

Graduation Process

After completing all of the degree requirements, a student should apply for his graduation. For this purpose, he is required to ensure the following;

1. Completed all the course requirements as per his approved degree plan with a CGPA of at least 3.00 out of 4.00.
(2, 3, 4 and 5 are for students enrolled in thesis-based degrees only)
2. Passed the thesis/dissertation course (XXX-610 or XXX-710) successfully with “NP” grade.
3. Submitted Oral Defense Report to the Deanship of Graduate Studies.
4. Final thesis/dissertation write-up is approved by the Dean of Graduate Studies.
5. Steps after defense are completed (*please refer to Section IV of this guide for details*).

Upon completion of the above requirements, the student has to begin the process of graduation. This process varies for Full-time Students and Graduate Assistants, Research Assistants and Lecturer-B’s; and Part-time Students.

1. Full-time Students and Graduate Assistants

The Full-time students and Graduate Assistants do not require any clearance for Deanship of Graduate Studies. Upon the submission of the final bound copy of thesis/dissertation to the Department, the Department notifies the Deanship of Graduate Studies of “Degree Requirements Completion”. Based on this memorandum, the Deanship of Graduate Studies notifies, after ensuring that all of the degree requirements are satisfied, the Office of the University Registrar for the issuance of the Graduation Certificate to the student. Subsequently, the student is issued with a Provisional Certificate from the Alumni Department at Deanship of Student Affairs.

2. Research Assistants and Lecturer-B’s

The Research Assistants and Lecturer-B’s are required to undergo “Contract Termination” which is initiated from their Departments, concurred by the Dean of Graduate Studies and, is done at the Office of the Personnel Affairs. A copy of the “Clearance Form” (part of the contract termination process) is then to be submitted at the Deanship of Graduate Studies.

Upon the submission of the final bound copy of the thesis/dissertation to the Department, the Department notifies the Deanship of Graduate Studies of “Degree Requirements Completion”.

Based on this memorandum, the Deanship of Graduate Studies notifies, after ensuring that all of the degree requirements are satisfied, the Office of the University Registrar for the issuance of the Graduation Certificate to the student. Subsequently, the student is issued a Provisional Certificate from the Alumni Department at Deanship of Student Affairs.

3. Part-time Students

Part-Time students are required to complete the “**Clearance Procedure for Part-time Students**” (the form for which can be attained from the Department). A copy of the “Clearance Form” is then to be submitted at the Deanship of Graduate Studies.

Upon the submission of the final bound copy of the thesis/dissertation to the department, the department notifies the Deanship of Graduate Studies of “Degree Requirements Completion”. Based on this memorandum, the Deanship of Graduate Studies notifies, after ensuring that all of the degree requirements are satisfied, the Office of the University Registrar for the issuance of the Graduation Certificate to the student. Subsequently, the student is issued a Provisional Certificate from the Alumni Department at Deanship of Student Affairs.