

Procedure #	AA-111-P1	Revision #	01
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Preparing List of Expected to Graduate Students 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.

2. Procedure

- 2.1. At the beginning of each academic year, the Assistant Director of Admission and Registration prepares a report of remaining credit hours required for graduation for all senior level students. This is done through the SIS system based on the study plan and the number of completed credit hours with a passing grade for each student.
- 2.2. The Assistant Director of Admission and Registration then prepares reports of the students that are expected to graduate in the first, second and summer semesters, and the cumulative GPA of each.
- 2.3. The report shall be verified and signed by the Director of Admission and Registration and submitted to the university president, who in turn submits it to the Board of Trustees for approval.

3. Related Documents

NA.