



University Policy on Degree Conferral, Issuance and Security

I. Purpose of Policy

1. The purpose of this policy is to inform stakeholders that the International University of Leadership has the power to create awards and to confer these awards on students following the successful completion of a program of study. It is a designated Awarding Body whose awards are recognized and licensed by the Florida Department of Education Council for Independent Education (FICIE), including international and equivalent frameworks. The certification of awards provides evidence of qualifications attained through praxis, curriculum completion and implementation.

The International University of Leadership (IUL) issues several types of official documents that constitute the academic records of individual students. The University is the awarding body for all degrees, transcripts and certificates. This policy should be implemented in conjunction with relevant provisions of the official academic Calendar. This purpose of this Policy is to:

- a. provide instructions on the qualification, conferral and issuance standards of IUL,
- b. ensure the production and issue of official documentation is in compliance with both IUL and FLCIE requirements.

II. Application & Scope

1. This policy applies to all awards made by the University,
2. This policy applies to Dual and Joint awards delivered collaboratively with partner institutions, nationally and internationally,
3. This Policy operates in conjunction with the general rules for program completion,
4. This Policy applies to all IUL approved and certified courses and programs,
5. This Policy does not apply to honorary awards,
4. The provisions in this policy apply to jointly offered programs and courses such as:
 - a. twinning, articulation or credit transfer agreements between IUL and overseas partner institutions that are regulated by prior written agreements,
 - b. joint doctoral degrees undertaken under an articulation Agreement, that are regulated by the Joint Doctor of Business Administration Agreement Policies.

III. Policy Principles

1. IUL Students are entitled to receive an award following the successful completion of a program of study (online or onsite) for which they are duly registered.



2. The authenticity of all degree awards are verifiable.

IV. Security and Authenticity

1. The University is committed to ensuring the accuracy and authenticity of all Official Documents. In the interests of securing student's electronic records, including details of students' academic information, the university employs redundancy in its data retention. Based on secure information received from the university servers, transcripts and degrees are produced.

This objective of all security measures is to reinforce standards prescribed by FLCIE, which states that Official Documents issued by a University will be: distinguishable, traceable, authenticable and designed to prevent unauthorized and/or fraudulent reproduction.

2. The University is committed to the proper use of funds, both public and private. As a consequence, it is essential that staff, students, members of the Academic Councils or Committees established by the Council, contractors and third-parties, are aware of the risk of fraud, corruption, theft and other activities involving dishonesty, in all its forms,

3. The University has a zero-tolerance stance on fraud and requires staff, students and its partners to act honestly and with integrity at all times by ensuring that their activities, interests and behaviors do not conflict with these obligations, regardless of their position and to report all suspicions of fraud.

4. Falsification of the Official Documents that resemble IUL, including but not limited to degrees, and academic transcript, would result in damages of the reputation of the University, students, graduates, alumni and stakeholders at national and international levels. Perpetrators or Students alleged to have falsified Official Documents, will be dealt with under the Student Conduct Rules.

V. Degree Definitions

1. An award of academic qualification (degree, transcripts or certificate) is conferred in recognition of the successful completion of a higher education program of study, either at undergraduate, graduate or doctoral level, and issued by a designated awarding body,

2. A program is a set of modules, courses, or course options that lead to an award,

3. A Certificate is a non-degree award granted upon successful completion of a prescribed program of study,

4. A Transcript is a document (degree granting award) outlining the grades/marks obtained by a student for their course of study,



5. A Degree is a document (degree granting award), granted upon the successful completion of a prescribed program of study, i.e. Bachelors, Masters or Doctorate,
6. Major awards are the principal class of awards that reflect a significant volume of learning, e.g. Bachelor Degree (BBA), Master Degree (MBA), and Doctorate Degree (DBA),
7. Minor awards provide recognition for learners who achieve a range of learning outcomes, but not the specific combination of learning outcomes required for a major award,
8. All awards granted by the University are aligned with the Florida Department of Education, Council for Independent Education.

VI. Official Transcripts contain:

1. Student's name, (*transcripts and degrees will show a student's legal name through enrollment records. Students may indicate their preferred name as they wish it to be printed on their diploma when submitting a petition form to the Registrar. After graduating from IUL, students' names cannot be changed in their records or on their degrees, even if a legal name change has occurred.*)
2. Date of Birth,
3. Dates of attendance,
4. Courses taken with all grades and GPA,
5. AP, IBO and Transfer credits,
6. Degrees in progress,
7. Degrees earned including all majors and minors,
8. Degree conferral dates,
9. Departmental recognitions and honors,

The University stamp, seal, and signature of the President, Chief Academic Officer and Registrar. Official transcripts are conferred or sent in individually sealed envelopes that also include the signature of the Registrar, official transcripts cannot be faxed or emailed.

VII. Unofficial Transcripts

Unofficial transcripts are free and processed within the same business day we receive the request. They can be mailed, faxed, or emailed to the student or indicated recipient.

Unofficial transcripts contain all of the information on an official transcript with the following differences:

- i. Printed on plain paper,
- ii. Will not include the signature of the Registrar or the seal of the University.

Unofficial transcripts can be viewed and printed through the University SIS system.



VIII. Conferral of IUL Qualifications for program completion

1. The University award may be conferred upon a student who meets the following requirements:
 - a. the student has met the requirements for the program within the stipulated timeframes, taking into account any course variances approved in accordance with approved curriculum,
 - b. the student is not indebted to the University,
 - c. the student has applied for conferral in the method specified by IUL,
 - d. the application for conferral is received within ten (10) years of completing course requirements,
 - e. the student is not enrolled in the same course for future sessions,
 - f. any student conduct matters relating to the student have been resolved in accordance with the Student Conduct Rules.
2. The conferral of the award will take place at the next scheduled conferral period for that student, during the summer and or winter months.
3. It is the responsibility of the student to reapply for conferral at a later conferral period if an application is unsuccessful.
4. Posthumous awards will be conferred in accordance with the General Conduct Rules.

IX. Official Documents

1. University official documents consist of:
 - a. an official academic transcript, which must record the official course name, major study, minor study, and awards with Distinction and/or with Honors, and prizes as relevant to a student's enrolment record,
 - b. an official degree, which must record the official course name, major study, awards with Distinction and/or Honors as relevant to a student's conferred course.
2. Official Documents are issued in hardcopy format at the discretion of the University, and with special request from the student, a digital unofficial copy may be sent to support the original,
3. The University retains an official ledger with names of students who have been awarded official documents, transcripts and degrees. Items within the ledger contain the serial numbers of the degree, transcripts and date of program completion and document issuance. Upon receipt of official documents, students or guardians deposit a signature of agreement,
4. Copies of Official Documents, or the online Enrolment Record, do not constitute Official Documents, and should not be presented or accepted as such,



5. All paper based official University documents will contain the following minimum security features in the paper stock:

a. Academic Transcript:

- i. a University watermark,
- ii. printed on photosensitive paper, when copied will produce a void image,
- iii. hand written signature of the CAO and Registrar, in blue ink
- iv. a security serial number unique to each document issued,
- v. two lines of microprint,

b. Degree:

- i. an embossed University seal that is gold in color,
- ii. printed on photosensitive paper, when copied will produce a void image,
- iii. hand written signature of the President and CAO, in blue ink,
- iv. a security serial number unique to each document issued,
- v. two lines of microprint,

6. All digital unofficial documents will contain the following minimum security features:

a. Academic Transcript:

- i. a watermark of the University logo,
- ii. a modified security statement.

b. Degree:

- i. A digitally produced IUL seal that is gold in color,
- ii. a modified security statement.

7. Documents will list the name of the student as officially recorded on the University Enrolment System. It is the responsibility of the student to ensure all aspects of their recorded name are correct by the date specified before conferral. For the purposes of document issuance, the term 'name' includes spelling, the names provided, the order of appearance of the names provided, the case in which names are typed, special characters required and any other details relating to the student name. Any requests to change the student name that appears on Official Documents should be dealt with as set out in the relevant University change of name process. Requests to reissue documents with any changes to the student name will be managed in accordance with this policy relating to replacement documents.

X. Content and Format

1. Official Documents for degree completion will be generated using approved University formatting, design and stationery, appropriate to the document type,



2. Official Documents for degree completion are to be generated using only the English (Roman) character set with Standard English punctuation marks,
3. Approval of the content and/or fields of Official Documents for degree completion are not delegated and are governed by the President, Chief Academic Officer, University Leading Board of Directors and Academic Councils,
4. In accordance with the Delegations of Authority Policy, the President and Chief Academic Officer have authority to approve the format, layout and stationary of Official Documents,
5. All requests for changes to Official documentation must be directed to the Academic Councils and Leading Board of Directors. The specified delegated authority of the Councils and Leading Board of Directors is responsible for assuring timely changes to Official Documents for degree completion.

XI. Apostille Request

A certification or legalization of an official Degree is generally necessary for official documents which leave the United States. Common types of documents which require certification for acceptance into a foreign country include documents for an international adoption, degrees and diplomas issued by an American educational institution such as a College or University, provide various types of records and contracts integral to a company which does business in a foreign country.

The Apostille is a specific form of governmental authentication, and on October 15, 1981, the United States became a member of the 1961 Hague Convention which abolished the requirement of legalization for foreign public documents. The Convention provides for the simplified certification of public (including notarized) documents to be used in countries that have joined the convention. Documents destined for use in participating Hague countries and their territories require an Apostille issued by the U.S. Department of State.

The Office of the Registrar keeps students' official records and provides transcripts and diplomas. The University Registrar will process all Apostille requests from students for degrees and transcripts. Through the Department of Education, the University will certify these documents and forward them to the state or a country of choice.

XII. Document Control

1. Date policy approved: June 2019
2. Date of next policy review: Academic year 2022/23