

Graduation Process

Updated on May 09, 2018.

After completing all of the degree requirements, a student should apply for his graduation. For this purpose, he is required to ensure the following;

1. Completed all the course requirements as per his approved degree plan with a CGPA of at least 3.00 out of 4.00.
(Steps 2 to 12 are for students enrolled in thesis-based degrees only)
2. Thesis/Dissertation is successfully defended and the report is submitted to the Deanship of Graduate Studies.
3. Passed the thesis/dissertation course (XXX-610 or XXX-712) successfully with “NP” grade.
4. Final draft of thesis/dissertation write-up (**double-sided printing**) is submitted to the Deanship of Graduate Studies for review, and discrepancies (if any, found) are communicate to the student for correction.
5. Final thesis/dissertation write-up (**double-sided printing**) is approved by the Dean of Graduate Studies after student revised the write-up based on discrepancy (if any) enumerated.
6. Three bound copies of Thesis/Dissertation is submitted along with 2 CDs containing the pdf of the Thesis/Dissertation final write-up to DGS, to be sent to KFUPM Library. Visit http://www.kfupm.edu.sa/deanships/DGS/Pages/forms_thesis.aspx#sticker for the Thesis/Dissertation CD Sticker Template.
7. One bound copy for the department (unless it is waived by the department)¹.
8. One bound copy to the main advisor (unless it is waived by the advisor)².
9. Optional hard copies to committee members (in case required by them individually)³.
10. All committee members should receive a softcopy of the final thesis/dissertation from the student.
11. A pdf copy of Thesis /Dissertation approved write-up has been uploaded through ePrints system (for more information, please visit (http://www.kfupm.edu.sa/deanships/dgs/Pages/eprint_guide.aspx)).
12. Steps after defense are completed.

Upon completion of the above requirements, the student has to begin the process of graduation. This process varies for Full-time Students and Graduate Assistants, Research Assistants and Lecturer-B’s; and Part-time Students.

1. Full-time Students and Graduate Assistants

Upon the submission of the final bound copy of thesis/dissertation to the Department, student submit “graduation processing” request online via “Graduate studies” tab in the student’s portal. After submission, it will

¹ Student should check with the department in case of a bound copy waiver.

² Student should check with the advisor in case of a bound copy waiver.

³ Student should check with the committee members in case they require hard copies.

be sent for recommendation of “Degree Requirements Completion” by the academic department’s Chairman. After that, it is forwarded to the Deanship of Graduate Studies for review. Finally, the Deanship of Graduate Studies notifies, after ensuring that all of the degree requirements are satisfied, the Office of the University Registrar for the issuance of the Graduation Certificate to the student. Subsequently, the student is issued with a Certificate from the Alumni Department at Deanship of Student Affairs.

2. Research Assistants and Lecturer-B’s

The Research Assistants and Lecturer-B’s are required to undergo “Contract Termination” which is initiated from their Departments upon the submission of the final bound copy of the thesis/dissertation to the department, concurred by the Dean of Graduate Studies and, is done at the Office of the Personnel Affairs. A copy of the “Clearance Form” (part of the contract termination process) is then to be submitted at the Deanship of Graduate Studies.

After the submission of clearance form at the Deanship of Graduate Studies, student submit “graduation processing” request online via “Graduate studies” tab in the student’s portal. After submission, it will be sent for recommendation of “Degree Requirements Completion” by the academic department’s Chairman. After that, it is forwarded to the Deanship of Graduate Studies for review. Finally, the Deanship of Graduate Studies notifies, after ensuring that all of the degree requirements are satisfied, the Office of the University Registrar for the issuance of the Graduation Certificate to the student. Subsequently, the student is issued with a Certificate from the Alumni Department at Deanship of Student Affairs.

3. Part-time Students

Part-Time students are required to complete the “**Clearance Procedure for Part-time Students**” (the form for which can be downloaded online via the Graduate studies tab in student’s portal). A copy of the “Clearance Form” is then to be submitted at the Deanship of Graduate Studies.

Upon the submission of the final bound copy of thesis/dissertation to the Department, student submit “graduation processing” request online via “Graduate studies” tab in the student’s portal. After submission, it will be sent for recommendation of “Degree Requirements Completion” by the academic department’s Chairman. After that, it is forwarded to the Deanship of Graduate Studies for review. Finally, the Deanship of Graduate Studies notifies, after ensuring that all of the degree requirements are satisfied, the Office of the University Registrar for the issuance of the Graduation Certificate to the student. Subsequently, the student is issued with a Certificate from the Alumni Department at Deanship of Student Affairs.