

Classification: Academic Affairs

Approving Authority: President

Responsible Authority: Vice President for Academic Affairs

Implementing Authority: Office of the Registrar and Enrollment Services

Effective Date: October 2025

Review Date: October 2026

Graduation Policy and Procedures

1.0 Purpose

- 1.1 To establish the rules and procedures governing student graduation at AUIB, ensuring transparency, consistency, and compliance with institutional and accreditation standards.
- 1.2 This policy is grounded in U.S. academic standards and criteria, consistent with the educational model adopted by AUIB and aligned with international best practices.

2.0 Scope

- 2.1 This policy applies to all students enrolled in undergraduate and graduate degree programs at AUIB. It governs eligibility for graduation, residency requirements, time-to-degree limits, graduation applications, degree clearance, and the issuance of diplomas and transcripts.

3.0 Definitions

- 3.1 *Board of Trustees Approval* – The final institutional endorsement of degree conferral, consistent with AUIB’s governance structure.
- 3.2 *Commencement Ceremony* – A ceremonial event celebrating students who have completed all degree requirements. Participation does not constitute official degree conferral, which occurs only after formal approval and verification of all graduation requirements.
- 3.3 *Cumulative Grade Point Average (CGPA)* – The weighted average of all graded coursework attempted at AUIB, calculated on a 4.00 scale.
- 3.4 *Degree Audit* – A formal review conducted by the Registrar to confirm that a student has completed all program, institutional, and administrative requirements for graduation.
- 3.5 *Degree Clearance* – The process confirming that all academic, financial, and conduct-related obligations have been fulfilled before degree conferral.
- 3.6 *Degree Conferral* – The formal act of the University approving and awarding a degree.
- 3.7 *Diploma* – The official document issued by the University certifying completion of a degree, bearing the University seal and required signatures.
- 3.8 *Graduation* – The completion of all academic and administrative requirements of a program of study, rendering a student eligible for the awarding of a degree.
- 3.9 *Leave of Absence* – An approved temporary interruption of studies, which may or may not count toward the time-to-degree limit.
- 3.10 *Official Transcript* – The authenticated record of a student’s academic performance and degree conferral, maintained by the Registrar’s Office.
- 3.11 *Petition for Extension* – A formal written request submitted by a student to extend the maximum time-to-degree, subject to approval by the Vice President for Academic Affairs.
- 3.12 *Residency Requirement* – The minimum number of credits that must be earned directly at AUIB to qualify for graduation.
- 3.13 *Time-to-Degree* – The maximum allowable period for a student to complete all requirements for a degree.

4.0 Policy

Minimum Credit and GPA Requirements

- 4.1 Students must successfully complete the minimum number of credit hours prescribed for their program of study as outlined in the University Catalog and degree plans.
- 4.2 All core liberal arts/general education, major, and elective requirements must be successfully completed.
- 4.3 Students must achieve at least the minimum CGPA required for their program:
2.00 on a 4.00 scale for bachelor's degrees
3.00 on a 4.00 scale for master's degrees

Residency Requirements

- 4.5 Undergraduate students must complete at least 50% of their total degree credits in residence at AUIB. For programs requiring 120 credits, the final 60 credit hours must be completed at AUIB.
- 4.6 Graduate students must complete at least 50% of the total degree credits of their program at AUIB.
- 4.7 Transfer credits are subject to the University's Transfer Credit Policy and may not exceed the maximum allowable limits.

Time-to-Degree Limits

- 4.8 Undergraduate programs of four years must be completed within a maximum of six (6) years from the date of initial enrollment.
- 4.9 Master's programs must be completed within three (3) years for full-time students and six (6) years for part-time students, counted from the date of initial enrollment.
- 4.10 Approved leaves of absence count toward the maximum duration unless explicitly excluded by the Vice President for Academic Affairs.
- 4.11 Students who do not complete their degree within the maximum duration are subject to administrative withdrawal and will not be eligible to graduate unless an extension is approved by the Vice President for Academic Affairs.
- 4.12 Extensions may be granted by petition to the Registrar and approval by the Vice President for Academic Affairs.

Application for Graduation

- 4.13 Students must apply for graduation by the published deadlines in the Academic Calendar.
- 4.14 The application process includes completing the official Application for Graduation form, payment of any required fees, and submission to the Registrar's Office.
- 4.15 Late applications may result in delayed degree conferral or participation in commencement ceremonies.
- 4.16 Students must be actively enrolled at AUIB during the term in which they intend to graduate, unless they have completed all academic requirements in the preceding term and are awaiting administrative clearance.
- 4.17 Students with pending grades or incomplete coursework are not eligible for graduation until such grades are finalized and all requirements are officially met.

Degree Clearance and Diploma Issuance

- 4.18 The Registrar's Office conducts a final degree audit to confirm that students have met all academic and administrative requirements.
- 4.19 Only the College Dean, in consultation with the Vice President for Academic Affairs, may waive, except, or exempt academic and administrative requirements governing the curriculum requirements.
- 4.20 Students must settle all outstanding financial obligations and return all University property before clearance.
- 4.21 Degree eligibility lists are reviewed by College Deans, recommended by the Faculty Senate/URC and/or designated bodies at the college level, and approved by the President and the Board of Trustees.
- 4.22 Diplomas are issued upon official conferral of the degree and include the student's name, degree title, major/program, and date of conferral. The official diploma bears the University seal and the signatures of the President, the Vice President for Academic Affairs, the Registrar, and the College Dean.

- 4.23 Official transcripts reflecting the degree conferral are released once clearance is finalized.
- 4.24 For details on the administrative process of verifying eligibility, Board approval, and diploma issuance, see the Conferral of Degrees Policy.

5.0 Procedures

- 5.1 Academic advisors, Chairs, and Deans assist students in monitoring degree progress.
- 5.2 The Registrar's Office notifies students approaching graduation eligibility and oversees the application process.
- 5.3 Degree audits are verified first by the faculty advisor, then the Department Chair, the College Dean, and finally implemented by the Registrar.
- 5.4 Final lists of graduates are submitted for Faculty Senate, President, and Board approval.
- 5.5 The Registrar arranges for the issuance and secure distribution of diplomas and transcripts in accordance with related policies and documents.
- 5.6 The Registrar's Office shall communicate degree audit results and graduation status to students within established timelines published in the Academic Calendar. All deadlines related to graduation applications, clearance, and conferral shall be clearly indicated to ensure timely completion and notification.

Related Policies and Documents

- Academic Standing Policy
- Commencement Ceremony Policy
- Conferral of Degrees Policy
- Student Records Policy
- Transfer Credit Policy
- University Catalog

Approval Signatures

Signature of Policy Owner: _____
Date: _____

Signature of Project Chair: _____
Date: _____

Signature of President: _____
Date: _____