

Procedure #	AA-111-P4	Revision #	01
Accessibility level	A	Effective date	27 April 2015

Students Clearance Procedure

1. Definitions

- 1.1. Graduation Documents: The officially issues and stamped transcript and degree certificate.
- 1.2. GPA: The result of dividing the total points obtained by the student in all the courses he has studied since joining the university by the total number of units prescribed for those courses.

2. Procedure

- 2.1. The graduate student fill out the Exit Survey Form available at the Quality Assurance Office.
- 2.2. The graduate student attends the Admission and Registration Department to fill out the Student's Clearance Form in order to receive the graduation document.
- 2.3. The Clearance Form shall bear the clearance signatures of followings:
 - College Dean,
 - Library Director,
 - Computer Center Director,
 - Security Department Director, and
 - Dean of Student Affairs.
- 2.4. The graduate student then pays all outstanding fees and gets the director of Finance signature on the Clearance Form.
- 2.5. Finally, the student submits the Clearance Form to the Director of the Admission and Registration for signature prior to handing the student his/her graduation documents.
- 2.6. The graduation documents are delivered to the student or any of his/her parents, siblings or spouse after confirming the relationship, or to an authorized representative of the graduate student according to a written official authorization.
- 2.7. The files officer makes copies of the student's file documents, the clearance form, and the graduation documents. The original student's and graduation documents are handed to the student or his/her representative, and copies of which with the Graduate Student Clearance form are kept in the graduate student file.

3. Related Documents

- 3.1. Student Clearance Application (AA-111-F2)
- 3.2. Exit Survey Form (AA-111-F6)