

## **Conferral of Degrees - Policy & Procedures**

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### **1.0 Purpose**

- 1.1 Establish clear guidelines and criteria standardizing the procedures for conferral of degrees across all academic programs aimed at upholding the academic integrity and reputation of the University.
- 1.2 Furthermore, this policy aims to provide clarity on the eligibility criteria for graduation ceremony participation, allowing students to celebrate their achievements.

### **2.0 Scope**

- 2.1 This policy applies to all degree programs offered by AUIB, encompassing undergraduate, graduate, and professional degrees.

### **3.0 Definitions**

- 3.1 Degree - formal recognition of the completion of prescribed academic requirements for a program of study at the University.
- 3.2 Conferral - the official act of awarding a degree to a student.

### **4.0 Policy**

- 4.1 The University is committed to maintaining high academic standards and ensuring that all degrees conferred uphold the reputation and quality of the institution.
- 4.2 The University shall provide clear and accessible information regarding the degree requirements, evaluation criteria, and conferral procedures to students, faculty, and staff.
- 4.3 Students must fulfill all academic requirements as required by their respective degree programs. This includes successful completion of the required courses, credits, minimum grade requirement, and any additional program-specific requirements noted in the University Catalog and degree plan.
- 4.4 Students must settle all financial obligations, including tuition fees, library fines, and other outstanding debts to the University; in addition, they must return any university property.
- 4.5 The University maintains a degree conferral calendar specifying the dates for each conferral period, which is published by the Office of the Registrar and Enrollment Services as part of the Academic Calendar.
  - 4.5.1 The conferral of degrees occurs three times a year in the month following the official end of each semester. For example, January for Fall, June for Spring, and September for Summer.
- 4.6 The Registrar's Office will conduct a comprehensive review of each student's academic record to verify the completion of all requirements.

- 4.6.1 Students who have met all the eligibility criteria will be considered for degree conferral.
- 4.6.2 A list of eligible students will be submitted to their respective College Dean for review and approval.
- 4.7 The University will issue a diploma to each graduate upon successful degree conferral. The diploma shall include the student's name, degree earned, major or field of study, and the date of conferral.
- 4.8 The University will also provide graduates with an official academic transcript, reflecting the courses completed, grades earned, and any honors or distinctions achieved.
- 4.9 The University will organize an annual formal ceremony in celebration of graduates' degree conferral.
- 4.10 Students who believe that their degree conferral has been unjustly denied or that there have been procedural irregularities may submit an appeal to the Office of the Registrar and Enrollment Services.
- 4.11 The University will regularly assess/review the policy and procedure to ensure alignment with recognized standards of excellence and quality assurance in higher education.
- 4.12 The decision whether to grant a posthumous degree is covered in the Posthumous Degree Policy.

## **5.0 Procedures**

- 5.1 The Vice President of Academic Affairs (VPAA) monitors adherence to the policy, providing guidance and support to academic departments.
- 5.2 The Registrar's Office manages the administrative aspects of the degree conferral process by reviewing students' academic records to verify eligibility for degree conferral, preparing and maintaining accurate documentation related to the process, including degrees and official transcripts.
- 5.3 Deans collaborate with the Registrar's Office to verify the eligibility of students for degree conferral and address concerns or appeals related to the process within their respective Colleges.
- 5.4 The Senate approves the conferral of degrees.
- 5.5 Students who have met all degree requirements should submit a graduation application for degree conferral according to the deadline published in the Academic Calendar.
  - 5.5.1 The application requires students to provide their personal information, program details, and confirmation of their intent to graduate.
  - 5.5.2 The Registrar's Office verifies the submitted applications and communicates with students regarding any missing information, verification of information, or additional requirements.

- 5.5.3 A separate application must be filed for each degree program and for each conferral term.
- 5.5.4 Late applications to graduate will incur a processing fee and with no guarantee the application will be processed within the current term, thereby postponing the conferral date.
- 5.5.5 Students who wish to withdraw a graduation application or make changes to the Application to Graduate should notify the Registrar's Office in writing through the Withdrawal of Application to Graduate form.
- 5.5.6 The Registrar's Office maintains a degree audit system to track students' progress towards degree completion.
- 5.5.7 The Registrar's Office conducts a thorough review of each student's academic records to verify the student's eligibility for degree conferral.
- 5.5.8 The review determines whether the student has successfully completed all required courses, met the minimum credit requirements, met the minimum grade requirements, and fulfilled any program-specific requirements as outlined in by the student's program as published in the University Catalog at the date of the student's program declaration.
- 5.5.9 The Registrar's Office submits a list of eligible students to the academic departments for their review, to address any discrepancies or missing information in students' records, and for approval.
- 5.5.10 The Senate reviews the list of potential graduation candidates submitted by the Registrar for approval.
- 5.5.11 The Registrar's Office shall coordinate with the President and Deans for the preparation of degrees and conferral by the President in accordance with the schedule outlined herein.
- 5.5.12 The Registrar's Office coordinates with the Ministry of Higher Education and Scientific Research (MoHESR) for required signatures and attestation of AUIB degrees and official transcripts.
- 5.5.13 The Registrar's Office will ensure the secure storage and proper distribution of diplomas, coordinating with graduates for their collection or mailing.
- 5.5.14 Graduates will also be provided with an official academic transcript.
- 5.6 The Registrar's Office should ensure that transcripts accurately reflect the courses completed, grades earned, and any honors or distinctions achieved.
- 5.7 Students who have satisfied the necessary degree requirements may participate in the graduation ceremony and associated exercises at the end of the spring semester prior to actual degree conferral.

5.8 Students who need confirmation of their degree completion status before conferral may request a Statement of Completion with the Registrar's Office.

5.9 Students who wish to appeal a degree conferral decision or allege procedural irregularities must submit a written appeal to the Office of the Registrar and Enrollment Services.

5.9.1 The appeal should be submitted within two weeks of the notification of the degree conferral decision in response to their application.

5.9.2 The appeal must clearly state the grounds for the appeal and provide detailed information about the specific issue or concern.

5.9.3 The Registrar will review the appeal to assess the validity of the appeal and the relevant policies and procedures.

5.9.4 An appeal committee will convene, composed of the Registrar, VPAA, and Dean of the student's respective College, who may request additional information or documentation from the student, academic departments, or any other relevant parties involved in the degree conferral process.

5.9.5 Upon receipt of the student's appeal, the Registrar should inform the student of the expected timeframe for the completion of the appeal process.

5.9.6 The decision of the committee will be communicated by the Registrar to the student in writing, outlining the rationale for the decision.

5.9.7 If the appeal is successful, appropriate measures should be taken to rectify the issue, such as revising the degree conferral decision, updating the academic records, or providing any necessary remedial actions.

5.9.8 If the appeal is denied, the student should be provided with a clear explanation of the decision and information on any further available recourse.

5.9.9 The decision of the appeal committee is considered final and binding.

#### **Related Policies and Documents**

Application to Graduate

Convocation/Graduation Ceremony

Degree Plan

Posthumous Degree Policy

University Catalog

Withdrawal of Application to Graduate