sessions, exams, exercises, and all other synchronous and asynchronous activities required by the instructor.
- 1.3. Students are held responsible for all matters taken and assignments given in their absence.

**2. Student Absences**

- 2.1 A limited number of absences is permitted. The total number of absences in a class must not exceed twenty percent (20%) of the total number of meetings per academic term.
- 2.2 For courses assigned letter grades, students will receive an automatic grade of W (Withdrawal without Permission) if their absences exceed this norm.
  - 2.2.1. The grade of W is equivalent to 0 quality points and is included in the QPI computation.
  - 2.2.2. A student must retake courses where the grade of W was received.
- 2.3 For courses graded on a Satisfactory (S)/Unsatisfactory (U) basis, absences in excess of this norm result in an automatic grade of U.
- 2.4 The following tables indicate the maximum number of absences allowed according to the credit units of the course, the prescribed number of meetings per week, and the number of hours per meeting.

2.4.1. First and Second Semesters

**LECTURE and PE COURSES**

No. of Units	No. of Meetings	Maximum No. of Allowed Absences (class meetings)
1	1	3
2	1	3
2	2	6
3	1	3
3	2	6
3	3	9
4	2	6
4	4	12
5		15 hours
6		18 hours

**LABORATORY COURSE**

No. of Units	No. of Meetings	Maximum No. of Allowed Absences (class meetings)
1	1	3
2	1	3
2	2	6
2	2	6

**CO-CURRICULUM COURSE**

	Maximum No. of Absences Allowed
NSTP	10 hours
INTAC	3 Meetings

2.4.2. Intersession (based on five full weeks of classes): The maximum number of absences (class meetings) allowed is equal to the number of meetings in one week.

**3. Tardies**

3.1. Class attendance should not only be regular; it should be punctual.

3.2. Recording lateness as an absence shall be left to the instructor's discretion.

#### 4. Excused and Unexcused Absence

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Definition *Cut*—refers to an absence from class

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- 4.1. There is no distinction between excused and unexcused absences.
- 4.2. There is no such thing as a free cut.
- 4.3. Class hours lost by late registration are considered as absences.

#### 5. Unlimited Absences for Honor Students

- 5.1. Honor students may be allowed unlimited absences, unless specified otherwise by the instructor in the course syllabus.
- 5.2. The privilege of unlimited absences only applies to the semester immediately following the semester in which the student's grades qualified for honors.
- 5.3. The privilege of unlimited absences for honor students does not apply in the Intersession term.

#### 6. Make-up Classes

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Definition *Make-Up Class*—a class session held outside the regular class schedule to make up for a class suspension or the teacher's absence

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- 6.1. Attendance is not required in make-up classes.
- 6.2. Make-up classes, whether physical or virtual, cannot be held between 9:30 pm and 7:00 am nor on Sundays, holidays, and days when classes have been officially suspended.

### SECTION IV: CO-CURRICULUM COURSES

#### 1. Introduction to Ateneo Culture and Traditions (InTACT)

- 1.1. First Year students are required to enroll in InTACT, a year-long formation program that aims to assist first-year students in their transition to Ateneo college life, provide opportunities for continuing self-discovery and greater self-awareness, and introduce them to the school's culture and traditions which are rooted in Filipino, Catholic, and Jesuit values.
- 1.2. Upon completion of InTACT courses, students receive a grade of either S (Satisfactory) or U (Unsatisfactory).

#### 2. National Service Training Program (NSTP)

- 2.1. All students, regardless of citizenship, are required to enroll in NSTP as part of the Integrated Ateneo Formation (INAF) Program.
- 2.2. The NSTP Program consists of the following components:
  - 2.2.1. Civic Welfare Training Service
  - 2.2.2. Reserve Officers' Training Corps (ROTC)

- 2.3. Upon completion of NSTP courses, students receive a letter grade. NSTP grades are not included in the computation of the Quality Point Index (QPI).

**3. Physical Education (PE)**

- 3.1. Students are required to complete eight (8) units of Physical Education courses.
- 3.2. Students may not take more than 2 units of PE in an academic term.
- 3.3. Physically challenged students are not exempted from the PE requirement. Upon examination by the University physician, they may take PE options that are appropriate given their challenges.
- 3.4. Members of varsity teams are required to enroll in the designated PE Class for student athletes.
- 3.5. Students receive a letter grade upon completion of PE courses. Beginning with the SY 2024-2025 First Year cohort, PE grades are included in the computation of the QPI.

**SECTION V: GRADING SYSTEM**

**1. Basis of Grades**

- 1.1. The student’s final grade in any course is computed at the end of each academic term.
- 1.2. A grade is based not only on formal examinations, but on every kind of academic evidence: recitation, term papers, book reports, written and oral tests, class participation, field work, etc.
- 1.3. Except in the case of a W grade (Withdrawal without Permission), attendance does not form part of the student’s grade for the course.

**2. Release of Grades**

- 2.1. Final grades are released on AISIS by the date specified by the OUR. Students are expected to review their grades immediately upon their release.
- 2.2. Grades reflected in the class LMS are not official. For these grades to be official, they must be posted on AISIS.

**3. Grade Equivalences**

- 3.1. The academic performance of students, and the extent to which they achieve the learning outcomes of a course, are expressed by the marks they receive. These marks, their respective meanings, and corresponding quality point values, are as follows:

Letter Grade Value	Description	Quality Point
A	Excellent performance in the fulfillment of course requirements	4
B+	Very good performance in the fulfillment of course requirements	3.5

<b>B</b>	Good performance in the fulfillment of course requirements	3
<b>C+</b>	More than satisfactory fulfillment of course requirements	2.5
<b>C</b>	Satisfactory fulfillment of course requirements	2
<b>D</b>	Fulfillment of the minimum requirements for the course	1
<b>F</b>	Failure, non-fulfillment of the minimum course requirements	0
<b>W</b>	Withdrawal from a course without permission	0
<b>WP</b>	Withdrawal from a course with permission	No Quality Point
<b>INC</b>	Incomplete (temporary grade)	
<b>NE</b>	No Final Examination (temporary grade)	
<b>AUD</b>	Audit	No Quality Point
<b>S</b>	Satisfactory performance in basic or bridging and INTACT courses	No Quality Point
<b>U</b>	Unsatisfactory performance in basic or bridging and INTACT courses	No Quality Point

- 3.2. INC/NE grades may not be issued for INTACT, bridging, and basic courses, all of which are graded on a Satisfactory (S)/Unsatisfactory (U) basis. As a yearlong formation program offered in the students' First Year, INTACT should be completed before students move on to Sophomore year. Bridging courses gauge a students' readiness for college and their development of time management skills and study habits. It is thus important to assess if students can complete these courses on time. Students assigned to bridging and basic courses should complete these before they begin their regular courses.

#### 4. Grade Penalty for Academic Dishonesty

**Definition**      **Major course requirement**—refers to a midterm and final examinations, or any other course requirement that constitutes twenty percent (20%) or more of the final grade in the course

- 4.1. Academic dishonesty committed in any major course requirement will result in an academic penalty of F (Failure) in the course.
- 4.2. Academic dishonesty committed in any other course requirement will result in a minimum academic penalty of F in that academic requirement.

4.3. In the above instances, these may also constitute violations of the Student Code of Conduct and will be subject to the usual review for student disciplinary cases.

**5. No Final Examination (NE) grade**

5.1. The temporary grade of NE shall be given for every course in which a student is absent from the final examination and the privilege of a deferred exam may be granted if the absence is due to (a) grave reasons such as, but not limited to, physical illness, medical and mental health psychological conditions, and family or personal emergencies; or (b) the student is representing the University or the country in an official capacity, provided that the student presents relevant supporting documents to the concerned instructor.

5.2. An NE grade must be completed within two weeks after the release of final grades. Any request for extension of the NE shall be subject to the approval of the concerned instructor but such extension should not go beyond the cut-off date specified by the AVP for Undergraduate Education.

**6. Incomplete (INC) grade**

6.1. In extraordinary circumstances meriting consideration by the instructor, the temporary grade of INC (Incomplete) may be given to a student when a major course requirement (except the final examination) has not been submitted.

6.2. The grade of INC is not given for missed minor requirements. Minor requirements should be completed within the academic term. Any extensions to deadlines for minor requirements should fall within the academic term and should thus not be a reason for issuing the temporary grade of INC.

6.3. An INC grade must be completed within two weeks after the release of final grades. Any request for extension of the INC shall be subject to the approval of the concerned instructor, but such extension should not go beyond the cut-off date specified by the AVP for Undergraduate Education.

**7. Appeals for Change of Grade**

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Definition      **Standards Committee**— also known as the Committee on Academic Standards, it is the standing committee of the School Council that acts on all matters pertaining to the maintenance of school standards, probationary status, and retention or dismissal of students for academic reasons. The Committee also deliberates on the selection of the Valedictorian and all academic awards of students.

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7.1. Students are expected to promptly review their final grades at the end of each academic term. Unless an appeal for a change of grade is submitted, it is deemed that students consider their grades to be an accurate reflection of their academic performance.

7.2. Students may submit an appeal for a change of grade if they have a valid reason to believe that there was a miscalculation or typographical/encoding error by the instructor.

7.3. Appeals of change of grade must be made within the semester following the release of final grades.

7.4. Appeals should be substantiated with available graded assessments.

7.5. Approval of appeals for change of grades rests with the Standards Committee.

## 8. The Quality Point Index (QPI)

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**Definition**      **Quality Point Index (QPI)**—refers to the weighted average, which is the measure of the quality of a student’s general academic performance for a regular academic term.

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8.1. The Quality Point Index (QPI) determines a student's promotion to the next year level. The QPI is also one component for determining graduation or separation from Ateneo College. It is also used to determine semestral and graduation honors.

8.2. The QPI is computed by:

- Multiplying the quality point value of the letter grades in each course by the number of credit units in the course, and
- Adding these products and dividing the result by the total number of units taken during the academic term

8.3. Grades in bridging and basic subjects, INTACT and NSTP are not included in the computation of the QPI.

## 9. Eligibility for Promotion to the Next Year Level

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**Definitions**      **Regular Student**—refers to a student who enrolls continuously such that one’s progression from one year level to the next is aligned with the regular school year.

**Irregular Student**—refers to a student who temporarily discontinued one’s studies such that the student’s progression from one year level to the next is temporarily not aligned with the regular school year.

**School Year**—refers to the academic year composed of the First and Second Semesters and the previous Intersession

**Yearly QPI**—refers to the QPI computed on the basis of all grades earned during a school year. The yearly QPI determines promotion, graduation, and separation from Ateneo College.

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9.1. Students are expected to consistently demonstrate satisfactory performance as reflected in their yearly QPI. Students should meet the QPI requirement for their current year level to be promoted to the next year level. The following yearly QPI requirements must be met at the end of the school year:

First Year: **1.80**

Sophomore Year: **1.90**

Junior Year: **2.00**

Senior Year: **2.00** (For students enrolled in five-year undergraduate degree programs)

- 9.2. For regular students, the yearly QPI is computed on the basis of the total load taken in the school year.
- 9.3. Irregular students should consult the Office of the AVP for Undergraduate Education for the computation of their yearly QPI.

**10. Separation from Ateneo College**

- 10.1. Students who do not meet the QPI requirement for their year level shall be separated from Ateneo College.
- 10.2. Seniors/5th Year students who do not meet the required QPI for graduation shall not be entitled to a diploma. No degree or date of graduation shall be indicated in their transcript of records.

**11. Probation**

- 11.1. Students who do not meet the QPI requirement for their year level may be granted probation and allowed to continue their studies upon the recommendation of the Standards Committee to the Vice President for Higher Education.
- 11.2. To apply for probation, students must write a letter of appeal to the Standards Committee (through the Office of the AVP for Undergraduate Education).
- 11.3. Students may be granted probation only once during their entire stay in Ateneo College. No second probation is given.
- 11.4. Students who are on academic probation may not officially represent the school in academic, co-curricular, or extracurricular activities, such as inter-collegiate competitions, workshops, and conferences.

**12. Eligibility for Graduation**

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Definitions	<p><b>Regular Senior/5th Year Student</b>—refers to a student who completes all degree requirements within the prescribed period of time (4 years for a four-year degree program; 5 years for a five-year degree program)</p> <p><b>Irregular Senior/5th Year Student</b>—refers to a student who is unable to complete all degree requirements within the prescribed four- or five-year period of the program and therefore needs an additional term(s) to complete degree requirements.</p>
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- 12.1. To be eligible for graduation, students must:
  - 12.1.1. have completed all the course requirements for their degree program;
  - 12.1.2. meet the minimum yearly QPI for Senior/Fifth Year;
  - 12.1.3. not be serving a penalty of suspension or expulsion;
  - 12.1.4. be free from all financial and/or property accountabilities; and,
  - 12.1.5. secure clearance from the concerned offices.
- 12.2. The required yearly QPI for seniors and 5th year students for eligibility for graduation is 2.00.
- 12.3. The computation of the yearly QPI for graduation eligibility of Senior/5th year students is as follows:

12.3.1. Regular Senior/5th year student: The yearly QPI is computed on the basis of the total load taken in the final school year of the program.

12.3.2. Irregular Senior/5th Year student:

12.3.2.1. For students who take 18 units or less, the Senior/5th year QPI is computed on the basis of the total load taken in the previous school year and the additional term(s) needed to complete degree requirements.

12.3.2.2. For students who take more than 18 units, the final yearly QPI is computed on the basis of the total load taken in the additional term(s).

## SECTION VI: HONORS AND AWARDS

### 1. Semestral Honors

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Definition      **Dean's List**—refers to the roll of semestral honor students

**Semestral QPI**—refers to the QPI computed on the basis of grades earned during a semester

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- 1.1. Honors are awarded at the end of each semester on the basis of the semestral QPI. To be eligible for semestral honors, a student must be enrolled for a minimum of fifteen (15) academic units.
- 1.2. First Honors are awarded to students with a semestral QPI of 3.70 and above.
- 1.3. Second Honors are awarded to students with a semestral QPI of 3.35 or above but lower than 3.70.
- 1.4. Students who qualify for semestral honors are included in the Dean's List.
- 1.5. There is no Dean's List during the Intersession.

### 2. Graduation Honors

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Definition      **Cumulative QPI**—refers to the QPI computed on the basis of all grades earned during a student's entire residence in **Ateneo College**

**Resident credits**—credits earned in **Ateneo College**. These exclude credits earned through validation of courses taken in other universities.

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- 2.1. To be eligible for graduation honors, students must have completed a minimum of eighty (80) percent of the total number of units required for graduation in their degree program in Ateneo College and only resident credits shall be included in the computation.

2.2. Latin honors and Honorable Mention are awarded on the basis of the following cumulative QPI at the time of graduation:

**Summa Cum Laude = 3.87–4.00**

**Magna Cum Laude = 3.70–3.86**

**Cum Laude = 3.50–3.69**

**Honorable Mention = 3.35–3.49**

2.3. Students who graduate from more than one program may receive Latin Honors or Honorable Mention only once.

2.3.1. Unless otherwise requested by the student, graduation honors will be awarded to a student upon completion of the first undergraduate degree.

2.3.2. Once awarded, graduation honors may no longer be transferred to a student's second undergraduate degree.

### 3. Program Awards

3.1. A program awardee is chosen by the offering department/ program from among the honor students of the undergraduate program following criteria set by the Standards Committee. Each department/program may follow its own procedure for nominating its Program Awardee.

3.2. Nominees for Program Awards are evaluated by the Standards Committee. Upon the Committee's endorsement, nominees are submitted to the Vice President for Higher Education for approval.

3.3. The choice of Program Awardees is the sole prerogative of the University, which reserves the right not to name an Awardee if no graduating student meets the criteria for the Award.

### 4. Class Valedictorian

4.1. The award of Class Valedictorian is the highest academic honor bestowed by the University on a graduating student. The Valedictorian embodies the ideals of Ateneo undergraduate education and is chosen from among the Latin Honors awardees following criteria set by the Standards Committee. The Committee's nominee is submitted to the Vice President for Higher Education for approval.

4.2. As the representative of the graduating class, the Valedictorian speaks on their behalf during the Commencement Exercises.

4.3. The choice of Valedictorian remains the sole prerogative of the University, which reserves the right not to name a Valedictorian if no graduating student meets the criteria for the award.

## SECTION VII: OTHER REGULATIONS

### 1. Transfer Credentials

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Definition      **Transfer Credentials**—a document issued by Ateneo College certifying that a student is eligible to transfer to another higher education institution

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- 1.1. A student who withdraws from Ateneo College is entitled to Transfer Credentials under the following circumstances:
  - 1.1.1. The student is free from all financial and/or property accountabilities.
  - 1.1.2. The student's admission credentials are complete and in order.
  - 1.1.3. The student is not serving a penalty of suspension or expulsion.
  - 1.1.4. The student has secured clearance from the concerned University offices.
- 1.2. Withdrawal shall be effective as of the date the completed Clearance and Load Revision forms are filed with the OUR.

## 2. Official Documents

No student may receive official school documents unless all obligations to the University are settled. Some examples of official school documents are: transcript of records, all academic certifications, and the diploma.

## 3. Readmission

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Definition	<b>Readmission</b> —refers to the process whereby a student who previously withdrew from Ateneo College applies to return as a regular student to complete an undergraduate degree.
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- 3.1. A student who withdrew from Ateneo College for non-academic and non-disciplinary reasons may apply for readmission. The application is subject to the review and approval of the AVP for Undergraduate Education.
- 3.2. A student who withdrew from Ateneo College due to academic deficiency may apply for readmission subject to the following conditions:
  - 3.2.1. The student must have enrolled for at least two semesters (or the equivalent) in another higher education institution.
  - 3.2.2. The student must have maintained a minimum load of fifteen (15) academic units for each semester of enrollment.
  - 3.2.3. The student must have attained minimum grades as specified by the Standards Committee.
- 3.3. Applications for readmission from students who withdrew due to academic deficiency are subject to the review and approval of the Standards Committee.
- 3.4. Students readmitted after withdrawing from Ateneo College due to academic deficiency must meet the minimum yearly QPI requirement every school year after readmission. If the yearly QPI is not met, a readmitted student cannot appeal for probation and will automatically be separated from the Ateneo College.
- 3.5. Students previously on probation are not eligible to apply for readmission.

# The 2019 Magna Carta of Undergraduate Students' Rights

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*NOTE: While this version of the Magna Carta uses the term “Loyola Schools” and names of offices that may have already been renamed, it remains to be a valid document pending its revision and ratification.*

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## Introduction

As an institution that integrates compassion into practice and promotes the recognition of and respect for the fundamental human dignity of each individual, the Ateneo de Manila Loyola Schools—in accordance with one of its foundation principles in the active pursuit of truth and justice—upholds the rights of all its students.

Students have the right to engage proactively in their education and formation toward social responsibility and moral duty, through participation in the shaping of school policies, programs and procedures, as well as through creative and responsible involvement in social transformation. Their fundamental constitutional rights are upheld that they too may honor the rights of others, grow into individuals with a sensitive social conscience, and develop into catalysts of social change and liberation.

Faithful to the nature of Ateneo de Manila as Filipino, Catholic, and Ignatian, and guided by the principles of conscience, competence, compassion, and commitment, the Ateneo de Manila Loyola Schools enacts the Magna Carta of Undergraduate Students' Rights.

## Article I. Guiding Principles

**Section 1.** The provisions of the Magna Carta of Undergraduate Students' Rights shall be interpreted in the light of the University's Vision-Mission Statement. Its meaning shall also be interpreted in a spirit of dialogue between and among the various sectors of the school, acting as one community sharing the same vision and mission.

**Section 2.** The provisions of the Magna Carta of Undergraduate Students' Rights shall be taken in the context of students' responsibilities found in various University documents. Students shall exercise their rights responsibly and with due regard for the rights of others.

## Article II. Academic Rights

**Section 1.** Academic Freedom. Students' academic freedom shall consist of but not be limited to the following rights:

- a. To choose their program of study from among existing curricula, given the specific conditions and requirements for acceptance in a certain field
- b. To conduct research and to freely discuss and publish their findings and recommendations as long as they present them as their own
- c. To express their opinion inside and outside the classroom in a manner acceptable to the academic community
- d. To resort to procedures, as provided for in the Students' Handbook and the Faculty and Administrative Manuals, for the redress of their grievances concerning teachers, grades, class policies, and other academic-related matters
- e. To be consulted regarding the revision of existing programs and the establishment of new programs.

**Section 2. Academic Procedures.**

- a. Student Handbook. Students shall be given access to digital or printed copies of the Student Handbook, Code of Academic Integrity, and any revisions to these documents.
- b. Academic Advisement. Students shall have the right to complete information on their individual program of study. They are encouraged to keep updated records of their academic records and their academic curriculum.
- c. Class Schedules.
  - i. Classes should follow the schedule issued by the Registrar. Should there be any change of schedule initiated by the teacher, the official approval of the Registrar must be secured. If the change is initiated after the deadline for submission of load revision forms, the official approval of the Registrar and the consent of the class must be secured without undue prejudice to the rights of individual students.
  - ii. Makeup classes. Similarly, extra sessions exceeding the total number of class hours provided by the syllabus are not required.
    - i. Students shall be informed of schedule of the makeup class and/or extra session at least 1 week in advance
    - ii. Students reserve the right to miss makeup classes and/or extra sessions without affecting their cuts.
  - iii. Within the prescribed time, students may effect changes in their prescribed load according to their requirements.
  - iv. Regular classes shall not be scheduled during co-curricular activity hours prescribed by the Office of the Associate Dean for Academic Affairs.
  - v. Students shall not be obliged to attend an academic activity during Sundays, university mandated and/or national holidays.
- d. Course Syllabus. Students shall be provided with a written course syllabus at the beginning of every semester. The syllabus should at least contain the following:
  - i. course description
  - ii. course outline
  - iii. course policies
  - iv. course requirements
  - v. grading system

- vi. teacher's consultation hours

Concerns regarding the course syllabus may be raised to the department chair or program director. Any major deviation in the syllabus requires the prior consent of the students enrolled in the course and approval of the departmental chair or program director.

- e. Academic Evaluation. In accordance with academic freedom, students shall have the right to be graded according to their merits.
  - i. Students shall have the right to know at the start of the semester how they shall be evaluated in their course.
  - ii. Should there be any change of requirements initiated by the teacher, the approval of the departmental chair and the consent of the class must be secured without undue prejudice to the rights of individual students. Class consent must be documented.
  - iii. Absences shall not be taken against the grades of students unless they have gone over the prescribed number of allowable cuts.
- f. Class Performance. Students shall have the right to know their class performance data during the semester.
  - i. Students shall have the right to consult with their teachers. The faculty should comply with the consultation hours defined in their syllabus.
  - ii. Students shall have the right to see their graded quizzes, exams, projects, among others, before the final examination.
  - iii. Students shall have the right to an explanation concerning the bases of their grades for particular items, especially essays, oral exams, and group work.
  - iv. Students shall have the right to be provided a system of marking by the teacher that ensures just and equitable grading for both individual and group work.
- g. Graded Requirements.
  - i. Major Exams. Students shall be informed of long examinations one (1) week in advance, and midterms and/or finals at least two (2) weeks in advance.
  - ii. Other Requirements. Students shall be informed of major papers and projects (including timetable for submission) within the first three (3) weeks of the semester.
  - iii. Students shall have the right to do make-up work in the event that they cannot accomplish major requirements because of grave reasons (which refer to situations wherein the physical, mental, or emotional well-being of a student is at risk and, in consequence, make it difficult for the student to fulfill a requirement, including but not limited to family and other emergencies) or because they are representing the school in an official capacity (such as student seminars, cultural performances, debates, athletic competitions, among others), provided that the students are able to present relevant supporting documents.
- h. Consultation. Students shall have the right to consult their teachers in a timely manner. The faculty should inform the students of their consultation hours within the first week of classes.
- i. Final Grades.
  - i. Students shall have the right to know their final grades at the date appointed by the Registrar.

- ii. Students shall have the right to see their papers and the computation of their final grades after the distribution of corrected final marks within the prescribed period of appeals for change of grade.

**Section 3.** Security of Tenure. Students shall have the right to complete their program of study in the school, except in cases of academic deficiency; violation of disciplinary regulations; failure to settle tuition and fees, and other obligations; sickness or disease that would prevent the student from handling the normal pressures of school work or the student's continued presence in school will be deleterious to other members of the academic community; closure of a program or closure of the institution itself; or other grounds as may be provided by law, or the policies and rules of CHED or the University.

**Section 4.** Evaluation of Teachers. Students shall have a right to competent instruction from teachers whose expertise and commitment are evidenced in the quality of their course content, their regular presence and punctuality in their classes, and their teaching competence and effectivity. They shall have the right and responsibility to make a written evaluation of the performance of teachers toward the end of the semester. All these hold true regardless of the teacher's tenure and rank in the Loyola Schools.

**Section 5.** Evaluation of Courses. Students shall have the right to evaluate their program of study, and through their official representatives, to propose the creation and deletion of courses, and to participate in the updating of the curriculum.

**Section 6.** Faculty Hiring Procedures. All departments are encouraged to have teaching demonstrations in the hiring of new faculty, where students are allowed to participate and give feedback.

**Section 7.** School Facilities.

- a. It is the right of the students to have adequate academic facilities. It is the responsibility of the school authorities to provide the students with adequate classrooms, library, research, laboratory, and physical education facilities. The school shall also provide students with open spaces for student academic interactions.
- b. The school administration shall ensure that the existing housing facilities for students within campus are safe, clean, and affordable.
- c. The school administration shall provide a list of accredited adjacent housing/dormitories. There shall be a Dormitory Committee that shall supervise the accreditation of off-campus dormitories and ensure that the requirements for dormitory facilities are met.

### **Article III. Access to Information**

**Section 1.** Access to Official and Public Documents. Students shall have access to all official public information on matters directly affecting their individual and/or collective welfare.

**Section 2.** Access to School Records and Other Vital Documents.

- a. Students shall have access to their own school records, subject to the provisions under Chapter IV "Rights of the Data Subject" of the DPA, and provided that they have settled all requirements and obligations to the school. Such records shall otherwise be kept confidential by the school administration.
- b. Students shall have the right to be issued official certificates, diplomas, transcripts of records, grades, transfer credentials, and other similar documents within thirty (30) days from the filing of request and accomplishment of all pertinent requirements. Documents concerning the students' admission into the Loyola Schools are excluded.

**Section 3.** Access to Information on Tuition and Fees.

- a. Students shall have the right to be informed of tuition fees, special fees, and their breakdown, as well as deadlines for payments.
- b. Students shall have the right to be properly informed of the periods during which refunds can be claimed for laboratory breakage fees and other such fees. School authorities shall mount a reasonable number of prominent notices in the most frequented locations within the school campus informing them of such periods. The information campaign shall start at least one (1) week before the refunds are given.

**Section 4.** Access to information regarding services that are available to them.

- a. Students shall have the right to access information regarding the services offered by the Loyola Schools Office of Guidance and Counseling. Students shall also have the right to access information regarding the services offered by other facilities located within Ateneo de Manila University campus such as the Ateneo Bulatao Center for Psychological Services and Ruben M. Tanseco Center for Family Ministries.
- b. Students shall have the right to access information regarding the qualifications and specializations of the counselors, psychometricians, psychologists, and psychiatrists designated to administer the psychological services available, so that students may be able to request the most appropriate service based on their declared needs.
- c. Students shall have access to all official information on the General University Procedures of handling their cases.

## **Article IV. Right to Protection of Personal Data**

**Section 1.** Right to Information Regarding the Processing of One's Personal Data. Except in certain instances recognized by law, students have a right to be informed whether their personal data shall be, are being, or have been processed by the University. They must be notified of the following details before their personal data are entered into the processing system of the University, or at the next practical opportunity:

- a. description of their personal data
- b. purposes for which such data are being or will be processed
- c. basis of processing such data
- d. scope and method of the processing
- e. recipients of the personal data or classes thereof
- f. methods for automated access, when allowed, and the extent of such access
- g. storage period of the data
- h. existence of their rights under the Data Privacy Act of 2012.

**Section 2.** Right to Access. Students have the right to demand reasonable access to the following details regarding the processing of their personal data:

- a. their personal data that were obtained from other sources
- b. other sources of their personal data
- c. names and contact details of the recipients of their personal data
- d. manner by which their personal data were processed
- e. reasons for the disclosure of their personal data to recipients, if applicable

- f. information on the automated decision-making process being used, if any
- g. date when their personal data were last accessed and modified, if applicable
- h. name, designation, and contact details of the University.

**Section 3.** Right to Rectification. Students have the right to dispute and seek the rectification of inaccuracies or errors in their personal data. Recipients or third parties who had received their erroneous personal data shall be informed of the inaccuracies and/or changes upon request of the concerned students.

**Section 4.** Right to Object. Students have the right to object to the processing of their personal data in accordance with the provisions of the Data Privacy Act of 2012. If they object or withhold consent, the processing of their personal data must stop, unless:

- a. their personal data is being processed pursuant to a subpoena
- b. their personal data is being processed for obvious purposes; or
- c. their personal data is being processed as a legal obligation.

**Section 5.** Right to Erasure and Blocking. Students have the right to suspend or withdraw their consent, or order the blocking, removal, or destruction of their personal data from the University's filing system, upon discovery of any of the following, supported by substantial proof:

- a. personal data is incomplete, outdated, false, or unlawfully obtained
- b. personal data is being used for unauthorized purposes
- c. personal data is no longer necessary for the purposes for which it was collected
- d. consent has been withdrawn or an objection to the processing has been raised, and there is no other legal ground or overriding legitimate interest for the processing
- e. personal data concerns private information that is prejudicial to them, unless justified by freedom of speech, of expression, or of the press, or other authorized grounds
- f. processing of personal data is unlawful
- g. the University or any of its service providers has violated their rights

**Section 6.** Right to Data Portability. Students have the right to obtain a copy of their personal data if these are being stored or otherwise processed by the University in a commonly used electronic format.

**Section 7.** Right to File a Complaint. Students have the right to file a complaint and be indemnified for any injury or damages sustained resulting from the University's use of their inaccurate, incomplete, outdated, or false data, or if their personal data were unlawfully obtained or used without authorization.

## **Article V. Freedom of Expression**

**Section 1.** Right Against Prior Restraint. Students shall have the right to express their views and opinions freely in a manner acceptable to the academic community. Furthermore, opposition to school policies which are detrimental to the students' interests shall not be a ground for denying or withdrawing scholarship grants and privileges of deserving students, provided that such opposition is expressed in a manner consistent with the policies and rules of the University.

**Section 2.** Right to Privacy of Communication. The privacy of communication and correspondence of students is inviolable. However, any form of private communication and correspondence that violates class policies is not allowed.

**Section 3.** Rights of Student Publications.

- a. Students shall have the right to publish student newspapers and other similar publications, as guided by Republic Act 7079 (otherwise known as the “Campus Journalism Act”.) These rights shall be exercised without fear of persecution from authorities, and without threat of being in any way penalized or punished by authorities for any view responsibly expressed. The student publication shall not be subjected to any kind of coercion, bribe, or duress.
- b. The selection of the student editor-in-chief and his/her staff shall be made by annual competitive examinations administered by representatives of the respective publications according to official procedures. School authorities and other governing bodies shall not interfere in, nor influence, the decisions of each publication’s selecting body.
- c. The editor and the editorial staff, unless removed for a just cause and with due process, shall be assured of security of tenure for the duration of their term.

**Section 4. Right to Peaceably Assemble.**

- a. Students shall have the right to peaceably assemble and petition school authorities and/or government authorities for the redress of any grievances.
- b. Military elements and/or policemen in uniform or in plain clothes and school security forces shall not interfere with any legitimate student activity, particularly peaceful mass actions inside the school campus.

**Section 5. Right to Religious Formation and Practice.**

- a. Students shall have the right to proper religious formation. As a Catholic university, the administration is responsible for providing students with adequate Catholic religious services and facilities.
- b. Students shall have the right to practice their respective religions as long as they do not impede the practice of other faiths and beliefs and they do not transgress the University’s Vision and Mission.

**Section 6. Right to Dress.**

- a. Students shall have the right to dress according to their preferences consistent with the Loyola Schools Policy Statement on Building a Gender Inclusive, Gender Responsive and Gender Safe Community while keeping within the academic context and rules of the University.
- b. As a Jesuit and Catholic university, Ateneo de Manila University urges the students to promote a simple, value-oriented, and spirit-inspired lifestyle. Students are encouraged to dress simply, appropriately, and decently.
- c. Administrators and faculty members, acting individually or in groups, either as a Department or as a School, may specify the appropriate dress code in designated classrooms or other areas and for specific events or occasions.

**Article VI. Right to Participate in Policy Making**

**Section 1. Observer Status in the Board of Trustees.** The students of the Loyola Schools, through their elected representative, shall have the right to observe the meetings of the Board of Trustees in the discussion of formal policies directly concerning students. The President of the Student Council or any designated representative chosen from and by the Student Council may act as the observer.

**Section 2. Representation in the School Council and Committees.** Students shall have deliberating rights, and where applicable voting rights, in the following committees of the Loyola Schools.

- a. School Council (2 representatives)
- b. School Forum (2 representatives)
- c. Administrative Council (2 representatives)
- d. Standards Committee (2 representatives)
- e. Curriculum Committee (1 representative)
- f. Discipline Committee (2 representatives)
- g. Budget Committee (2 representatives)
- h. Committee on Social Involvement (2 representatives)
- i. Agenda Setting Committee (1 representative)
- j. Dormitory Committee (2 representatives)
- k. Cafeteria Committee (2 representatives)

The Student Council shall appoint the representatives to the aforementioned councils and committees. If a committee is dissolved or the number of students in the committee is increased, the Magna Carta shall be amended accordingly.

**Section 3.** On the Matter of Tuition and School Fees.

- a. The Loyola Schools Budget Committee shall act on a proposal to adjust tuition fees only after students and their parents have been consulted at least thirty (30) days before the start of the academic year when the adjustments are to take effect.
- b. The students shall have the right to be consulted on any proposed increase or creation of school fees as well as their justification. There shall be dissemination of adequate information regarding tuition and school fees. Any necessary adjustments and objections shall be discussed in consultative meetings which shall be properly documented and circulated.
- c. In justifying any tuition adjustments before the Loyola Schools Budget Committee, the School Administration shall be required to present the pertinent financial statements for the last five (5) years immediately preceding the proposal for such adjustments.
- d. The school shall not impose involuntary contributions from students.

**Section 4.** Student's Initiative. Students shall have the right to propose the formulation, modification, and rejection of a school policy affecting students by making proper representation to official bodies.

**Section 5.** Right to Consultation. Beyond the student representation in the different committees, students shall have the right to be consulted before any school rule affecting them is approved and implemented.

## **Article VII. Right to Organize**

**Section 1.** Student Organizations

- a. Students shall have the right to form, assist, or join any campus organization, alliance, or federation for the promotion of Ateneo ideals.
- b. Student groups shall have the right to seek accreditation subject to set standards as determined by the Office of Student Activities and the Council of Organizations of Ateneo.

- c. Student organizations shall enjoy autonomy. This means that they have their own leadership structure; they shall set their own directions and goals; they shall plan and manage their accounts. The student organization moderators act in an advisory capacity. The Office of Student Activities sets the parameters within which the organizations shall operate.

#### **Section 2. Student Council**

- a. The school shall ensure the democratic and autonomous existence of the Student Council. Pursuant thereto, there shall be one supreme body, the Student Council, which shall be the official representative of the student body and which shall be given recognition by the Loyola Schools. It shall have its own set of officers, both elected and/or appointed. It shall have the right to determine its policies and programs on matters within its jurisdiction, guided by its duly ratified constitution and policies.
- b. The school shall also provide, free of charge, a space or a hall to house the office/s of the Student Council.

**Section 3. Security of Tenure of Student Leaders.** Student leaders shall be assured of security of tenure in their positions for the duration of their term, unless removed due to academic cases, disciplinary cases, or impeachment.

#### **Section 4. Student Activities Finances**

- a. Collection of Student Publication Fees and Student Activity Fees. On behalf of the Student Council and the Student Publications, the school shall collect the student activities fund and the student publication fee.
- b. Allocation of Student Activity Fund and Student Publication Fund. The allocation of student activity fund and student publication fee shall be agreed upon by the Office of Student Activities, Student Council, and the Student Publications. The allocation shall be subject to the auditing procedures of the OSA and the Accounting Office.

#### **Section 5. Allocation of Facilities for Student Activities**

- a. The School shall provide, free of charge, a space, hall, or building to house the offices of the different recognized student organizations and athletic teams within the campus.
- b. Excessive charges for the use of school facilities shall be prohibited. Whenever possible, the School shall allow student organizations and athletic teams to use school facilities free of charge, to support and encourage student participation in co-curricular and extra-curricular activities.

### **Article VIII. Right to Security**

**Section 1. Rights Against Unreasonable Searches and Seizures.** Every student of the Loyola Schools shall be free from any form of unreasonable search and seizure as defined by law.

**Section 2. Rights to Security of Person and Honor.** All students shall have the right to be treated with courtesy and respect. They shall have the right to be free from verbal, physical, and sexual harassment, and from libelous and slanderous statements. In cases involving sexual harassment, the complainant shall have the right to file a complaint in accordance with the University Anti-Sexual Harassment Policy.

**Section 3. Rights Against the Militarization of the School Campus.** The pursuit of Academic excellence and exercise of academic freedom can be attained only in an atmosphere free from fear and unreasonable restraint. Pursuant thereto, no military detachment shall be installed or maintained in the school campus, except in the case of national or local emergencies, such as war, natural calamities, or if the prevailing situation so requires.

## Article IX. Right to a Safe Space

**Section 1.** Right to a Safe Community. Students shall have the right to a community that fosters recognition, respect, and acceptance of the inherent dignity of every person.

**Section 2.** Right to Be Free from Harm and Discrimination<sup>1</sup>

- a. Students shall have the right to be free from all forms of harm and discrimination.
- b. Students shall have the right to be granted opportunities based solely on capabilities regardless of their personal background or declared special needs.
- c. Students with declared special needs shall have the right to avail themselves of services, accommodations, and support offered by the university.

**Section 3.** Right to Participation.

- a. Students shall have the right to participate in programs and measures specifically aimed at reducing the stigma around students who have experienced any form of discrimination.
- b. Students shall have the right to consult with experts and stakeholders on the continued development of University policies on students' rights and welfare.

## Article X. Right to Due Process in Disciplinary Proceedings

**Section 1.** Right to Due Process

- a. Students shall have the right to be informed of their offense, to defend themselves, and to be rendered an impartial decision.
- b. Penalties of suspension, deferment of graduation, dismissal, or expulsion shall not be meted out unless the following rights have been observed and accorded the student:
  - i. The right to be presumed innocent until proven otherwise.
  - ii. The right to be informed in writing of the charge(s).
  - iii. The right to full access to the evidence in the case.
  - iv. The right to defend one's self and present argument/evidence/testimony in support of one's position.
  - v. The right to assistance of a counsel of one's own choice from members of the community (any member of the LS, except those serving as Associate Dean, Dean or Vice President), especially during the hearing of the case.
  - vi. The right to adequate time to prepare one's defense, as prescribed in the Code of Conduct.
  - vii. The right to appeal decisions in accordance with existing structures, rules, and procedures.
  - viii. The right to have their parents witness the presentation of their defense during the hearing conducted by the Discipline Committee.

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<sup>1</sup> Students with Declared Special Needs shall refer to students who have disclosed to the proper channels in the Loyola Schools that they have "restriction[s] of different abilities, as a result of a mental, physical or sensory impairment, to perform an activity in the manner or within the range considered normal for a human being" as defined in Republic Act 7277 or the Magna Carta for Disabled Persons.

## **Section 2. On the Rights of Complainants**

- a. Students shall have the right to file a report regarding harmful situations and to file complaints against their perpetrators if these are inflicted by another member of the Loyola Schools community within or outside campus. Students shall also have access to psychological or other forms of medical assistance.
- b. Complainants shall have the right to be free from retaliation. Retaliation includes:
  - i. Direct or indirect intimidation.
  - ii. Threats.
  - iii. Coercion
  - iv. Harassment.
  - v. Other acts which could reasonably deter a party or witness from filing a complaint or participating in an investigation.

## **Section 3. Rights in Disciplinary Proceedings**

- a. To safeguard the right of students against arbitrary enforcement of rules, the Associate Dean for Student Formation shall consult the members of the Discipline Committee to determine the nature of all reported cases without precedent.
- b. In cases which may merit suspension, deferment of graduation, dismissal, or expulsion, the Discipline Committee is convened for final proceedings.
- c. All decisions in any disciplinary proceeding of the student involved must be rendered on the basis of relevant and substantial evidence and testimonies.
- d. The gravity of disciplinary sanctions must be proportionate to the seriousness of the violation committed.

## **Article XI. General Provisions**

**Section 1. Right to Human Dignity.** Students shall have the right to an enabling environment and to be treated with courtesy and respect regardless of their sex, gender, sexuality, ethnicity and religion. They shall be free from any form of discrimination, violence, and any action that will threaten their dignity and integrity.

**Section 2. Right Against Enactment of Ex Post Facto Policy.** No policy shall be enforced ex post facto.

**Section 3. Right to File a Complaint.** Students shall have the right to file a complaint should any of the provisions be violated, in accordance with existing structures, rules, and procedures.

**Section 4. Right to File an Appeal.** Students shall have the right to file an appeal on any policy and decision of the school, in accordance with existing structures, rules, and procedures.

## **Article XII. Final Provisions**

**Section 1. Rules and Regulations.** The Student Council, the School Administration, faculty and staff shall uphold, promulgate, and publish the necessary rules and regulations to implement the provisions of this act.

**Section 2. Separability Clause.** If any provision of this act is declared invalid, the remainder thereof is not affected.

**Section 3. Repealing Clause.** Rules and regulations inconsistent with the provisions of this act are hereby repealed or modified accordingly.

**Section 4.** Effectivity. The provisions of this Magna Carta shall take effect in the regular semester after its approval.

**Section 5.** Amendments and Revisions. The Magna Carta can be amended two school years after the semester in which it has taken effect, unless justifiable causes warrant amending it outside the prescribed time frame. Any sector of the Loyola Schools, through its official representatives, may propose amendments through the School Forum, and these shall be approved in the School Council.

**Section 6.** Final Interpreter of Provisions. The School Council, as the highest policy-making body of the Loyola Schools, shall be the final interpreter of the Magna Carta.

# Student Services and Campus Life

While academics is the most important aspect of college life, the experiences beyond the classroom walls are invaluable to the holistic development of students.

The college journey starts with an orientation seminar, also known as the OrSem, for First Year students and Transferees, then culminates with graduation ceremonies four or five years down the road. Between these two milestone events are numerous opportunities for student engagement that aim to enrich and deepen the college experience. Available to students are various formation activities and programs, membership and leadership in student organizations and athletic teams, and opportunities for international exposure among others. Alongside these, the school also makes available a gamut of services that aim to make the journey as smooth as possible. Students may access services related to academic processes, financial aid, health and wellness, safety and security, residential, and job placement to name a few.

Moved by the spirit of *magis* and guided by the value of *cura personalis*, the school endeavors to provide all its students with a robust and vibrant campus life, and relevant and essential services.

To know more about these, visit and explore [The Ateneo College Student Services Hub](#).