Graduation Workflow

After student meets the graduation requirements in the AGU Undergraduate Education and Exam Regulation, students have to apply to their advisors 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	Student submits all required documents to the advisor	Student
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	 (Pre-Assessment) Advisor check the validity of the documents. Advisor might request adjustment on the documents. Advisor approve or reject the submitted documents. 	Advisor
	•	
Transcript and Petition	Student submits all approved documents to the department	Student
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	Head of Department transfers the all documents to the Commission members to examine.	Head of Department
Commission Decision	 (Comission Decision) Commission members match the transcript and the curriculum. Commission members check the requirements or graduation in the undergraduate education and exam regulation. Commission members approve the final decision and generate the report. 	Commission Members
	Commission members transfer the approved report and all other documents to the Head of the Department.	Commission Members
	The Head of Department transfer the Report to the Dean's Office.	Head of Department
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Board Decision	 Board of Directors control and approve the report. The Decision is shared with Student Affairs Office. 	University Board of Directors