



DOHA INSTITUTE  
FOR GRADUATE STUDIES

Academic Policies

## Degree and Graduation Clearance

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October, 2015	Rev. 1: Dean of Student Affairs	October, 2015	Board of Trustees, Doha Institute for Graduate Studies (conditional on amendment)
October, 2015	Rev. 2: Office of the Dean for Student Affairs	October, 2015	Revisions and edits applied. Policy approved and adopted for implementation

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### **Degree Clearance Policy**

After completing all program requirements and receiving final evaluations, students must submit a degree clearance application by the deadline notified in order to initiate the graduation process. The Office of Enrolment and Student Affairs is responsible for liaising with the relevant departments and entities to secure required approvals for the completion of the degree clearance process. The form must receive the endorsement of the following:

- Concerned School
- Department of Enrollment and Student Affairs

Degree clearance is required to confirm that students have successfully completed the final degree audit as per the following:

- All school and program (as well as concentration) coursework with a minimum GPA of 3.00
- Master's thesis with a minimum rank of Good.

Other degree requirements necessary for fulfilling the clearance process include satisfying the following:

- Master's thesis format consistent with DI specifications (*as listed in the "Thesis Policy"*) and signed by Thesis Defense Committee

### **Graduation Clearance Policy**

Students deemed academically eligible to graduate must submit a graduation clearance application by the deadline stipulated in the academic calendar. The Office of Enrolment and Student Affairs is responsible for liaising with the relevant departments and entities to secure required approvals for the completion of the graduation clearance process. The form must receive the endorsement of the following:

- Finance
- Library
- Facilities Management (housing and athletics)

Graduation clearance officially relieves graduating students who have satisfied all non-academic commitments, including:

- Settling pending financial obligations
- Returning all materials borrowed from the DI library
- Returning the DI-issued laptop to the IT Department
- Settling DI resident record with the Facilities Management Office