

OFFICE OF THE ASSISTANT VICE PRESIDENT  
FOR UNDERGRADUATE EDUCATION

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MINOR/SPECIALIZATION PROCESS  
FREQUENTLY ASKED QUESTIONS

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20. Can I overload in order to take the courses required for my Minor/Specialization?
21. How do I cancel/withdraw from my minor/specialization?
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23. Are the courses that I took for my Minor/Specialization counted towards the computation of my QPI?
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**1. What is the difference between minor and specialization?**

A minor is a secondary area of specialized academic study, outside of the major field, requiring fewer courses or credits than a major. For example, a student taking BS MATH can apply to take a Minor in Creative Writing.

A specialization is a focused area of study within the major field. For example, a BS CS major may want to take a specialization in Data Science and Analytics.

A department/program may offer a specialization for its majors and a minor for non-majors. For example, an AB DS student can take a Specialization in Development and the Law. Development and the Law would also be available to non-DS majors as a minor.

**2. What are the available minors/specializations?**

Please check the list of [Minors/Specializations](#).

**3. What are the requirements to apply for a minor/specialization?**

You should check with the offering department/program offering the Minor/Specialization for any Eligibility Requirements (i.e., Majors which cannot qualify for the minor) and Admission Requirements (e.g., prerequisite courses and grades)

**4. Is there a grade requirement that must be met to be awarded a Minor/Specialization?**

Check with the offering department/program for the minimum grade requirements, if any.

**5. How many units do I need to add for a minor/specialization?**

Please take note of the following requirements:

- a. 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.
- b. 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.

- c. At least twelve (12) units leading to the Minor/Specialization must be completed in residence at the Ateneo de Manila. These twelve units are inclusive of the six (6) units that may be taken from the student's regular program of study as specified in Items 1 and 2 above.
- d. 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). In the event that the same course is required by a student's second Minor Program, the student must take an additional course to replace that required course.

## 6. When can I apply for minor/specialization?

You can apply for a Minor/Specialization any time but you should only start taking the required courses after you have been accepted to the Minor/Specialization. Take note that all courses required for the Minor/Specialization must be completed by the time you complete your major program. You will not be allowed to enroll for an additional academic term to complete a Minor/Specialization after you have already graduated from the Ateneo de Manila University.

## 7. When is the earliest time I can apply for minor/specialization?

While you can apply for a Minor/Specialization any time, First Year students are advised to wait until the end of the school year before applying for a Minor/Specialization. This will give departments/programs more basis (in terms of grades) for evaluating your request.

## 8. When is the deadline to apply for a minor/specialization?

The deadlines are as follows:

For non-graduating students	Any time*
For graduating students	April 30 (same date each school year)

\*While students may submit applications for minors/specializations anytime, processing of these applications will not be done during the period of online enlistment and load revision.

You should only start taking the required courses after you have been accepted to the Minor/Specialization. Take note that all courses required for the Minor/Specialization must be completed by the time you complete your major program. You will not be allowed to enroll for an additional academic term to complete a Minor/Specialization after you have already graduated from the Ateneo de Manila University.

## 9. Can I extend my stay in the university to complete my minor/specialization?

No.

**10. How will I take the courses required for the minor/specialization? How will I have the courses required for my minor/specialization be added to my IPS?**

To add courses or to make changes to your IPS in order to accommodate the requirements of your approved Minor, you should coordinate with the following:

- a. For Second Year students – IPS adjustment for the Intersession is % the home department; IPS adjustment for Sem 1 and Sem 2 is % the Office of the Registrar
- b. For Third, Fourth, and Fifth Year students – IPS adjustments is % your respective home departments

**11. Can I use my IEs for my minor/specialization?**

You can credit up to two Interdisciplinary Electives (IEs) towards your Minor/Specialization. However, these IEs must be listed among the required or elective courses of the Minor/Specialization.

For more information on crediting for a Minor program, you may refer to the 14 July 2023 memo on [Implementing Rules for Academic Regulation I.9.2: On the Crediting of Free Electives, Interdisciplinary Electives, and Major Courses to a Minor Program.](#)

**12. Can I use my major electives for my minor/specialization?**

For a Minor, no more than 6 units may be 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.

Major electives (including the Interdisciplinary Elective-Major) and Free Electives may be used to qualify for the Specialization.

For more information on crediting for a Minor program, you may refer to the 14 July 2023 memo on [Implementing Rules for Academic Regulation I.9.2: On the Crediting of Free Electives, Interdisciplinary Electives, and Major Courses to a Minor Program.](#)

**13. Can I use my free elective(s) for my minor/specialization?**

Yes, if your major program includes free electives, these may be used for your Minor/Specialization.

For more information on crediting for a Minor program, you may refer to the 14 July 2023 memo on [Implementing Rules for Academic Regulation I.9.2: On the Crediting of Free Electives, Interdisciplinary Electives, and Major Courses to a Minor Program.](#)

**14. Can I take a minor and a specialization at the same time?**

Taking more than one minor or taking a minor and a specialization requires the approval of your home department chair/program director and the chair/director of the offering department/program. However, all courses required for the Minor/Specialization must be

completed by the time you complete your major program. You will not be allowed to enroll for an additional academic term to complete a Minor/Specialization after you have already graduated from the Ateneo de Manila University.

**15. How many minors/specializations can I apply for? Is there a maximum number of minors/specializations that I can take?**

The maximum number of minors/specializations that you may take is dependent on the space that you have to complete these minors/specializations within the time you have to finish your major program.

**16. Can I apply for a minor/specialization even if I am taking a double major?**

You may not take a minor in the same field as your double major.

**17. Is there an application fee for Minors/Specializations.**

At the moment, there are no fees that need to be paid to apply to a Minor/Specialization.

**18. How much additional tuition and fees will taking a Minor/Specialization incur?**

You will have to pay for the tuition and fees for any courses in the Minor/Specialization that are not credited towards your major program.

**19. I am a scholar. Will my scholarship cover for the additional expenses required for a Minor/Specialization?**

Please check with the Office of Admission and Aid.

**20. Can I overload in order to take the courses required for my Minor/Specialization?**

Overloading is allowed for the following:

- a. Dean's listers are automatically granted permission to carry an overload of up to 3 units in the immediately succeeding semester.
- b. 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.

Students who wish to overload, but do not fall under the two cases specified above, should request for overload following the overload request process.

**21. How do I cancel/withdraw from my minor/specialization?**

The decision to apply for a Minor/Specialization should not be made lightly. It is expected that prior to applying for a Minor/Specialization, you have carefully thought about the benefits, disadvantages, risks, and implications of taking on the Minor/Specialization. Once your Minor/Specialization is approved, you are expected to commit to its completion.

If there are serious, unavoidable reasons for your need to cancel your Minor/ Specialization, you should write to your home department chair/program director and the chair/director of the offering department/program (cc: the Office of the ADAA and the Office of the Registrar) to explain the reasons for your wish to cancel your Minor/ Specialization.

**22. If I cancel/withdraw from my minor/specialization, what will happen to the courses/ subjects I took?**

These courses will remain in your transcript of records and will still be included in the computation of your semestral/yearly/cumulative QPI.

**23. Are the courses that I took for my Minor/Specialization counted towards the computation of my QPI?**

Yes, grades for all completed courses are included in the computation of the student's semestral/yearly/cumulative QPI.

For other questions/concerns regarding Minors/Specializations, please contact the Office of the AVP-UEd ([acads.avp.undergrad@ateneo.edu](mailto:acads.avp.undergrad@ateneo.edu)). For more information about a specific minor/specialization, please contact the concerned department/program.