



## The American University of Kurdistan Policy for Degree Audit

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### I. INTRODUCTION

- a. **Authority:** This Board of Trustees at The American University of Kurdistan is authorized to establish rules and regulations to govern and operate the University and its programs.
- b. **Purpose:** The purpose is to set forth a policy to provide guidelines on the process for degree audit.
- c. **Scope:** This policy applies to students, department chairs, deans of the academic colleges and Provost and Vice President for Academic Affairs and the office of Admission and Registration (ARD).

### II. ROLES AND RESPONSIBILITIES

- a. **Responsible Executive:** President and Provost and Vice President for Academic Affairs.
- b. **Responsible Administrator:** Deans, Provost and Vice President for Academic Affairs and Admission and Registration Department (ARD).
- c. **Responsible Office:** The Office of the Provost and Vice President for Academic Affairs, Admission and Registration Department (ARD).
- d. **Policy Contact:** The Director of Admission and Registration (ARD)

### III. POLICY STATEMENT

- a. The American University of Kurdistan (AUK) grants bachelor's degrees in programs of study that are included in the colleges of Arts and Sciences, Business, Engineering, and Nursing to those students who have completed the course requirements for graduation and who have achieved at least an overall 2.0 grade point average in all degree applicable courses. The University ARD in consultation with the Provost and Vice President for Academic Affairs and the Faculty Senate establishes procedures for the development and execution of all degree audits, including their design, implementation, and execution.
- b. This policy ensures that there are plans in place for regular degree audit updates so that students' study plans and advising are responsive to graduation requirements.

### IV. POLICY DEFINITIONS

- a. **The Degree Audit:** The degree audit is a record of a student's progress toward completing degree requirements. It is a summary of the completion of overall degree requirements (for example, major and minor requirements, and electives as appropriate) including grade point average (GPA). The Degree Audit is intended as an advising tool only; it is not a transcript.
- b. **Degree Audit Process:** Once students have applied to graduate, the next step in the process is for the ARD to complete the audit. The purpose of the audit is so that students can discuss with their advisors the courses needed to complete their degree requirements. Additionally, it also gives departments the chance to officially approve exceptions and substitutions to major/minor requirements.

### V. POLICY PRINCIPLES

#### Graduation Requirements for Degrees:

- a. 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:
  - i. The catalog that was in effect at the time they initially matriculated and under which they maintained continuous enrollment at AUK; or
  - ii. The catalog that is in effect at the time they file an application for a degree.
- b. The credit requirements for bachelor's degrees at AUK must include a minimum of 120 credits completed.
- c. The Deans of the Colleges in consultation with the Faculty Senate shall establish procedures to determine degree requirements and to assure that graduation requirements are published in the University's catalog.

### **Graduation Requirements for Baccalaureate Degrees**

- a. The student must complete a minimum of 120 semester credits out of which at least the equivalent of 40 credits are in General Education.
- b. A minimum cumulative grade point average of 2.00 (a "C" average) shall be required for graduation.
- c. A student who has completed all other requirements for a bachelor's degree but has failed to meet the quality requirements may register for additional courses with the approval of an authorized representative of the dean of his/her college or school after a review of his/her record until the student raises their cumulative GPA to the required threshold.
- d. The additional courses that the student may take after meeting all quantity requirements shall not exceed 20 credit hours. Credit in these additional courses must be established within six years from matriculation in the academic degree program on which all degree requirements except the minimum cumulative grade point average were met.
- e. The student shall be considered as having met the quality requirements for graduation if his/her cumulative grade point average, including the above extra courses, meets the quality standards requirement concurrently with all other graduation requirements.
- f. Full payment or satisfactory accommodation of all financial obligations.
- g. Courses are subject to change without notice and the University is not obligated to offer discontinued courses. Curricular requirements may be adjusted upon the approval of the student's petition and with the approval of the dean or chair of the student's primary academic department.
- h. Students who have completed all academic requirements and whose records have been reviewed and approved, may participate in the Commencement Ceremony. Students with any outstanding monetary or other obligations to the University shall not be permitted to participate in the ceremony. Transcripts, Statements of Completion and/or Degree Certificates will not be issued to any student unless all financial obligations are met.
- i. Students who have yet to complete up to **10 credit hours** including an internship, capstone project, or thesis may participate in the ceremony if and only if that coursework will be completed during the summer term. Registration and payment for the pending courses must be executed prior to being approved for participation in the ceremony. If any of the coursework requires registration for fall semester, the student will not be approved for participation. At the ceremony, the University shall only announce honors for students who have completed all requirements as approved by the ARD.

## VI. POLICY PROCEDURES

### Degree Audit Process

- a. 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 beginning of each semester, after the add/drop period, and then at the end of the semester once final grades are posted. This process is to be completed by the ARD.
- b. AUK utilizes an automated degree audit system. It automatically generates PDF copies of all degree audits, puts them into shared folders, and emails to each student their individual degree audit. The degree audit also forecasts courses for future semesters so that the ARD can ensure that all students are provided with information regarding the required courses for graduation. Once the PDFs of degree audits are generated and put into shared folders, those folders shall be made available to the academic departments.
- c. All graduating seniors are required to complete the **Degree Audit Process *four weeks prior to the graduating semester***. Neglecting to do so may delay a student's graduation term. Once having completed the **Degree Audit Process**, students will receive an Official Degree Audit via email listing any remaining requirements to complete during their final term. Official Degree Audits are typically delivered before the start of the final term. **Students are ultimately responsible for reviewing the Official Degree Audit for accuracy and confirming that degree requirements are met.**

### Graduation Application (Appendix - Application to Graduation Form)

All students are required to declare a degree-expected term via the Administration and Registration (ARD) four weeks prior to the start date of the graduating semester. Declaration of candidacy and verification of the degree-expected term is processed through the ARD. The degree-expected term is the term in which a student expects to complete all degree requirements and be conferred the degree. Students may declare or change their degree-expected term by informing the ARD by the second week of the semester prior to their degree expected term. After the second week of the semester, students may be prompted to declare in person at the ARD.

### Steps of how to complete the Application for Graduation:

**First Step:** Student initiates the process by filing the graduation form with the ARD.

**Second Step:** The ARD prepares the necessary information regarding the student's major/minor and will forward it to the department advisors for their review and approval. The Registrar is responsible for reviewing and certifying the completion of the General Education requirements. 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. Once the degree audit has been conducted, students will be notified via email about the progress.

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**Third Step:** After grades have been posted on students' transcripts, the ARD will conduct the final degree audit and post the graduation confirmation for students who have completed the degree requirements. Students who are found ineligible to graduate will be notified via email and instructed to refile for a subsequent semester.

**Fourth Step:** The degree conferral date is approximately 3 months after graduation. On this date, the diploma will be ready for students to collect. All financial obligations (holds on the students' record) must be cleared before the ARD can release the diplomas.

### VII. POLICY HISTORY

- a. **Approved by:** Board of Trustees
- b. **Adopted:** June 14, 2021
- c. **Amended:** June 14, 2021

### VIII. APPENDIX – Application to Graduation Form

**APPENDIX**

**Application for Graduation Form**

This document officially indicates the intention to complete the degree of (please enter name of degree) \_\_\_\_\_ from The American University of Kurdistan (AUK). This document will be approved at the end of the current academic term upon the submission of final grades in the currently registered courses. Approved applications will be kept in student files as evidence of the approved graduation application.

**Important Dates**

Graduating Term	
Degree Conferral Date	<input type="checkbox"/> June <input type="checkbox"/> January
Intention to walk in June graduation ceremony?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Student Name: \_\_\_\_\_

ID#: \_\_\_\_\_

Personal Email Address: \_\_\_\_\_

Phone number: \_\_\_\_\_

If the student will NOT complete all degree coursework by the end of the current semester, list the **Remaining Courses to Graduate**

Course Code	Course Title	Course Credits	Total Remaining Credits to Graduate

Advisor Signature: \_\_\_\_\_

Department Chair/Dean: \_\_\_\_\_

ARD: \_\_\_\_\_

The following documents should be attached to the Graduation Application:

1. Student course schedule for the semester prior to the graduation semester
2. A copy of the passport or national ID
3. If there are any required course substitutions, then the **Course Substitution Form** should be filed along with the Graduation Application.
4. Transcript

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Graduation Requirements

1. Credit hours required by course
2. Successful completion of major program requirements (varies by cohort)
3. Successful completion of General Education requirements (varies by cohort)
4. GPA requirement
5. Clearance form (graduates will not receive their diplomas until all clearances are completed)

I hereby indicate my intention to graduate at the end of the current academic semester. Upon meeting the above stated graduation requirements and submitting all appropriate documentation, I will complete by degree and become a graduate and alumnus of the American University of Kurdistan.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_