

6.h. Degree Audit

Subject	Students	Effective From	Sep - 2011
Policy #	6.h.	Latest Revision	Feb - 2025
Title of The Policy	Degree Audit	Next Review	Dec - 2025
Responsible Entity	Colleges Councils, Administrative Unit	Policy Pages	2
Definitions	The degree audit system includes the student's undergraduate and postgraduate academic degree The degree audit system is offered as an aid to the advising and course selection process, and is not an official transcript or an official certification of the completion of graduation requirements.		
Purpose	The Degree Audit policy is a record of a student's progress toward completing degree requirements.		
Scope	The Degree Audit is a summary of the completion of overall degree requirements (for example, General University requirements, college major and minor requirements, and electives) including grade point average (GPA). The Degree Audit is intended as an advising tool only; it is not a transcript.		
Statement	The AAU's degree audit system offers enhanced tools to aid students in tracking their progress toward degree completion. It also gives students and advisors an accurate representation of what has been completed and what is still needed to graduate.		
Procedures	- The "Banner" database system is an integrated software solution used in the Admission and Registration Unit at AAU. This system is designed for managing student registration, tracking student progress, and handling certification processes. Banner facilitates efficient data management and administrative tasks, ensuring accurate and up-to-date records of student information throughout their academic journey. - In addition to that, at beginning of each academic semester, the admission and registration unit issues a list of students who are expected to graduate in the next academic semester. this list is then sent to the academic colleges. - program directors in each college will distribute the list of students among related academic advisors. - Academic Advisors will then contact students by email to organise a meeting to discuss their progress toward completion of the academic degree - In those meetings, the student and his/her advisor will review the overall degree requirements (i.e General University requirements, College major and minor requirements,...etc). including grade point average (GPA). - The student will be advised on which courses s/he needs to register in order to be able to graduate and expected grades to achieve. - As a result of the process, a list of required courses will be sent to the registration office. - Once students have applied to graduate, the next step in the process is to complete		

	audit forms with their academic advisor. - Once the audit forms are completed, signed by the student, advisor, and department chair/Dean, and returned to the Registrar's Office, the Registrar's Office will begin to review the forms and make necessary adjustments to audits. These adjustments may take several weeks to process during peak periods. - Prior to the beginning of the graduation term (after grades are posted from the previous term), the Registrar's Office will review the audits and registration of each student who has applied to graduate and returned audit forms. - While the Admission and registration unit does check degree completion periodically and will contact students when issues are discovered, it is ultimately the student's responsibility to register for and complete their degree requirements. Students who fail to complete and return audit forms on time risk having issues go undiscovered.
Recent Changes	February 2025: This policy has been revised & updated as per AAU periodic annual review