



The American University of Kurdistan Student Eligibility to participate in the Graduation Ceremony Policy

Policy Number: AS029
Effective Date: June 6, 2022

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I. INTRODUCTION

- a. **Authority:** The Board of Trustees (herein referred to as “Board”) at The American University of Kurdistan (herein referred to as “AUK” or “University”) is authorized to establish rules and regulations to govern and operate the University and its programs.
- b. **Purpose:** The Student Eligibility to attend Graduation Ceremony Policy clarifies students' eligibility criteria to walk in the ceremony.
- c. **Scope:** This policy applies to all AUK students.

II. ROLES AND RESPONSIBILITIES

- a. **Responsible Executive:** Provost
- b. **Responsible Administrator:** Director of ARD
- c. **Responsible Office:** Office of Provost
- d. **Policy Contact:** Office of Provost

III. POLICY STATEMENT

The fully matriculated student is eligible to walk in the Commencement Ceremony if the remaining credits to graduate as of the fourth week of the Spring Semester are a maximum of ten credits plus internship. This calculation is based on the assumption that the student will earn passing grades in all courses which are in progress during Spring Semester and be in good academic standing (IP & I Grades). Additionally, the remaining credits/courses must be available for the student's registration during Summer Session. If the credits/courses cannot all be accomplished until Fall Semester, then the student is not eligible to walk. Furthermore, students are eligible to participate in the graduation ceremony only once during their undergraduate study.

IV. POLICY PROCEDURES

- a. By the beginning of the fourth week of each Spring Semester, the ARD generates a list of all students with a maximum of ten credits remaining plus an internship.
- b. In the fifth week of the spring semester, ARD contacts the students to provide ARD with an updated copy of their passport to confirm their legal name and fill out their graduation application.
- c. After submitting the final spring grades, ARD updates the CGPA, adds the Latin honor, and excludes any student who fails or/and withdraws from any course if he/she is not able to complete their bachelor's program requirements in Summer.
- d. Students must register and pay for Summer credits/courses to be eligible to participate in the Commencement Ceremony.
- e. In the second week of the Summer semester, ARD removes any student from the walkers list who did not register for the remaining credits/courses needed for degree completion.

V. POLICY HISTORY

- a. **Approved by:** Board of Trustees
- b. **Adopted:** June 6, 2022