

POLICY- Conferring of Degrees

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.

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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.

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.

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.

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.

- a. : Board of Trustees
- b. : August 31, 2019
- c. : June 14, 2021