

KING FAHD UNIVERSITY OF PETROLEUM & MINERALS
DEANSHIP OF GRADUATE STUDIES

Online Academic Services System for Graduate Students

**Manual/Tutorial for College Deans, Department
Chairmen and Graduate Coordinators**

Last updated: April 23, 2015

This is a manual/tutorial document that explains the functionalities and steps of using the Online Academic Services for College Deans, Department Chairmen and Graduate Coordinators.

King Fahd University of Petroleum & Minerals

Deanship of Graduate Studies

Contents

Graduate Students Academic Services.....	1
1. Degree Plan.....	1
Department Graduate Coordinators.....	1
Department Chairmen	3
2. Thesis/Dissertation Advisor Selection	6
Department Chairmen	6
College Deans.....	8
3. Thesis/Dissertation Proposal Submission.....	11
Department Chairmen	11
College Deans.....	13
4. Thesis/Dissertation Defense Request.....	16
Department Chairmen	16
5. Graduation Processing Request	19
Department Chairman	19

King Fahd University of Petroleum & Minerals

Deanship of Graduate Studies

Graduate Students Academic Services

The Deanship of Graduate Studies has launched an online academic services system for graduate students. The aim of the newly introduced online services is to provide easily accessible and fully paperless academic transactions for graduate students that will enhance quality-of-service and students' data accuracy. Students are able to submit various academic requests through their KFUPM portal and the approval process starts by means of Banner Workflow (similar to Admission Application Evaluation system) accessible via <http://pbanner8-wflow.kfupm.edu.sa:8002/wfPROD8/home/worklist.do>.

The system keeps all the concerned parties updated by means of notification emails.

As of now, the following four requests can be submitted through KFUPM Portal, namely:

1. Degree Plan Submission.
2. Thesis/Dissertation Advisor Selection.
3. Thesis/Dissertation Proposal Submission.
4. Thesis/Dissertation Defense Request.

1. Degree Plan

DEPARTMENT GRADUATE COORDINATORS

Once a student submits his degree plan through KFUPM portal, a workflow instance is created and the degree plan appears in the worklist of the Dept. Graduate Coordinator. An email notification is sent to the concerned graduate coordinator with the list of courses the student has stated in his submitted degree plan, so that he can take the feedback of the student's advisor, if necessary.

Kindly access the workflow account of gs-academics at the following link for your recommendation.

Access Link: [Click here and use your KFUPM Email user name and password](#)

SUBMITTED DEGREE PLAN			
Deficiency	Core	Course Code	Course Description
	X	PHYS-501	Quantum Mechanics I
	X	PHYS-503	Graduate Laboratory
	X	PHYS-505	Classical Electrodynamics I
	X	PHYS-507	Classical Mechanics
	X	PHYS-571	Adv Mthds/Theoretical Physics
	X	PHYS-599	Seminar
	X	PHYS-610	Thesis
		MSE-503	Materials Characterization
		PHYS-521	Advanced Nuclear Physics I
		PHYS-532	Solid State Physics I

Fig 1: Sample of the email received by the Dept. Graduate Coordinator and the submitted degree plan.

King Fahd University of Petroleum & Minerals

Deanship of Graduate Studies

In the workflow form, the academic summary of the student is presented for the information of the Dept. Graduate Coordinator.

Student Info
Student Name:
Student ID:
Nationality:
Department:
Level: GR
Major: CE
Degree: Master of Science
Classification: FT Regular
Admit Term:

Academic Info
Earned Hours: 24
CGPA:
Latest Status: Expected Graduation (Inactive) (Term:)
No. of Active Terms: 6
Admission Provisions:
Degree Plan: Approved
Degree Plan Date: 27-
Advisor Selected:
Thesis Proposal:
Thesis Date:
PhD Comp Exam: Not Applicable
PhD Comp Exam Date:

Fig 2: Sample of the Students' Academic Summary as appears in workflow.

Below the academic summary that appears in the workflow, the degree plan submitted by the student is shown.

Submitted Degree Plan

Note: Please avoid making any changes in the following table. The changes made here will not affect the submitted degree plan.

Details:	Deficiency	Core	Course Code	Course Description
Course1:		X	CE-402	Dur, Eval & Repair of Con Stru
Course2:		X	CE-412	Senior Design Project
Course3:		X	CE-518	Continuum Mechanics
Course4:		X	CE-599	Seminar
Course5:		X	CE-610	Thesis
Course6:			CE-501	Concrete Materials
Course7:			CE-513	Plates and Shells
Course8:			CE-515	Structural Dynamics
Course9:			CE-517	Finite Element Methods
Course10:			CE-523	Behavior/Design Steel Struct

Fig 3: Sample of a submitted degree plan as appears in the workflow.

King Fahd University of Petroleum & Minerals

Deanship of Graduate Studies

The final part of the form consists of the important instructions for the graduate coordinator and the input for his recommendation/rejection.

Important Instructions:

1. Verify that selected core and elective courses satisfy the general degree plan approved in the Graduate Bulletin.
2. Verify that core courses are checked (X) correctly as per the general plan approved in the Graduate Bulletin. Incorrectly checked core courses will result in rejection of the degree plan. (reject it if not checked properly).
3. MS programs allow a maximum of two 400-level courses in the degree plan. PhD programs require courses from 500 and 600 level courses only.
4. Deficiency courses are filled automatically from the admission conditions. Waived deficiency courses are removed from the admission conditions once waiver is approved.
5. Rejection of degree plan requires submission of a new degree plan.
6. Any future changes in the approved degree plan require submission of a new degree plan through gradweb.kfupm.edu.sa. No petitions will be accepted.

Recommendation of Graduate Coordinator

* ☐ RECOMMEND ☐ REJECT

Note : Recommend [To be forwarded to Chairman]
Reject [Degree plan terminated and student will need to submit a revised one according to your comments]

* Comments:

Fig 4: Sample of the Dept. Graduate Coordinator's recommendation.

The required action from the graduate coordinator is to either recommend & forward to Dept. Chairman for further approvals, or to reject if the submitted degree plan is in violation of the approved degree program. In both cases, the comments are required to be entered.

DEPARTMENT CHAIRMEN

Once a student submits his degree plan through KFUPM portal, a workflow instance is created and the degree plan appears in the worklist of the Dept. Graduate Coordinator. If recommended by the graduate coordinator, it is forwarded to the Dept. Chairman for recommendation.

In the workflow form, the academic summary of the student is presented for the information of the department chairman.

King Fahd University of Petroleum & Minerals

Deanship of Graduate Studies

Student Info
Student Name:
Student ID:
Nationality:
Department:
Level: GR
Major: CE
Degree: Master of Science
Classification: FT Regular
Admit Term:

Academic Info
Earned Hours: 24
CGPA:
Latest Status: Expected Graduation (Inactive) (Term:)
No. of Active Terms: 6
Admission Provisions:
Degree Plan: Approved
Degree Plan Date: 27-
Advisor Selected:
Thesis Proposal:
Thesis Date:
PhD Comp Exam: Not Applicable
PhD Comp Exam Date:

Fig 5: Sample of the Students' Academic Summary

Below the academic summary all the courses in the submitted degree plan are shown.

Submitted Degree Plan

Note: Please avoid making any changes in the following table. The changes made here will not affect the submitted degree plan.

Details:	Deficiency	Core	Course Code	Course Description
Course1:		X	CE-402	Dur, Eval & Repair of Con Stru
Course2:		X	CE-412	Senior Design Project
Course3:		X	CE-518	Continuum Mechanics
Course4:		X	CE-599	Seminar
Course5:		X	CE-610	Thesis
Course6:			CE-501	Concrete Materials
Course7:			CE-513	Plates and Shells
Course8:			CE-515	Structural Dynamics
Course9:			CE-517	Finite Element Methods
Course10:			CE-523	Behavior/Design Steel Struct

Fig 6: Sample of the courses in the submitted degree plan

King Fahd University of Petroleum & Minerals

Deanship of Graduate Studies

The recommendation and comments of the Dept. Graduate Coordinator is presented for reference.

Student Submission Date:	22-APR-14
Dept Coordinator Recommendation:	RECOMMEND
Dept. Coordinator Comments:	<div>Ok.</div>
Dept. Coordinator Action Date:	28-DEC-14

Fig 7: Sample of the Dept. Graduate Coordinator's recommendation.

The final part of the form consists of the important instructions for the department chairman and the input for his recommendation/rejection.

Important Instructions:

1. Verify that selected core and elective courses satisfy the general degree plan approved in the Graduate Bulletin.
2. Verify that core courses are checked (X) correctly as per the general plan approved in the Graduate Bulletin. Incorrectly checked core courses will result in rejection of the degree plan. (reject it if not checked properly).
3. MS programs allow a maximum of two 400-level courses in the degree plan. PhD programs require courses from 500 and 600 level courses only.
4. Deficiency courses are filled automatically from the admission conditions. Waived deficiency courses are removed from the admission conditions once waiver is approved.
5. Rejection of degree plan requires submission of a new degree plan.
6. Any future changes in the approved degree plan require submission of a new degree plan through gradweb.kfupm.edu.sa. No petitions will be accepted.

Recommendation of Chairman

☒ RECOMMEND ☐ REJECT

Note : Recommend [To be forwarded to DGS]
Reject [Degree plan terminated and student will need to submit a revised one according to your comments]

* Comments:

Complete Save & Close Cancel

Fig 8: Sample of the Dept. Chairman's recommendation.

King Fahd University of Petroleum & Minerals

Deanship of Graduate Studies

The required action from the department chairman is to either recommend & forward to Dean of Graduate Studies for final approval, or to reject if the submitted degree plan is in violation of the approved degree program. In both cases, the comments are required to be entered.

2. Thesis/Dissertation Advisor Selection

DEPARTMENT CHAIRMEN

Once a student submits his Thesis/Dissertation Advisor Selection request through KFUPM portal, a workflow instance is created and the request appears in the worklist of the nominated advisor. If accepted by the nominated advisor, it is forwarded to the Dept. Chairman for recommendation.

In the workflow form, the comments of the nominated advisor and his acceptance are presented along with the academic summary of the student.

Advisor Comments:	<input type="text" value="Adv Comments"/>
Advisor Recommendation:	YES
Advisor Action Date:	29-DEC-14

Fig 9: Sample of the nominated advisor's acceptance and comments.

<u>Student Info</u>	
Student Name:	
Student ID:	
Nationality:	
Department:	
Level:	GR
Major:	CE
Degree:	Master of Science
Classification:	FT Regular
Admit Term:	
<u>Academic Info</u>	
Earned Hours:	24
CGPA:	
Latest Status:	Expected Graduation (Inactive) (Term:)
No. of Active Terms:	6
Admission Provisions:	
Degree Plan:	Approved
Degree Plan Date:	27-
Advisor Selected:	
Thesis Proposal:	
Thesis Date:	
PhD Comp Exam:	Not Applicable
PhD Comp Exam Date:	

Fig 10: Sample of the Students' Academic Summary

King Fahd University of Petroleum & Minerals

Deanship of Graduate Studies

Below the academic summary, the information regarding the nominated advisor is presented.

Advisor Selected

Advisor ID: 00DUMMY3
Advisor Name: Dr. Dgs Advisor Test Id
Rank: ASC
Role: A

Last 10 Advisees

Note: Please avoid making any changes in the following table.

Details:	Student ID	Degree	Thesis Status	Effective Date	Student Name
----------	------------	--------	---------------	----------------	--------------

studet1:	
studet2:	
studet3:	
studet4:	
studet5:	
studet6:	
studet7:	
studet8:	
studet9:	
studet10:	

Fig 11: Sample of the courses in the submitted degree plan

The list of the latest publications, resulted from the theses /dissertations the nominated advisor supervised, is presented. This list is submitted by the nominated advisor.

Journal Publications

Please list the latest journal publications resulted from the theses/dissertations of your latest advisees:

1:	<input type="text"/>
2:	<input type="text"/>
3:	<input type="text"/>
4:	<input type="text"/>
5:	<input type="text"/>
6:	<input type="text"/>
7:	<input type="text"/>
8:	<input type="text"/>
9:	<input type="text"/>
10:	<input type="text"/>

Fig 12: Sample of the required list of journal publications.

King Fahd University of Petroleum & Minerals

Deanship of Graduate Studies

The final part of the form consists of the input for the department chairman's recommendation/rejection.

Recommendation of Chairman

* ☐ RECOMMEND ☐ REJECT

* Comments:

Fig 13: Sample of the Dept. Chairman's recommendation.

The required action from the department chairman is to either recommend & forward to Dean of College for further approval, or to reject. In both cases, the comments are required to be entered.

COLLEGE DEANS

Once a student submits his Thesis/Dissertation Advisor Selection request through KFUPM portal, a workflow instance is created and the request appears in the worklist of the nominated advisor. If accepted by the nominated advisor and recommended by the Dept. Chairman, it is forwarded to the College Dean for recommendation.

In the workflow form, the comments and acceptance of the nominated advisor and the recommendations of the department chairman are presented along with the academic summary of the student.

Chairman Recommendation: RECOMMEND

Chairman Comments:

Chairman Action Date: 29-DEC-14

Advisor Recommendation: YES

Advisor Comments:

Advisor Action Date: 29-DEC-14

Fig 14: Sample of the nominated advisor's acceptance and department chairman's recommendation.

King Fahd University of Petroleum & Minerals

Deanship of Graduate Studies

Student Info

Student Name:

Student ID:

Nationality:

Department:

Level:

Major:

Degree:

Classification:

Admit Term:

GR

CE

Master of Science

FT Regular

Academic Info

Earned Hours:

CGPA:

Latest Status:

No. of Active Terms:

Admission Provisions:

Degree Plan:

Degree Plan Date:

Advisor Selected:

Thesis Proposal:

Thesis Date:

PhD Comp Exam:

PhD Comp Exam Date:

24

Expected Graduation (Inactive) (Term:)

6

Approved

27-

Not Applicable

Fig 15: Sample of the Students' Academic Summary

Below the academic summary, the information regarding the nominated advisor is presented.

Advisor Selected

Advisor ID:

Advisor Name:

Rank:

Role:

00DUMMY3

Dr. Dgs Advisor Test Id

ASC

A

Last 10 Advisees

Note: Please avoid making any changes in the following table.

Details:	Student ID	Degree	Thesis Status	Effective Date	Student Name
studet1:					
studet2:					
studet3:					
studet4:					
studet5:					
studet6:					
studet7:					
studet8:					
studet9:					
studet10:					

Fig 16: Sample of the courses in the submitted degree plan

King Fahd University of Petroleum & Minerals

Deanship of Graduate Studies

The list of the latest publications, resulted from the theses /dissertations the nominated advisor supervised, is presented. This list is submitted by the nominated advisor.

Journal Publications

Please list the latest journal publications resulted from the theses/dissertations of your latest advisees:

1:

2:

3:

4:

5:

6:

7:

8:

9:

10:

Fig 17: Sample of the required list of journal publications.

The final part of the form consists of the input for the college dean's recommendation/rejection.

College Dean's Recommendation

☐ RECOMMEND ☐ REJECT

* Comments:

Fig 18: Sample of the Dept. Chairman's recommendation.

The required action from the college dean is to either recommend & forward to Dean of Graduate Studies for final approval, or to reject. In both cases, the comments are required to be entered.

King Fahd University of Petroleum & Minerals

Deanship of Graduate Studies

3. Thesis/Dissertation Proposal Submission

DEPARTMENT CHAIRMEN

Once a student submits his Thesis/Dissertation Proposal through KFUPM portal, a workflow instance is created and the request appears in the worklist of the Thesis/Dissertation Advisor. If accepted by the thesis/dissertation advisor and the committee, it is forwarded to the Dept. Chairman for recommendation

In the workflow form, the academic summary of the student is presented for the information.

<u>Student Info</u>	
Student Name:	
Student ID:	
Nationality:	
Department:	
Level:	GR
Major:	CE
Degree:	Master of Science
Classification:	FT Regular
Admit Term:	
<u>Academic Info</u>	
Earned Hours:	24
CGPA:	
Latest Status:	Expected Graduation (Inactive) (Term:)
No. of Active Terms:	6
Admission Provisions:	
Degree Plan:	Approved
Degree Plan Date:	27-
Advisor Selected:	
Thesis Proposal:	
Thesis Date:	
PhD Comp Exam:	Not Applicable
PhD Comp Exam Date:	

Fig 19: Sample of the Students' Academic Summary

Below the academic summary, the information regarding the thesis/dissertation committee and submitted proposal is presented.

King Fahd University of Petroleum & Minerals
Deanship of Graduate Studies

Advisor Selected

Advisor ID:

00DUMMY

Advisor Name:

Dr. Dgs Advisor Test Id

Rank:

Professor

Role:

A

Committee Details

Note: Please avoid making any changes in the following table.

Details:	Faculty ID	Rank	Role	Dept.	Times Adv	Times Mem	Name
1:	00DUMMY	Professor	Advisor		7	0	Dgs Advisor Test Id
2:	00DUMMY1	Associate Professor	Member	COE	0	4	Dgs Member Test Id 1
3:	00DUMMY2	Associate Professor	Member	COE	0	4	Dgs Member Test Id 2
4:							
5:							

Thesis/Dissertation Proposal

Thesis/Dissertation Title:

00DUMMY00DUMMY00DUMMY00DUMMY

Thesis/Dissertation Proposal File

Fig 20: Sample of the thesis/dissertation committee and submitted proposal info.

The thesis/dissertation advisor is required to submit his latest publications resulted from the theses /dissertations he supervised.

Journal Publications

Please list the latest journal publications resulted from the theses/dissertations of your latest advisees:

1:	asasdadasd
2:	asadadadadadadadadadad
3:	adasdasdasdasdasdadadasdasdasd
4:	
5:	
6:	
7:	
8:	
9:	
10:	

Fig 21: Sample of the required list of journal publications.

The acceptance of the thesis/dissertation committee is presented along with their comments.

King Fahd University of Petroleum & Minerals

Deanship of Graduate Studies

Committee Members' Acceptance

Advisor Name: Dr. Dgs Advisor Test Id
Role: A
Advisor Recommendation: YES
Comments: Adv Acceptance

Member: DGS Member Test ID 1
Role: M
Recommendation: RECOMMEND
Comments: Member Acceptance

Member: DGS Member Test ID 2
Role: M
Recommendation: RECOMMEND
Comments: Member Acceptance

Fig 22: Sample of the thesis/dissertation committee recommendation.

The final part of the form consists of the input for the chairman's recommendation/rejection.

Recommendation of Chairman

* ☐ RECOMMEND ☐ REJECT

* Comments:

Complete Save & Close Cancel

Fig 23: Sample of the chairman's recommendation.

The required action from the department chairman is to either recommend & forward to Dean of College for further approval, or to reject. In both cases, the comments are required to be entered.

COLLEGE DEANS

Once a student submits his Thesis/Dissertation Proposal through KFUPM portal, a workflow instance is created and the request appears in the worklist of the thesis/dissertation advisor. If accepted by the thesis/dissertation advisor and the committee, and recommended by the Dept. Chairman, it is forwarded to the College Dean for recommendation.

In the workflow form, the academic summary of the student is presented for information.

King Fahd University of Petroleum & Minerals

Deanship of Graduate Studies

Student Info

Student Name:

Student ID:

Nationality:

Department:

Level: GR

Major: CE

Degree: Master of Science

Classification: FT Regular

Admit Term:

Academic Info

Earned Hours: 24

CGPA:

Latest Status: Expected Graduation (Inactive) (Term:)

No. of Active Terms: 6

Admission Provisions:

Degree Plan: Approved

Degree Plan Date: 27-

Advisor Selected:

Thesis Proposal:

Thesis Date:

PhD Comp Exam: Not Applicable

PhD Comp Exam Date:

Fig 24: Sample of the Students' Academic Summary

Below the academic summary, the information regarding the thesis/dissertation committee and submitted proposal is presented.

Advisor Selected

Advisor ID: 00DUMMY

Advisor Name: Dr. Dgs Advisor Test Id

Rank: Professor

Role: A

Committee Details

Note: Please avoid making any changes in the following table.

Details:	Faculty ID	Rank	Role	Dept.	Times Adv	Times Mem	Name
1:	00DUMMY	Professor	Advisor		7	0	Dgs Advisor Test Id
2:	00DUMMY1	Associate Professor	Member	COE	0	4	Dgs Member Test Id 1
3:	00DUMMY2	Associate Professor	Member	COE	0	4	Dgs Member Test Id 2
4:							
5:							

Thesis/Dissertation Proposal

Thesis/Dissertation Title: 00DUMMY00DUMMY00DUMMY00DUMMY

Thesis/Dissertation Proposal File

Fig 25: Sample of the thesis/dissertation committee and submitted proposal info.

King Fahd University of Petroleum & Minerals

Deanship of Graduate Studies

The list of the latest publications, resulted from the theses /dissertations the thesis/dissertation advisor supervised, is presented. This list is submitted by the thesis/dissertation advisor.

Journal Publications

Please list the latest journal publications resulted from the theses/dissertations of your latest advisees:

1:	<input type="text"/>
2:	<input type="text"/>
3:	<input type="text"/>
4:	<input type="text"/>
5:	<input type="text"/>
6:	<input type="text"/>
7:	<input type="text"/>
8:	<input type="text"/>
9:	<input type="text"/>
10:	<input type="text"/>

Fig 26: Sample of the required list of journal publications.

The acceptance of the thesis/dissertation committee is presented along with their comments.

Committee Members' Acceptance

Advisor Name:	Dr. Dgs Advisor Test Id
Role:	A
Advisor Recommendation:	YES
Comments:	<input type="text" value="Adv Acceptance"/>
Member:	DGS Member Test ID 1
Role:	M
Recommendation:	RECOMMEND
Comments:	<input type="text" value="Member Acceptance"/>
Member:	DGS Member Test ID 2
Role:	M
Recommendation:	RECOMMEND
Comments:	<input type="text" value="Member Acceptance"/>

Fig 27: Sample of the thesis/dissertation committee recommendation.

The final part of the form consists of the input for the college dean's recommendation/rejection.

King Fahd University of Petroleum & Minerals

Deanship of Graduate Studies



The screenshot shows a web form titled "College Dean's Recommendation". At the top, there is a horizontal box containing two radio buttons: "RECOMMEND" (which is selected) and "REJECT". Below this box, there is a label "* Comments:" followed by a large, empty text area for entering comments. At the bottom of the form, there are three buttons: "Complete", "Save & Close", and "Cancel".

Fig 28: Sample of the Dept. Chairman's recommendation.

The required action from the college dean is to either recommend & forward to Dean of Graduate Studies for final approval, or to reject. In both cases, the comments are required to be entered.

4. Thesis/Dissertation Defense Request

DEPARTMENT CHAIRMEN

Once a student submits his Thesis/Dissertation Defense Request through KFUPM portal, a workflow instance is created and the request appears in the worklist of the Thesis/Dissertation Advisor. If accepted by the thesis/dissertation advisor and the committee, it is forwarded to the Dept. Chairman for recommendation.

In the workflow form, the academic summary of the student is presented for the information.

King Fahd University of Petroleum & Minerals

Deanship of Graduate Studies

<u>Student Info</u>	
Student Name:	
Student ID:	
Nationality:	
Department:	
Level:	GR
Major:	CE
Degree:	Master of Science
Classification:	FT Regular
Admit Term:	

<u>Academic Info</u>	
Earned Hours:	24
CGPA:	
Latest Status:	Expected Graduation (Inactive) (Term:)
No. of Active Terms:	6
Admission Provisions:	
Degree Plan:	Approved
Degree Plan Date:	27-
Advisor Selected:	
Thesis Proposal:	
Thesis Date:	
PhD Comp Exam:	Not Applicable
PhD Comp Exam Date:	

Fig 29: Sample of the Students' Academic Summary

Below the academic summary, the information regarding the thesis/dissertation advisor and the proposed defense plan is presented.

<u>Advisor Selected</u>	
Advisor ID:	
Advisor Name:	
Role:	Advisor

<u>Defence Plan</u>	
Date:	08-JAN-15
Time:	07:00 AM
Venue:	dasdasdasdasdasd

Fig 30: Sample of the thesis/dissertation advisor info and the defense plan.

King Fahd University of Petroleum & Minerals

Deanship of Graduate Studies

The list of published/accepted ISI journal papers from Thesis/Dissertation work is also presented.

Publications:

Please list the published/accepted ISI Journal Papers from Thesis/Dissertation work:

1:	asdadad
2:	1321321321
3:	
4:	
5:	

Fig 31: Sample of the published/accepted ISI journal papers from Thesis/Dissertation work.

The acceptance of the thesis/dissertation committee is presented along with their comments.

Committee Members' Acceptance

Advisor Name: [Redacted]
Role: Advisor
Advisor Recommendation: RECOMMEND
Comments: OK

Member: [Redacted]
Role: Member
Recommendation: RECOMMEND
Comments: Ok

Member: [Redacted]
Role: Member
Recommendation: RECOMMEND
Comments: Ok

Fig 32: Sample of the thesis/dissertation committee recommendation.

The final part of the form consists of the input for the chairman's recommendation/rejection.

Recommendation of Chairman

* [Redacted]

☒ RECOMMEND ☐ REJECT

* Comments: [Redacted]

Fig 33: Sample of the chairman's recommendation.

King Fahd University of Petroleum & Minerals

Deanship of Graduate Studies

The required action from the department chairman is to either recommend & forward to Dean of College for further approval, or to reject. In both cases, the comments are required to be entered.

5. Graduation Processing Request

DEPARTMENT CHAIRMAN

Once a student submits his Graduation Processing Request through KFUPM portal, a workflow instance is created and the request appears in the worklist of the Dept. Chairman for recommendation.

In the workflow form, the academic summary of the student is presented for the information.

The screenshot displays a web form titled "Worklist" and "Department Chairman Recommendation". It contains the following information:

Request Submitted On: 15-Mar-2015

Student Info

Student Name: [Redacted]
Student ID: [Redacted]
Nationality: [Redacted]
Department: [Redacted]
Level: [Redacted]
Major: [Redacted]
Degree: Master of Science
Classification: PT Masters Student Regular
Admit Term: 201020

Academic Info

Earned Hours: 30
CGPA: [Redacted]
Latest Status: Withdrawn (No Show) (Term: 201410)
No. of Active Terms: 7
Admission Provisions: [Redacted]
Degree Plan: Approved
Degree Plan Date: 10-APR-14
Advisor Selected: [Redacted]
Thesis Status: Defended & Passed
Thesis Title: [Redacted]
Thesis Date: [Redacted]
PhD Comp Exam: Not Applicable
PhD Comp Exam Date: [Redacted]

Fig 34: Sample of the Students' Academic Summary

Below the academic summary, the degree auditing information is presented.

King Fahd University of Petroleum & Minerals

Deanship of Graduate Studies

Degree Audit							
Details:	Passed Ind	Grade	Semester	Def Ind	Core Ind	Course	Title
1:	X	NP	201120		X	ME-599	Seminar
2:	X	NP	201320		X	ME-610	M.S. Thesis
3:	X	B+	201120			MATH-513	Math Methods for Engineers
4:	X	B	201020			MATH-574	Num Mthds Part Diff Equations
5:	X	A	201110			ME-425	Compressible Fluid Flow
6:	X	B+	201020			ME-532	Advanced Fluid Mechanics I
7:	X	B+	201020			ME-533	Ideal Fluid Flow
8:	X	C+	201110			ME-536	Convection Heat Transfer
9:	X	B	201110			ME-539	Solar Energy Utilization
10:	X	A	201120			ME-551	Continuum Mechanics
11:							
12:							
13:							

Fig 35: Sample of the Degree Audit.

The Department Chairman is asked about the submission of the bound copies of Thesis/Dissertation and his recommendation about the request.

Thesis Hardcopy Submission:
 Kindly confirm that the student has submitted the bound copy of the thesis.

☐ YES
☐ NO
☐ NOT APPLICABLE (For Non Thesis Degrees)

Chairman Recommendation
☐ RECOMMEND ☐ REJECT

* Comments:

Fig 36: Sample of the input of Dept. Chairman.

To submit the recommendation, one must click the “Complete” button. If “Save & Close” button is clicked, the input is saved in the system but the recommendation is not submitted and the request remains pending with the Chairman.