







Graduation Workflow

After student meets the graduation requirements in the AGU Undergraduate Education and Exam Regulation, student has to apply to the Head of department with Transcript and Graduation Petition (sample is available under the files) within 5 working days following the final grades to be announced in the academic calendar .

Transcript and Petition	<p>Student submits all required/approved documents to the Head of Department/Faculty</p>	Student
		
	<p>Head of Department transfers the all documents to the Commission members to examine.</p>	Head of Department
		
	<p align="center">(Pre-Assessment)</p> <ul style="list-style-type: none"> •Commission members check the validity of the documents. •Commission members might request adjustment on the documents. •Commission members approve or reject the submitted documents. 	Commission Members
		
Commission Decision	<p align="center">(Comission Decision)</p> <ul style="list-style-type: none"> •Commission members match the transcript and the curriculum, •Commission members check the requirements for graduation in the undergraduate education and exam regulation, •Commission members approve the final decision and generate the report. 	Commission Members
		
	<p>Commission members transfer the approved report and all other documents to the Head of the Department.</p>	Commission Members
		
	<p>The Head of Department transfer the Report to the Dean's Office.</p>	Head of Department
		
Board Decision	<ul style="list-style-type: none"> •Board of Directors control and approve the report. •The Decision is shared with Student Affairs Office 	University Board of Directors