


The Catholic University of Eastern Africa

TITLE	AUTHOR
PROCEDURE FOR GRADUATION (CUEA/DVC ACD/REG/03)	TITLE OF HEAD OF FUNCTION ACADEMIC REGISTRAR
	NO. OF APPENDICES:
	THREE (3) 7.1 – 7.3
AUTHORIZATION This Standard Operating Procedure is issued under the authority of:	
TITLE	DEPUTY VICE CHANCELLOR, ACADEMIC AFFAIRS
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, AA and the Academic Registrar office 	

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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>Page</i>	<i>Clause/subclause</i>	<i>Title</i>
1.	24-01-2019	All	Review of Procedure to adhere to ISO 9001:2015 QMS Requirements	Academic Registrar


0.3 Distribution / Circulation

This standard operation procedure is available at relevant functions for authorized users.

1.0 PURPOSE

To guide the procedure of graduation

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2.0 SCOPE

Clearance for all potential graduands at The Catholic University of Eastern Africa

3.0 REFERENCES

- 3.1 Student Handbook
- 3.2 University Charter
- 3.3 Program of studies
- 3.4 Academic policies
- 3.5 Financial policies
- 3.6 University Calendar

4.0 DEFINITION OF TERMS

- 4.1 DEB- Departmental Examinations Board
- 4.2 FEB- Faculty Examinations Board

5.0 PRINCIPAL RESPONSIBILITIES


Academic Registrar, Faculties, students, Senate, Finance office, Dean of students, Library.

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.

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- 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.
- 6.1.4 The Dean of Faculty shall receive a list of all candidates for graduation from the DEB and present the same to FEB for approval
- 6.1.5 The Dean of Faculty shall return the list of candidates not cleared by FEB for graduation to the respective HODs for action.
- 6.1.6 The Registrar shall present list of candidates cleared by FEB for graduation to the senate for approval.
- 6.1.7 If the senate approves the list presented by the registrar, the candidates are issued with letters of invitation for graduation.
- 6.1.8 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 identity Card and issue a clearance note (See Appendix B).
- 6.2.3 After Senate approves the list of graduands, the Academic Registrar issues a letter of invitation to all graduands (See Appendix C)
- 6.2.4 For collection of gowns, Credit control issues a gown card (different colour for each graduation ceremony) See appendix D

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7.0 APPENDICES

7.1 CONTEXT


7.1.1 External / Internal Factors

(a)	External Factors	Identified Risk / Opportunity
(i)	Parents & guardians	Pay school fees
(ii)	Regulatory bodies	Risk of non-compliance
(iii)	Employers	Sponsor their staff, create employment, promotion
(b)	Internal Factors	Identified Risk / Opportunity
(i)	Students	Risk of uncleared students, opportunity of student advancing studies
(ii)	Faculties	Support the graduation process
(iii)	Staff	Support the graduation process

7.1.2 Relevant Interested Parties

	Party	Needs and Expectations
(i)	Graduands	Clearance academically & Financially
(ii)	Faculties	Clearance academically


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7.2 RISK ANALYSIS AND CONTROL

No	Risk	Cause	Risk Assessment			Risk Level	Control / Treatment
			Likelihood	Impact	Likelihood / Impact		
	Uncleared graduands	Lack of following the procedure	1	9	1	Low	strict adherence to procedure
	Chances of clearing unqualified students	Lack of keenness by staff, lack of coordination between Registry and faculties	1	9	1	Low	Proper coordination between Registry & faculties

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7.3 REQUIRED ORGANIZATIONAL KNOWLEDGE

Understand graduation requirements and procedure

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