

Graduation Requirements Policy

Introduction

A student graduates after successfully completing all graduation requirements according to the degree plan, provided that his/her CGPA is not less than 2.

Policy

- The student must follow the degree plan for his/her major and complete all the requirements before graduation.
- To be eligible for graduation, the undergraduate student must have earned a cumulative and major GPA of 2.00 or higher.
- If the student has passed the required courses but his/her CGPA is below 2, the College Council, on the basis of the recommendations of the council of the department concerned, is entitled to specify the appropriate courses that the student must complete in order to improve his/her GPA.
- Only those students who will complete all graduation requirements by the end of the summer will be allowed to graduate.

Procedure

In the fifth week of each semester, the registration office nominates students who satisfy University degree requirements (Completed courses credits + registered courses credits of ongoing semester equal or more than the minimum limit required (depending on the total credit hours of each academic program)).

Student Part

- Students must attach an updated transcript and academic plan to the form.
- Student and Academic Advisor fill out the form and submit it along with the required documents to the registration office for approval

The Registration Office Part

The registration office will audit, review and ensure the following:

- Revise the records for the students concerning their remaining credits, making sure that they register for the remaining courses in order to finish the academic plan successfully within desired semester.

- Graduate students must meet the minimum degree GPA specified by the degree program in order to have the degree certified and to graduate. 2/4 for bachelor's degree – 3/4 for master's degree
- Print student's audit from the BB system, revise student's documents and attach with the rest of the graduation documents.
- Need to insure that students are not on any type of probation
- Complete the personal data, such as name in Arabic and English as it is written on identity card and passport.
- Send expected graduating student list to the Board of Trustees for approval along with the names of the students with low GPA, in order to make a decision concerning their case.
- After the approval of the Board of Trustees, send a list of expected graduating students to the public relations office at the university to begin preparations for the graduation ceremony.
- Inform students via e-mail to attend and receive a copy of the approved model graduation.
- Update student record in the BB system, final audit on graduate's records in terms of status, major, honor classification, date of graduation
- Add Honor classification if there is any (From 3.50 - 3.74 /4.00 second class honors, from 3.75- 4.00 / 4.00 First Class Honors)
- Prepare a list of expected graduating students.
- Send an e-mail to nominated students stating the time period for applying - deadline, graduation form and guideline of applying

- **Graduation Request**
- **Complete Clearance Form**

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