The American University of Kurdistan

Policy of Undergraduate Degree Audit and Conferral of Degrees

Policy Number: AS001

Effective Date: August 31, 2019

1. **Policy:** This policy outlines the standards, eligibility criteria, and administrative procedures governing the review and official awarding of academic degrees at The American University of Kurdistan (AUK). The University is committed to ensuring accuracy, fairness, and consistency in verifying degree requirements and in conferring degrees upon students who have satisfactorily completed all academic and administrative obligations. All regulations related to degree audits and degree conferral shall be developed, reviewed, approved, and implemented in accordance with this policy. The policy will be communicated openly to the University community, published on the AUK website, and reviewed periodically to ensure continued relevance, alignment with institutional priorities, and support of student success and academic integrity. All members of the AUK community are required to comply fully with policies approved by the AUK Board of Trustees (BoT). The AUK Admissions and Registration Department (ARD), in consultation with the Provost, College Deans and Department Chairs, establishes procedures for the development and execution of the degree audit and the conferral of degrees.

   Degree Audit, the first phase, governs the tracking, verifying, and approving students' academic progress toward the completion of his or her degree requirements.

   Conferral of Degrees, the second phase, may be granted at the conclusion of each regular semester based on the successful documentation of degree conferral (see degree conferral procedures below).

   a. **Purpose:** The purpose of this policy is to establish clear guidelines and procedures for students as they enter the final stages of their enrollment and prepare for graduation in a timely and accurate manner.

   b. **Scope:** This policy applies to all undergraduate students and undergraduate academic departments at AUK, Academic Advisors, Department Chairs, College Deans and the Office of Provost as overseen by the ARD.

2. **Definition of Terms:**

   Bachelor's Degree: A bachelor's degree is an undergraduate academic degree awarded after completing a program of study, always of a minimum of 120 credit hours.

   Certificate: An official credential awarded by an educational institution upon successful completion of a prescribed set of courses or training. Certificates recognize specialized knowledge or skills in a specific area and may be offered at the undergraduate, graduate, or professional level.

   Credit Hour: A unit of measurement equating to 750 minutes of faculty-led instruction per semester, the equivalent of an hour (50 minutes) of instruction and a minimum of 2 hours of out-of-class per week.

   Cumulative GPA (cGPA): The overall grade point average across all courses taken at an institution in completion of a degree program.

   Degree Audit: A formal process that compares a student's academic record against all graduation requirements.

   Degree Conferral: The ARD posts newly conferred degrees on students' records approximately ten days after the conferral date of each term. At that time, the program status for the degree changes to "conferred."

Degree-expected Term: The semester the student expects to complete all degree requirements and be conferred for the degree.

Eligibility for Graduation: The official confirmation, based on a completed degree audit, that a student has met all academic requirements and is a candidate for graduation.

Grade Point Average (GPA): The average of grade points earned in a given semester, calculated by dividing total grade points by credit hours attempted for GPA purposes. Grades such as W, I, P, and IP are excluded from the calculation.

Quality Requirement: A minimum cumulative grade point average of 2.00 (i.e., a "C" average) is required for graduation.

Student Self-Service System: A secure online platform that provides real-time access to each student's computerized degree audit and supports functions such as course registration and progress tracking. These audits are accessible to students, academic advisors, department chairs, college deans, and ARD staff.

Transcript: Serves as the student's and the university's official academic record of courses taken, credits completed, grades awarded, and degrees attained. The grade point average, course withdrawals, grade repeats.

3. **Responsibilities:**
   a. **Issuing Unit:** The ARD holds primary responsibility for implementing this policy, managing the degree audit process, verifying student progress toward program requirements, and ensuring the accuracy of academic records, including the conferral of degrees and eligibility for graduation.
   b. **Other Stakeholders:** Office of Provost, Academic Advisors and College Deans

4. **Procedures**
   Graduation Requirements for the Baccalaureate Degree
   - Students will be awarded a degree provided that minimum requirements are satisfactorily met for that degree. Students may elect to meet the requirements stated in either:
     o The catalog that was in effect at the time they initially matriculated; or
     o The effective catalog based on an approved catalogue change request.
   - The Deans of the Colleges, in consultation with the Department Chairs, shall establish procedures to determine degree requirements and to ensure that graduation requirements are published in the catalog.
   - Graduation requirements for Baccalaureate Degrees:
     o The student must complete all courses in the study plan for the specific academic program which is a minimum of 120 semester credits, out of which the equivalent of 40-41 credits are obtained in General Education.
     o A minimum cumulative grade point average of 2.00 (i.e., a "C" average) is required to satisfy the University's academic quality standard for graduation. Colleges may impose additional graduation requirements regarding the GPA.
     o A student who has completed all other requirements for a bachelor's degree but has failed to meet the quality requirement should discuss with ARD the strategy of registring for additional courses to graduate.
     o Full payment or satisfactory settlement of all financial obligations. Transcripts, Statements of Completion, and/or Degree Certificates will not be issued to any student unless all financial obligations are met.
     o The University is not obligated to offer discontinued courses. Curricular requirements may be adjusted upon the approval of a student's petition for a substitute course and with the approval of the Dean or Chair of the student's primary academic department.

Degree Audit Process
- Degree Audits are available to all enrolled students for the purpose of academic advising to provide information to assist in academic planning. Degree audits are updated at the end of each semester and summer session once final grades are posted. This process is completed by the ARD.
- Updated audits are accessible to students, Academic Advisors, Department Chairs, College Deans, and staff in ARD through their online self-service accounts.
    - The degree audit system displays:
        - Courses required within the student's declared major program of study.
        - Courses a student is eligible to take based on prerequisites completion.
        - Courses for which registration requirements are not met.
        - The number of completed and remaining credits in each course group (e.g., General Education, Foundational Requirements, Major Courses, Electives).
- Academic Advisors and Department Chairs must review degree audits each semester during advising and registration to confirm completed and outstanding requirements, and to assist students in planning schedules aligned with upcoming course offerings.
- The graduation application serves as the official degree audit for determining all remaining requirements for graduation.
    - **ARD responsibilities:**
        - Generates a list of students with 24 or fewer remaining credits to identify potential issues and to inform course offerings for timely completion.
        - Initiates the process by reviewing the online degree audit and completing the graduation application.
        - Prepares the necessary information regarding the student's major/minor before forwarding the information to the Department Advisors for their review and approval.
        - Reviews the online degree audit and fills out the graduation application, including all courses—both GE and program requirements. Then, the department chair reviews it for accuracy and signs it and informs the student to sign.
        - Coordinates with the Academic Departments to ensure required courses are offered, and ARD registers expected-to-graduate students according to the approved application.
        - At the end of the final semester, ARD reviews the updated degree audit in the Student Information System.
        - Verify and sign the final audit by two ARD staff members and the student's Department Chair.
        - After grades have been posted on the student's transcripts, ARD conducts the final degree audit and posts the graduation confirmation for students who have completed the degree requirements.
        - If the student does not meet the graduation requirements after grade submission, they should be invited to complete a new graduation application for the following semester (if eligible).
        - The student's major/minor department is responsible for verifying that the student is on track to complete, or has completed, the major/minor requirements.

Conferral of Degrees
- Students who graduate in the Fall typically receive their diplomas approximately four months after completing their degree requirements, as diplomas are issued following the once annual Commencement Ceremony. Students who graduate in Spring or Summer usually receive their diplomas one month after the end of the semester. However, all students are eligible to receive graduation verification letters two weeks after the end of their final semester. These letters state the student's name, completed degree program, CGPA, date of conferral, and any other necessary information.
- ARD posts newly-conferred degrees on students' records approximately ten days after the

conferral date of each term. At that time, the program status for the degree changes to "conferred.".

- Graduation Honors: Graduation Honors are awarded to candidates for the bachelor's degree whose cumulative grade point average is as follows: 3.90 or above for the Summa Cum Laude (highest honors); 3.70-3.899 for the Magna Cum Laude (high honors); and 3.50-3.699 for Cum Laude (honors).

5. **Timeline and Communication/Implementation Plan**

Activity	Responsibility Party	Timeline	Communication Channels	Details
Policy Revision Announcement	ARD	February – March 2026	University website, email, Policy Orientation	Announce the revision of the policy, assessment metrics, and objectives.
Implementation Support	ARD	March – April, 2026	Email, information sessions	Provide support to employees/ student affected by the policy; Monitor early implementation challenges
Feedback Collection	ARD	February, 2027	Surveys, suggestion boxes, email	Gather feedback from the University community on the policy's effectiveness, challenges, and areas for improvement.
Periodic Reviews and Updates	OIEP, University Leadership	As necessary	Website, email, staff meetings	Review the policy and its enforcement mechanisms & procedures as necessary to ensure continued relevance and compliance.

6. *Related Documents*
Graduation Forms
AUK Catalog
Policy of Student Eligibility to participate in Graduation Ceremony
Policy of Academic Advising
Policy of Undergraduate Admission
Policy of Student Grievance

7. *Ways to Measure Success*
Any degree audit or request for degree conferral must be complete, include all required documentation, and be submitted in accordance with established University deadlines.

8. *Policy History*
   a. **Approved by:** Board of Trustees
   b. **Adopted:** August 31, 2019
   c. **Revised:** June 14, 2021
   d. **Revised:** January 18, 2026