


The Catholic University of Eastern Africa

TITLE	AUTHOR
PROCEDURE FOR GRADUATION (CUEA/DVC ACD/REG/03)	REGISTRAR
	NO. OF APPENDICES:
	2 (TWO) (A-B)
AUTHORIZATION This standard operating Procedure is issued under the authority of:	
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SIGNATURE	
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NOTE: <ol style="list-style-type: none"> Write amendments on the page provided (Clause 0.2) Controlled copies of this document will be in the DVC Academic and the Registrar's office 	

0. CONTENTS AND RECORD OF CHANGES

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0.2 RECORD OF CHANGES

No.	Date <i>(dd-mm-yy)</i>	Details of Changes		Authorization <i>Title</i>
		<i>Page</i>	<i>Clause/subclause</i>	
1	6 June 2011	1 to 7	Headers (Standard Operating Procedure)	Registrar
2	6 June 2011	2	0.3 Distribution/circulation	Registrar

0.3 Distribution / Circulation

This Standard Operating Procedure is available at relevant functions for authorized users

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1.0 PURPOSE

To ensure that all students eligible for graduation fulfil all academic and non-academic requirements.

2.0 SCOPE

This procedure shall apply to all final year students at the Catholic University of Eastern Africa.

3.0 REFERENCES

- 3.1 Student handbook.
- 3.2 Programme of Studies.
- 3.3 Academic calendar.
- 3.4 Quality Management Manual.

4.0 TERMS AND DEFINITIONS

- 4.1 HoD - Head of Department
- 4.2 Progress report: Is an academic document showing the academic performance of the student over a given period.

5.0 PRINCIPAL RESPONSIBILITIES


The Registrar shall have the overall responsibility to ensure that this procedure is adhered to.

6.0 METHOD

6.1 Academic Clearance

- 6.1.1. The Registrar shall put up a notice requesting all final year students to register the order of their names as they want them to appear in the certificates. This shall be done in the month of February of every year.
- 6.1.2 The administrative assistants shall issue progress reports to the students. Students with incomplete records shall proceed to their respective departments for action.
- 6.1.3 Administrative assistants shall update and print out a final comprehensive progress report and compile a list of all final year students for presentation by respective HoDs to the DEB for approval.

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6.1.4 The registrar shall receive a list of all candidates for graduation from the DEB and present the same to FEB for approval

6.1.4.1 The registrar shall forward the list of candidates not cleared by FEB for graduation to the respective HoDs for action.

6.1.4.2 List of candidates cleared by FEB for graduation shall be presented to the senate for approval by the registrar.

6.1.4.3 If the senate approves the list presented by the registrar, the candidates are issued with letters of invitation for graduation.

6.1.4.4 Candidates not approved by senate are referred back to the FEB.

6.2 Administrative Clearance

6.2.1 The registrar shall issue clearance forms to all final year students. The forms are signed by respective section Heads. (See appendix A).


6.2.2 Administrative assistants shall receive duly signed clearance form and student ID and issue a clearance note (See Appendix B).

7.0 Appendices

7.1 Appendix A: Clearance Form for finalists

7.2 Appendix B: Clearance Letter/Note

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Appendix A: Clearance Form for Finalists

CLEARANCE FORM FOR FINALISTS

SERIAL No.....(REVISED MARCH, 07)

Upon completion of studies at CUEA a student must clear his/her financial obligations, return all library books, materials and/or equipments which belong to the university. It is the duty of every student therefore, to present this form to Heads of Department in the order listed below:-

Important:

This University **will not** issue any certificate, transcript, academic records, or letters of certification to the student, parent, sponsor, other Universities, Colleges, Institutions or employer until the student has cleared all his/her liabilities.

NAME OF STUDENT: _____ REG.
NO. _____

DEPARTMENT: _____ YEAR _____ OF
ADMISSION: _____

1. DEPARTMENT:

The Student has/has no liabilities to the Department. If he/she has, state the liability(ies) below:-

(a) _____

(b) _____ Signature of Head of Department and
Date

2. LIBRARY:

The Student has/has no liabilities to the Library Department. If he/she has, state the liability(ies) below:-

a) _____
Date _____ Signature of University Librarian and

b) _____

3. DEAN OF STUDENTS:

The Student has/has no liabilities to the Dean of Students' Department. If he/she has, state the liability(ies) below:-

a) **In Dean of Students Office:**

i. _____

ii. _____

b) **In Sports:**


i. _____

ii. _____

c) **Others:**

i. _____
Signature of Dean of Students and Date

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ii. -----

4. FINANCE OFFICE:

The Student has/has no liabilities. If he/she has, state the liability(ies) below:-

a) **Finance Department:**

i. -----

ii. -----

iii. **Infirmary:**

iv. -----

v. -----

b) **Catering and Accommodation:**

i. -----

ii. -----

c) **Other Liabilities**

i. -----

ii. -----

Signature of Financial Administrator
and Date


5. REGISTRAR:

I certify that the student has/has no liabilities to the university. If he/she has, state the liability(ies) below:-

Signature of the Registrar and Date

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Appendix B: Clearance Letter/Note

**CLEARANCE LETTER
(Graduands)**

RE: NAME: _____ REG. NO.: _____

DEPARTMENT: _____ YEAR OF ADMISSION: _____

This is to satisfy that the above named person submitted his/her clearance form on.....

He/she has no liabilities to the University.

.....

Signature of Registrar and Date

cc: Parent/Guardian/Sponsor

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