 UAEU	Admissions and Enrollment Procedures Manual	Related Policy	AE-06
		Effective Date	01-Sep-2014
	Subject Degree Completion and Graduation	Most Recent Review Date	01-Dec-2013
		Due Date for Next Review	01-Sep-2016
Responsible Office: DVC for Students Affairs & Enrollment	Pages of these Procedures	1 of 3	

Procedures of Policy No. (6) - Degree Completion and Graduation


1. Undergraduate Degrees

A Bachelor's Degree may be awarded only to students who have satisfied minimum credit hour and Grade Point Average requirements and other established degree-specific requirements based on all applicable University Policies and Procedures.

- a) The minimum number of earned credit hours required for a Bachelor's Degree is (120). The minimum number of credit hours required for a student who transfers among UAEU Colleges may be higher than (120).
- b) The number of earned credit hours required for a Bachelor's Degree is dependent on the student's program of study.
- c) The minimum Cumulative Grade Point Average (CGPA) required for a Bachelor's Degree is (2.00).
- d) No student may be awarded a Bachelor's Degree with a grade of "I" (Incomplete) on his/her academic record.
- e) Upon the recommendation of the academic advisor and approval of the College Dean, a student may be allowed to register for additional courses in his/her College if he/she needs to raise the CGPA to the minimum required for graduation.

2. Structure of Undergraduate Degree Programs

- a) Bachelor's Degree programs vary by College and include five specific components, each with a defined minimum number of credit hours, specific courses, and/or demonstrated proficiency.
 - (i) General Education/Core Curriculum Requirements – The Core Curriculum is a University-wide requirement of General Education courses and proficiencies applicable to all students.
 - (ii) College-wide Requirements – College requirements apply to all students in the specific college, and may vary depending on the student's major field of study.
 - (iii) Major/Specialization Requirements – Major requirements apply to the student's specific area of specialization including minors and concentrations, and may vary depending on the student's major field of study.
 - (iv) Elective Courses – "Free Electives" are courses a student may take in or outside his/her College to complete his/her degree requirements.
 - (v) A college may propose one or more minors at their programs, which must be reviewed and approved through University Procedures.
 - (vi) A student may apply to the College Dean to include an approved minor in his/her academic plan.
 - (vii) Some Colleges may require students to meet the Exit Proficiency requirements. Exit Proficiencies may be met by passing a relevant proficiency examination in addition to, or in lieu of, credit courses.
- b) Students whose academic qualifications on entering the University are insufficient to qualify for registration in degree-credit courses will be required to demonstrate relevant proficiencies and/or complete appropriate Foundation or remedial courses as a prerequisite to register in degree-credit University courses.

 UAEU	Admissions and Enrollment Procedures Manual	Related Policy	AE-06
		Effective Date	01-Sep-2014
	Subject Degree Completion and Graduation	Most Recent Review Date	01-Dec-2013
		Due Date for Next Review	01-Sep-2016
Responsible Office: DVC for Students Affairs & Enrollment	Pages of these Procedures	2 of 3	

3. Limits on Transfer Credits – Undergraduate Degrees

- Only courses from institutions approved by the Ministry of Higher Education and Scientific Research may be transferred to UAEU for degree credit.
- For UAEU Colleges and/or degree programs with specialized international accreditation or the equivalent, core courses (those courses required in the major/specialization of the College) may be transferred to UAEU for degree credit and applied to degree requirements only when taken at institutions holding identical or equivalent specialized international accreditation. The Dean of the receiving College may make exceptions to this limitation on a case-by-case basis.
- A student transferring from another institution must complete at least (75%) of the total credit hours required for the degree, and all senior-level courses in the academic major, at UAEU.
- Determination of the applicability of transfer credit to the requirements of a specific undergraduate degree is the exclusive decision of the College.
- Acceptance of credits earned at other institutions subsequent to the student's initial enrollment at UAEU must have the prior approval of the student's College.
- Only courses in which the final grade was (C-) or better will be considered for transfer credit.

4. Application for Degree

An undergraduate student expecting to complete his or her degree requirements and graduate in a given academic semester must submit the appropriate application to his/her College Advising Unit and to the Office of the Registrar no later than the last day to drop a course without failure for the academic semester.


5. Certification of Degree Completion

- The student's Academic College confirms completion of degree requirements for all Bachelor's Degrees.
- Subject to confirmation in the University's official Student Information System, the Office of the Registrar certifies degree completion and degree awards.
- Degrees are awarded at the end of each academic semester – fall, spring, and summer semesters.
- The official date of a degree award is the final day of the academic semester as specified in the Academic Calendar, regardless of the date when the degree is certified by the student's College.

6. Graduation Standing

The academic performance of Bachelor's Degree recipients may be characterized for summary "Graduation Standing" as follows:

- Excellent – CGPA of 3.60 to 4.00
- Very Good – CGPA of 3.00 to 3.59
- Good – CGPA of 2.50 to 2.99
- Passing – CGPA of 2.00 to 2.49

 UAEU	Admissions and Enrollment Procedures Manual	Related Policy	AE-06
		Effective Date	01-Sep-2014
	Subject Degree Completion and Graduation	Most Recent Review Date	01-Dec-2013
		Due Date for Next Review	01-Sep-2016
Responsible Office: DVC for Students Affairs & Enrollment	Pages of these Procedures	3 of 3	

7. Graduation Honors

- a) The University recognizes two levels of outstanding academic achievements for Bachelor's Degree recipients at the time of graduation based on CGPA:
 - (i) First Class Honors – CGPA of 4.00
 - (ii) Second Class Honors – CGPA of at least 3.60
- b) To qualify for Graduation Honors, a student must have completed at least 75% of his or her degree credits at UAEU.
- c) A student who failed a course (F, FA and NP) will not qualify for graduation with honors.