HAMAD BIN KHALIFA UNIVERSITY

AC-A-10.V01: DEGREE AUDIT AND GRADUATION POLICY

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Date Endorsed by the Provost: 6 April 2017
Date Endorsed by the President: 20 April 2017
Date Approved by the BOT: 8 May 2017

Effective Date: 8 May 2017
Last Updated:

1. PURPOSE

The purpose of the policy is to regulate the degree audit and conferring of a degree.

2. POLICY DESCRIPTION

This policy sets the framework to clear students for graduation and identifies guidelines for auditing and conferring degrees.

2.1 DEFINITIONS

- **Expected-to-Graduate List**: A list compiled by the Registrar identifying all students expected to complete their degree requirements by the end of a semester.
- **Thesis and Dissertation (TAD) Office:** An office at the University responsible for reviewing the format of dissertations and theses submitted by students.

2.2 POLICY STATEMENTS

1. The Registrar shall compile a list by the end of add/drop period of all students expected to complete their degree requirements by the end of that semester. The list must be communicated to the respective College Dean or designee.
2. It is the responsibility of the College to review the list of students who are expected to graduate and send all corrections to the Registrar.
3. The Registrar must complete a degree audit for each of the students whose names are on the list of those who are expected to graduate. The audit sheet must be communicated to the College's Dean and the TAD Office no later than the fourth week after the add-and-drop period. The audit sheet must identify outstanding problems that must be resolved before the student is cleared for the degree. Any error identified by the student's college on the audit sheet should be reported to the Registrar no later than the eighth week after the add-and-drop period.
4. A signed clearance audit sheet shall be returned to the Registrar by the tenth week in the semester. The clearance sheet shall indicate the student's eligibility for graduation. The College Dean or designee shall sign the clearance sheet.
5. Graduate students who filed for graduation must obtain a clearance for their dissertation, thesis or project from the TAD Office.
6. The Registrar shall communicate the corrected list of graduate students to the TAD Office. The TAD office shall confirm the list of students expected to graduate and indicate if those pursuing graduate studies have obtained a clearance for their dissertation, thesis or project. Failure to obtain clearance will result in removing the student's name from the graduation list. Graduate students who fail to complete the degree requirement and/or clear their dissertation, thesis or project must register for the following semester and apply for graduation.
7. At the end of each semester, the Registrar shall complete a final record audit. A list of students who completed all requirements shall be communicated to the Provost who shall certify the list. The certified list shall be communicated to the President who will confirm the degree and request the Registrar to post the degree on the student's academic record.
8. When a student has qualified to receive a degree, it must be awarded immediately and may not be deferred to another semester. Students who complete their requirements in the Summer semester will be awarded their degrees in the following Fall semester.

9. The Registrar communicates information and directives about the graduation ceremony to cleared students. Candidates who were not cleared to graduate shall not participate in Commencement. Exceptions may be granted by the Provost.

3. RESPONSIBILITY/SOURCE/AUTHORITY

This policy and accompanying procedures were developed by the Office of the Provost, reviewed and endorsed by the University Academic Programs and Studies Committee and endorsed by the Provost and the University President and approved by the BOT.

This policy assigns the implementation of this process to the HBKU Registrar in collaboration with appropriate college committees and deans.

3. 1 COMMUNITY SHOULD KNOW THIS POLICY

President, Provost, Vice Presidents, Deans, Program Coordinators, Directors, Faculty, Students

4. Updates

SUMMARY OF CHANGES		
Date	Section	Change

5. ACCOMPANYING PROCEDURE