



The American University of Kurdistan Policy of Conferring of Degrees

Policy Number: AS001
Effective Date: September 1, 2019

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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:** This policy states the requirements and procedures for the conferral of degrees.
- c. **Scope:** This policy applies to all matriculated students and programs.

II. ROLES AND RESPONSIBILITIES

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

III. POLICY STATEMENT

Appropriate degrees may be granted at the conclusion of each regular semester and summer session of the academic year. AUK celebrates graduation in formal ceremonies.

The Admission and Registration Department shall provide a list of the degree recipients to the relevant Deans of Colleges and Schools and through them to the Provost. The Provost shall recommend those students receiving degrees to the President who in turn shall then recommend to the Board to pass a resolution on conferring of degrees and entry into permanent record of the Board.

IV. ACADEMIC HONORS:

The following list contains the various honors at AUK:

- **Provost's List:** Students who have achieved a distinguished level of academic performance are honored each semester by being mentioned and entered into the Provost's List. Students are eligible to enter the Provost's List after the completion of 16 graded semester credits (at AUK); as long as the student has not received an "Incomplete" in a course or taken any courses on a "Credit/No Credit" basis; and earned a semester grade point average of 3.50 or above with no grade below "C+". Students taking a course with an obligatory "Credit/No Credit" grading policy are not excluded from Provost's List consideration.
- **Departmental Academic Honors:** A tradition in the curriculum of AUK is significance of Academic Honors. Some degree programs offer an honors track to exceptionally motivated students whom wish to be challenged beyond the scope of regular degree requirements.
- **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).

V. REQUIREMENTS FOR DEGREES

Bachelor Degree

The student must complete a minimum of 120 semester credits out of which at least the equivalent of 40 credits are in general education. A minimum cumulative grade point average of 2.00 shall be required for graduation. 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. 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 five years of the date on which all degree requirements except the minimum cumulative grade point average were met. 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 in effect at the time when all other graduation requirements were satisfied.

VI. DOCUMENTATION OF DEGREE CONFERRAL

Transcripts

The Admission and Registration Department shall post 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." Transcripts ordered after that date will show the conferred degree and date.

Degree Certificates

Students who receive degrees at the end of summer and fall are sent degree certificates approximately two weeks after the conferral date by the Admission and Registration Department. These certificates state the student's name, degree program completed, and date of conferral.

Statements of Completion

Students who need confirmation of their status for employment purposes before conferral may request a Statement of Completion. These statements are prepared by the Admission and Registration Department after verifying with the department administrator that all degree requirements have been fulfilled, and that there are no holds on the student's record. The Statement of Completion states that the student has completed all degree requirements and that the degree will be conferred on the next conferral date. Students shall apply for a Statement of Completion directly from Admission and Registration Department.

VII. POLICY HISTORY

- a. **Approved by:** Board of Trustees
- b. **Adopted:** August 31, 2019
- c. **Amended:** June 14, 2021