

Procedure #	AA-111-P2	Revision #	02
Accessibility level	A	Effective date	20 Jan 2021

Issuing Graduation Documents Procedure

1. Definitions

- 1.1. **Study plan:** A set of compulsory, optional, and free courses, which constitute from the sum of its units the graduation requirements that the student must successfully pass in order to obtain the academic degree in the specified major.
- 1.2. **GPA:** The result of dividing the total points obtained by the student in all the courses he has studied since joining the university by the total number of units prescribed for those courses.
- 1.3. **Completion letter:** a certificate issued by the Admission and Registration, prior to issuing the official graduation certificate, certifying that the student has completed the graduation requirements.
- 1.4. **Graduation certificate:** The official certificate bearing the signatures of the President and the Admission and Registration Director that is issued after the BOT approval of graduation.

2. Procedure

- 2.1. To graduate, the student have to complete the graduation requirements of his/her study plan with a passing grade in all required courses and a cumulative GPA not less than 2.0 out of 5.0.
- 2.2. The Graduation and Certificates Officer at the Admission and Registration Department checks the student's academic records and study plans on the system to ensure that the student has completed the graduation requirements.
- 2.3. The Graduation and Certificates Officer makes sure that the student's data that appears on the graduation document is updated and correct, and the graduate contact information (email and phone number) is updated as well.
- 2.4. The Graduation and Certificates Officer prints graduation certificate and transcript to be issued to the graduate free of charge.
- 2.5. Graduation certificates, transcripts and completion letters and replacements or additional copies of these documents can only be issued to graduates who have paid all due amounts in full and completed the clearance procedure.
- 2.6. The gradation certificate is subject to the approval of the BOT and thus cannot be issued before the approval date. Meanwhile, and subject to Clause 2.5 above, is entitled to a Completion Letter signed and sealed by the Admission and Registration Director certifying the student have completed the graduation requirements.
- 2.7. The graduate may request additional or replacement copies of the certificate and the transcript at additional charge by filling the Request for Duplicated Certificate Form.

3. Related Documents

- 3.1. Temporary Graduation Certificate Form (AA-111-F3)
- 3.2. Request for Duplicated Certificate Form (AA-111-F4)

