

DEGREE AUDIT AND CERTIFICATION REGULATIONS

1. Purpose

ADA University strives to ensure the high quality and integrity of its degrees. This requires that the performance and progress of students are reviewed regularly and that degrees are audited in a uniform manner according to the University's *Undergraduate Degree Regulations* and *Graduate Degree Regulations* as well as further requirements defined for a specific program. The purpose of this document is to outline ADA University's degree audit processes.

2. Scope and Recommendations

These regulations apply to all students enrolled in an undergraduate or graduate degree program at ADA University. They outline rules and procedures for the regular audit of student progress and degree completion conducted by the Office of Admissions and Student Records and by Academic Advisors.

Those members of ADA University responsible for monitoring and evaluating student progress and degree completion are expected to be thoroughly familiar with this document and with ADA University's *Undergraduate Degree Regulations* and *Graduate Degree Regulations*.

Students are strongly advised to monitor their progress towards degree completion on a regular basis.

3. Definitions

A *Degree Audit* is a formal analysis of a student's progress towards degree completion. It furthermore serves to evaluate whether a student has fulfilled all program requirements before being awarded a degree.

The *Term Grade Point Average (TGPA)* indicates a student's academic performance during a specific semester or term. It is calculated in the following manner: (1) For each unit of study considered, grade points earned are multiplied by credit hours attempted. (2) The resulting values for all the units of study considered are added up. (3) The resulting sum is then divided by the credit hours attempted that semester or term. The term GPA does not cover units of study evaluated on a Pass/Fail basis, and it only includes the highest grade earned in a repeated course.

The *Cumulative GPA (CGPA)* indicates a student's overall academic performance in a degree program. It is calculated in the same manner as the *Term Grade Point Average*, but includes all units of study attempted by the time of calculation. Grades from approved transfer courses taken at another institution do not count towards a student's cumulative GPA at ADA University. Neither do units of study evaluated on a Pass/Fail basis. The cumulative GPA only includes the highest grade earned in a repeated course.

The *Banner Student Information System (Banner SIS)* is an electronic database of student records and further relevant student information. It is used for data collection, reporting, and for managing day-to-day academic operations at ADA University.

Curriculum Advising and Program Planning (CAPP) is a tool available in *Banner SIS* that allows for the digital representation of degree program requirements. It enables students as well as academic and administrative staff members to monitor and evaluate a student's progress towards the completion of these requirements.

MyADA is a centralized portal available to students, faculty and staff that provides access to major electronic services offered at ADA University.

4. Degree Audit Procedures and Requirements

- 4.1 The progress of students towards degree completion must be monitored regularly and as specified below. The University furthermore conducts degree evaluation processes prior to the graduation of students and the processing of degrees.
- 4.2 Degree audits consist of formal and systematic assessments of a student's progress and level of attainment, and of informal processes of a student's self-evaluation.
- 4.3 Degree audits fulfill the following purposes:
 - a. They support the retention of students by monitoring their progress towards degree completion.
 - b. They serve to ensure that students are able to graduate on time.
 - c. They ensure that degrees are awarded only to students who have fulfilled all requirements of their respective degrees on at least a satisfactory level.
- 4.4 ADA University uses the *Curriculum Advising and Program Planning (CAPP)* tool available in *Banner SIS* to create digital representations of program requirements. Each degree program's *CAPP* includes courses, credits, and minimum passing grades. Students, Academic Advisors, and designated members of a student's School (such as Deans and Associate Deans) have access to relevant student information via *MyADA*. They are thus able to monitor and assess a student's performance against degree requirements and his/her progress towards degree completion.
- 4.5 Academic Advisors regularly assess their designated students' results and academic performance in order to provide assistance during the semester as well as before and during course registration for the following semester. This is to ensure that students continue to fulfill all requirements of their respective degree programs and are able to graduate on time.
- 4.6 In order to progress towards degree completion ("good academic standing"), undergraduate students must maintain a cumulative GPA of 2.00, graduate students a cumulative GPA of 2.75.
- 4.7 Undergraduate students must repeat courses with a grade below D (the courses *Writing and Information Literary I* and *Writing and Information Literary II* must be repeated if students receive a grade below C-). Students of the *English for Academic and Professional Purposes (EAPP) Program* must usually repeat a level with an overall grade below C (for details on the *EAPP Program*, see ADA University's *English for Academic and Professional Purposes Regulations*). Graduate students must repeat courses with a grade below C.
- 4.8 An undergraduate student is placed on academic probation if the student's cumulative GPA falls below 2.00 at the end of a semester. Students who achieve a cumulative GPA of at least 2.00 are restored to good academic standing. Undergraduate students on academic probation are required to adhere to the following rules:
 - a. They are strongly recommended to take one course less than their standard course load for the respective semester(s).
 - b. They are strongly recommended to repeat failed courses as early as possible, provided that the courses are offered.
 - c. They must regularly meet with their Academic Advisor.
 - d. They must participate in a student success program.

- 4.9 A graduate student is placed on academic probation if the student's cumulative GPA falls below 2.75 at the end of a semester. Students who achieve a cumulative GPA of at least 2.75 are restored to good academic standing.
- 4.10 As part of the objective to ensure the high quality and integrity of ADA University's degrees, and before a degree may be awarded, the Office of Admissions and Student Records evaluates a student's overall academic performance against the requirements set forth in the *Undergraduate Degree Regulations* or *Graduate Degree Regulations* and in the program description of the student's degree program.
- 4.11 For graduation, students must have completed all the requirements of their respective degree programs.
- 4.12 For graduation, undergraduate students must have completed at least 240 credit hours with a cumulative GPA of 2.00 or better (some undergraduate programs may require more than 240 credit hours for the completion of all requirements). Graduate students must complete at least 90 credit hours with a cumulative GPA of 2.75 or better (some graduate programs may require a different number of credit hours for the completion of all requirements).
- 4.13 In order to fulfill ADA University's degree regulations, the University requires that students acquire 210 credits (undergraduate programs) or 72 credits (graduate programs) in residence (some graduate programs may require a different number of credits to be completed in residence). Students may accordingly transfer a maximum of 30 credits (undergraduate programs) or of 18 credits (graduate programs) to ADA University (for details, see the *Undergraduate Degree Regulations* and *Graduate Degree Regulations*).
- 4.14 The integrity of ADA University's degrees also requires that plagiarism and academic cheating are prevented or sanctioned (should they occur). As stated in its *Honor Code*, the University aims to foster an attitude of honesty and integrity in all its students. To this end, students are trained in proper academic conduct. Violations of the principles of academic honesty and integrity may result in failed courses and written warnings, in a temporary suspension from classes, or in permanent expulsion from the University.

5. Degree Certification

- 5.1 Upon the successful completion of all degree requirements, and thus upon graduation, a student will receive a degree certificate (diploma) that is issued by the Ministry of Science and Education of the Republic of Azerbaijan and signed by the Rector of ADA University. This certificate provides information on the name and level of the degree program completed by the student.
- 5.2 A student will also be issued a transcript of records by the University that provides an overview of all attended courses (and of the grades achieved) by the student during his/her studies.