

 AMERICAN INTERNATIONAL UNIVERSITY الجامعة الأمريكية الدولية	Policy Main Title	Awards and Graduation Policy	Effective Date	14/06/2026
	Category	Registration	Last Review date	
	Policy Number	REG-002	Next Review date	14/06/2029
	Responsible Entity	Executive Director of Registration	Approved By	President

Overview

Conferring a degree is AIU's most consequential institutional act, a formal certification, to the student and to the public, that a defined course of study has been completed to AIU's standard. This policy establishes the criteria and procedures for the conferral of awards and graduation at AIU, ensuring a transparent and consistent process, consistent with accurate institutional information about degree requirements, and with the degree-conferral authority to the Board of Trustees.

Scope

This policy applies to all undergraduate academic programs offered by AIU and is binding on all faculty, staff, and students, including academic advisors and administrative personnel acting on AIU's behalf. It covers documents and records related to student achievement, including transcripts, diplomas, certificates, and official communications regarding awards and graduation.

Purpose

The purposes of this policy are to:

- Promote accountability through a clear, transparent process for awarding qualifications
- Establish criteria that allow students, faculty, and staff to understand the graduation process
- Ensure compliance with applicable Kuwait legislation, PUC requirements, and AIU's accreditation obligations
- Standardize graduation procedures for consistency and fairness

Definitions and abbreviations

Academic Transcript: An official record of a student's academic performance, including courses taken, grades received, and degrees earned.

CGPA: Cumulative Grade Point Average, calculated by dividing total grade points earned by total credit hours attempted.

Clearance: The process by which graduating students obtain approval from relevant University departments confirming all requirements and obligations are met before graduation.

Deans Council: A governing body composed of AIU's School Deans, responsible for reviewing and endorsing graduation lists for submission through the VPAA.

Degree Diploma: The official document issued upon successful completion of a degree program, signed by the Dean of the relevant School, the VPAA, and the President.

Graduation Completion Letter: A document confirming completion of graduation requirements, available on request for a specified fee.

Inactive Due to Graduation: A status indicating that a student's academic record has been closed following completion of all graduation requirements.

Policy

Article 1: Graduation Requirements

Students must pass all courses required in their Study Plan, complete any additional Study Plan requirements, and complete their degree within the minimum and maximum periods established under

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REG-005. Undergraduate students must achieve a minimum CGPA of 2.00, consistent with REG-014 (Grades and Academic Standing).

Article 2: Application and Approval Process

1. The Registration Office opens the graduation application in the student's final academic semester; students declare their intention to graduate through the approved platform.
2. The Registration Office audits transcripts and Study Plans to confirm all requirements are expected to be met by the end of the semester, and sends the list of expected graduates to the relevant Schools for confirmation.
3. All grades and credits required for graduation must be submitted in time to clear students for graduation.
4. The Registration Office calculates final averages, assigns academic standings, and maintains a degree audit confirming all requirements are met, closing the student's record as Inactive Due to Graduation.
5. The graduation list is reviewed by the VPAA, then presented to the Deans Council for endorsement.
6. Following endorsement by the Deans Council, the VPAA submits the graduation list to the Board of Trustees for degree conferral.
7. The Registration Office records the conferred qualification in the student's official record following Board approval.

Article 3: Verification of Personal Information

The Registration Office requires students to submit and verify identification documents to confirm the accuracy of personal information displayed on graduation documents. Once the graduation application is complete, the student receives an email with the personal information that will appear on their documents and is asked to confirm its accuracy; if the student does not respond within the published period, the information is treated as confirmed.

Article 4: Graduation Honors

Highest Honors and Honors are awarded based on final CGPA, consistent with the honors bands published in REG-014, and are recorded on the student's academic record once all courses are completed and grades entered in the SIS.

Article 5: Issuance and Management of Graduation Documentation

Academic records are closed upon graduation; changes are permitted only to correct errors and require approval by the President. Following Board conferral, the Registration Office issues Academic Transcripts, Graduation Completion Certificates, Degree Diplomas, and Certificates of Excellence in both English and Arabic where applicable, and maintains an electronic and, where AIU adopts one, blockchain-verified copy of each document with a verification mechanism. Degree Diplomas and Certificates of Excellence are issued following the graduation ceremony, signed by the Dean of the relevant School, the VPAA, and the President. Students with outstanding fees are permitted to graduate, but their documentation is withheld until all balances are settled, consistent with FIN-007.

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Article 6: Graduation Completion Letters

Students submit a formal request through the platform and pay the applicable fee. The Registration Office verifies that all graduation requirements have been met, prepares the letter (student's full name, degree program, graduation term, medium of study, and confirmation that requirements are met), and signs it. The letter is sent electronically unless a physical copy is requested, in which case the student presents valid identification upon collection.

Article 7: Post-Graduation Information Changes

A student requesting a change to information on their graduation documents (name, date of birth) or in the SIS (nationality, place of birth, contact information) applies through the e-services platform with supporting official documentation. After validation by the Registration Office, the change must be approved by the VPAA. Where the change affects information on issued graduation documents, the student returns the physical documents for reissuance, and any electronic copy is revoked and reissued.

Article 8: Replacement Diploma

A student whose original diploma has been lost or damaged submits a formal request through the e-services platform, accompanied by a police report (loss) or the damaged original (damage). The Registration Office verifies authenticity and obtains VPAA approval before issuing a replacement diploma bearing the same information as the original, signed by the Dean, the VPAA, and the President.

Article 9: Verification Requests from Third Parties

Employers, sponsors, hiring agencies, and other institutions may request verification of graduation documents. The Registration Office contacts the student for consent before verifying the documents to the requesting third party.

Exceptions

Exceptions to this policy are approved by the Executive Director of Registration in consultation with the VPAA. An exception of substantial impact, affecting a graduation cohort, the integrity of a degree audit, or AIU's compliance with PUC or Board of Trustees requirements, is escalated to the and requires approval by the President.

Related Policies

- REG-001 Academic Records Policy
- REG-005 Duration of Study and Extension Policy
- REG-014 Grades and Academic Standing Policy
- FIN-007 Financial Aid and Scholarship Policy

President Signature	Signature: _____ Date: _____
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