



1. POLICY NAME: **GRADUATION/DIPLOMA**

2. POLICY CATEGORY: **GENERAL ACADEMIC POLICIES AND PROCEDURES**

3. POLICY STATEMENT:

A student may not request a diploma any earlier than the scheduled date of graduation. The request must be completed online <http://registrar.aud.edu/> prior to the end of the student's final semester. Failure to complete the application online by the specified date may result in either a delay in receiving the diploma or an additional charge.

Diplomas are available for personal pick-up by students at the Registrar's Office. A student who prefers an alternative for collecting or receiving his or her diploma should consult the Registrar's Office. (For purposes of graduation verification, the university can provide a letter [stamped] to the student until their diploma is issued.)