

DAU 3-15 Undergraduate Completion Requirements Policy

Policy Code	Policy Name		
DAU 3-15	Undergraduate Completion Requirements Policy		
Responsible Executive	Current Revision Date	Next Revision Date	
-Faculty members and Colleges Staff -Deanship of Admission, Registration and Student Affairs - Standing Committee of Study plan and Academic System - Students Performance Committee at department and college levels	10/2023	10/2027	

1. Policy Purpose

The purpose of this policy is to outline the principles and procedures that admitted undergraduate students follow until their graduation. This includes degree graduation requirements, verification of program completion requirements, and degree conferral procedures.

2. Policy Scope

This policy applies to all enrolled undergraduate students at DAU.

3. Policy Statement

Each academic program must have a degree completion requirement as a part of the program curriculum which is approved by the Standing Committee of Study plan and Academic System (SCSPAS) and which is documented in the college academic catalog and in other policy documents.

4. Policy Procedure

Rules apply to the study plans

- A student's study plan specifies the time and content sequence of study subjects, as well as the form of assessment of study results. The student's success in all required courses and the pre-requisites for studying each course, as the student will not be allowed to register for a course for which he/she did not pass the previous requirement. Knowing the minimum and maximum number of credit hours that the student is allowed to register in his/her current situation (the student's academic load).
- In special circumstances, some students may change from one-study plan to another, provided this does not affect their graduation requirements.
- Changes to a study plan may result in some certain courses no longer being offered, or being discontinued, or new courses being added. Therefore, out of phase students should complete their graduation requirements in accordance with the time schedule of their original study plan. If the new study plan requires studying a course that has been canceled, and consequently it becomes impossible to register for such a course, the course could be substituted by an alternative course, consistent in level, subject area, and credit hours, with the approval of the academic advisor, the department council, and the college council. The Deanship of Admission and Registration should be informed about the approval of this substitution.
- A readmitted student will be subject to the study plan assigned to him during his last semester at the University before receiving discontinued status. However, if this plan has been canceled, he will be placed in the most recent plan in his major.

Graduation Requirements

A student graduates after successfully completing the graduation requirements according to the study plan, provided his/her cumulative GPA is at least 1.00 out of 4.00.

This can be achieved as follows:

- The student is required to pursue his major study plan and complete all requirements before graduation.
- The academic advisor follows up his/her advises' progress through the student information system SIS.
- A student graduates completing all requirements of his study plan, provided that his overall GPA is not less than 1 out of 4 for all majors at university.
- The University Council may, based on the recommendation of the College Council, require a higher GPA for graduation.
- Following the recommendation of the department council, the college council may determine certain additional courses that the student should study to improve his cumulative GPA if he has passed the required courses, but with a low GPA.

Verification of Academic Record & Granted Degree

The graduate's academic record must include all the grades of the courses taken by the student, showing the grades earned on each semester. A special mark should be introduced to identify the courses which have been excluded from the cumulative GPA calculation. The academic record should show the recalculated cumulative GPA. The procedure for the Academic Granted Degree is as follows:

- The Deanship of Admission, registration and student affairs thoroughly reviews all student academic records to ensure that all graduation requirements are satisfied.
- The Dean of Deanship of Admission and registration and student affairs submits the candid Graduation List to the Dean of College academic s listing the students nominated for graduation at the end of each semester.
- The list of candidates for graduation mentioned above should be approved by the University Council.
- A graduating student is obliged to obtain a clearance form and have it signed by relevant authorities.
- The Deanship of Admission, registration and student affairs prepares and releases the Official Graduation Certificates initialed by the Dean of the deanship of Admission, Registration, and Student Affairs and signed by the Dau President granting the appropriate Degrees and maintains copies of these documents.
- No change is to be introduced to the academic record after the graduation document is issued.
- The graduation certificates are then presented to the students after their approval and signature.
- The graduation certificates are presented to the candidates during the official graduation ceremony, or prior to the ceremony upon request by the candidate.
- The candidate receives one copy of the degree certificate.
- The degree certificate is written in both English and Arabic.

Note: [DAU Student Handbook.pdf](#) clarifies all the "Rules for Undergraduate Students in DAU" and [SIS Student Guide.pdf](#) clarifies how DAU's student use his/ her SIS.

5.Related Policies/ Documents/ Forms

DAU 3-7 Grading and Assessment Policy
DAU 5-2 Undergraduate Admission Policy
[DAU Student Handbook.pdf](#)
[SIS Student Guide.pdf](#)

6. Document History

Version	Issue/ Rev. Date	Updated Information/ Summary of Changes
1	10/2023	1 st issue of the policy