



Policy AA6.10: Graduation

Oversight	Information
Policy Type	Academics
Policy Owners	Chief Academic Officer, VP Student Engagement
Initial Policy Approval Date	March 4, 2009
Current Revision Approval Date	January 16, 2019
Procedure Effective Date	January 16, 2019

Policy

Academic Eligibility Requirement

Candidates for graduation must successfully complete all curriculum requirements and hold a cumulative grade point average of at least 2.00 for undergraduate degrees and 3.0 for graduate degrees. Additionally, a minimum portion of the program requirements must have been met through course work successfully completed at American Sentinel University.

- *Bachelor's-level candidates* for graduation must have achieved a minimum of 25 percent of their required credits at American Sentinel (not through articulation or transfer credit). If an undergraduate student transfers 80 percent of the credits required for a certain degree to American Sentinel, he/she must still earn 25 percent of the degree's required credits at American Sentinel University.
- *Master's-level candidates* for graduation must achieve a minimum of 50 percent of their required credits at American Sentinel.
- *Doctoral-level candidates* for graduation must achieve a minimum of 86 percent of their required credits at American Sentinel. In addition, DNP students must submit a completed e-portfolio and final defense evaluation proving successful completion of a capstone project.

All tuition and fees must be paid in full and upon degree conferral changes cannot be made to the student's record including GPA, specializations, or names on record.

Graduation Date

A student's graduation date falls on the last day of the month in which he/she successfully completes his/her course work not the date of the commencement ceremony. This date will appear on the transcript, degree, diploma or certificate, as well as in all external reports and verifications of graduation.

All students receiving federal financial aid are given an expected graduation date at the time of enrollment. The registrar adjusts the expected graduation dates based on changes in a student's progress through the program. Adjusting expected graduation dates is an ongoing process.

Latin Honors

The Latin honors program recognizes academic excellence achieved throughout the duration of a student's entire **undergraduate** career. Eligibility for the three categories of Latin Honors



(summa cum laude, magna cum laude, and cum laude) is based on the cumulative grade point average for all course work at American Sentinel University. Undergraduate students are recognized at commencement and on their diploma, with the following honors levels:

Honors	GPA
Summa Cum Laude	3.9 and up
Magna Cum Laude	3.75-3.89
Cum Laude	3.5-3.74

Job Placement Disclaimer

The purpose of the degree programs offered is to extend the nature and range of careers available to its students. The university cannot offer guarantees of job placement, advancement, or continued employment.

Posthumous Degrees or Diplomas

A posthumous degree or diploma may be awarded at the discretion of the CAO and the president.

Honorary Degrees or Diplomas

An honorary degree or diploma may be awarded at the discretion of the Board of Trust, upon recommendation by the CEO, CAO and/or the president. Please refer to the policy on honorary degrees for more information.

Commencement

Commencement programs contain a disclaimer that the students listed are candidates for graduation. Honors categories also include a disclaimer that honors categories are determined by the cumulative grade point average as of the second-to-last term and will be re-calculated based on the final term's grades. Commencement speakers are not compensated except under unusual circumstances when the Board of Trust determines.

Students enrolled in a bachelor's or master's degree program may participate in the commencement ceremony if they are within nine credit hours of completing their degree requirements. Students enrolled in a doctoral degree program may participate in the commencement ceremony if they have successfully scheduled their final defense of their project and are within nine credit hours of completing their degree requirements by the end of April of the same year as commencement.

Guidelines

- Not Applicable



Procedure

Degree and Certificate Conferral

Students requesting consideration for degree or certificate conferral must submit the graduation audit request and pay the graduation audit fee.

The graduation audit will be processed within four weeks of receiving the request by the Registrar's Office.

Once the graduation audit is complete the student will be notified by email of the results.

Upon confirmation that the student has met all degree or certificate program requirements, the student will be conferred his or her degree or certificate. All degrees, diplomas, and certificates awarded include the following:

- Graduates names which is confirmed in the degree audit request form.
- Name of school, city, and state
- Title of the degree, diploma or certificate
- Latin honors (for undergraduate students)
- The school seals.
- Signature of chief administrators

If there is any financial obligation remaining on behalf of the student at the time of degree or certificate conferral, a hold will be placed on the student's record preventing the release of official transcripts and diploma following degree conferral.

Changes cannot be made to the student's record including GPA, specializations, or names on record (Student name change policy).

Related Documents/References

- Student Handbook
- Academic Catalog
- IO2.06 Honorary Degrees
- RO1.01 Academic Records

Definitions

- None

Revision History

- 3/21/2014 – Reformatted policy using standard template.
- 7/29/2015 – Added section on Degree and Certificate Conferral; added section on Honorary Degrees or Diplomas.
- 10/7/2015 Clarified that Latin Honors is for undergraduates.
- Removed section on Late Graduates.
- Changed from "provost" to "chief academic officer."



- Added language regarding DNP student requirements to participate in graduation: Must have completed final defense of project and be within nine hours of completing degree requirements.
- 10/26/17 – changed verbiage under bachelor’s requirements to specific credits instead of coursework as the required percentage needed to complete at American Sentinel University.
- 10/2018 Consolidated policies AA6.10 Graduation, AA1.10 Measurement of Student Engagement, IO2.05 Honorary Degrees, and AA6.14 Job Placement Disclaimer. Added information about academic requirements for DNP students and switched degree and certificate conferral section into the procedure instead of the policy. Added subtitle for more clarification. – Abigail Blades
- May 7, 2020: Updated policy format for accessibility guidelines - AHB