Policy Code	Policy Name		
DAU 5-17	**Degree Audit and Graduation Policy**		
Responsible Executive		**Current Revision Date**	**Next Revision Date**
Deanship of Admission, Registration and Student Affairs		10/2023	10/2027

1. Policy Purpose

This policy provides guidance to all enrolled students and sets clear regulations for the degree audit and the conferral of graduation degrees, and it maps the graduation requirements.

2. Policy Scope

DAU applies this policy for both postgraduate and undergraduate students in all colleges.

3. Policy Statement

Degree Student: is the university student intending to take a degree.

DAU requests to assist students in the academic planning and course scheduling to support their progress towards achieving their degrees. Therefore, DAU has developed the Degree Audit and Graduation Policy that sets a clear framework for the degree audit and maps the graduation requirements.

4. Policy Procedure

- After the add-and-drop period, the Deanship of Admissions, Registration and Student Affairs shall run a degree evaluation process, put together an audit report for students who are expected to graduate by the end of that semester, and submit it to the respective Deans.
- The College shall review the audit report and indicate any outstanding problem/ feedback on the report's final version submitted back to the Deanship.
- All changes and amendments to the degree audit report shall be shared with the Deanship not later than the eights week (8) after the add-and-drop period.
- The Colleges shall submit a clearance audit sheet signed by the designers to the Deanship by the tenth week of the semester. The sheet shall clearly state the student's fulfillment of all the graduation requirements and eligibility criteria.
- At the end of each semester, the Deanship shall run a final degree evaluation on the student information system to ensure all potential graduates have successfully completed their courses as per their study plans.
- The Deanship generates transcripts for all the students who have met all graduation requirements and submits them to the Dean of the Colleges for verification and confirmation.
- Once the College Dean confirms, Deanship will proceed with graduation completion processes and awarding approved students in the system.
- All graduating students must submit a clearance request and a copy of their valid ID and passport to receive the graduation certificate.
- Eligible students shall be awarded their degrees without any deferrals. Only students who graduate in the summer semester shall receive their degrees in the following Fall semester.
- The Deanship shall submit a list of students eligible for graduation to the personnel responsible.
- The Deanship shall post the degree on the student's academic record.

5. Related Policies/ Documents/ Forms

DAU 3-12 Postgraduate Completion Requirements Policy
DAU 3-15 Undergraduate Completion Requirements Policy

6. Document History

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