Policy Name	*Undergraduate Program Completion Requirements*	*Date Approved*	*February 2022*	*Date for next review*	*January 2024*
Policy Number	*AMUD-E03*	*Policy Effective from*	*Spring 2022*	*Policy Group*	*Educational Programs*

Purpose / Objectives: To lay down guidelines to obtain an undergraduate degree from Amity University Dubai.

Applies to: All Amity University Dubai undergraduate students

Policy:
Credits requirement: For a student to graduate with an Amity University Dubai undergraduate program he/she must complete the following minimum credit requirements for the various programs:

- BBA, B.Com and Bachelor of Finance: 123 credits
- All Humanities , arts and applied sciences programs: 120 credits
- All engineering, information technology, interior design programs: 140 credits;
- Bachelor of Architecture : 167 credits

Minimum GPA requirement: for the successful completion of Amity undergraduate program students must secure a minimum cumulative CGPA of 2.0 on 4.0 scale (equivalent to 70%) with no course having a grade less than D (equivalent to 60%) according to the following the grading scheme.

Grading Scheme for Undergraduate Programs:

GRADE UG	MARK EQUIVALENT	NUMERIC VALUE	NOTATION
A	90-100	4.00	Distinction
A-	87-89	3.70	Excellent
B+	84-86	3.30	Very Good
B	80-83	3.00	Good
B-	77-79	2.70	Fair High
C+	74-76	2.30	Fair
C	70-73	2.00	Satisfactory High
C-	67-69	1.70	Satisfactory
D+	64-66	1.30	Weak
D	60-63	1.00	Conditional Pass
F	Fail [<60]		
P	Pass		
W	Withdrawal before the 'Drop End Period'		
I	Incomplete		
NC	Credits are not counted towards graduation requirements		
WF	Administrative Withdrawal		
CC	Satisfactory progress in a continuing course		
TR	Transferred credits from another accredited institution or prior learning		
CX	Passing grade via proficiency of challenge exam		
AU	Auditing the course only. No assessment required		

To graduate with an Amity University Dubai degree, limits the number of transfer credits which may be applied to a specific undergraduate degree program; the limit may not exceed 50% of the total number of credits which are required to complete a degree;

Maximum enrollment period:

The maximum permissible period for completing a program at AMUD follows:
-for one-year academic programs: two years
-for two-year academic programs: three years
-for four-year academic programs: six years
-for five-year academic programs: seven years

Procedure:

Graduation request form: Students in the final year of their degree program must submit a Graduation Request Form to the Registrar's Office. The Registrar's Office verifies the details in the Graduation Request Form with the Examination Office and Student Services. Once the graduation requirements have been verified by the Registrar's Office, a list of all graduating students is generated for approval from the Academic and Research Council. The graduating students must regularly meet their Program Leaders/ academic advisors to keep track of their credit and grade requirement for graduation.

Issuance of graduation certificates: After Academic and Research Council's approval, graduation certificates are issued to be distributed to graduating students during the graduation ceremony.

Responsible: Registrar

Enclosure: Graduation Request Form

GRADUATION REQUEST FORM

Enrollment No.:

Documents to be attached with this application:
1. A copy of most recent valid passport
2. A copy of recent valid UAE national ID/ Emirates ID (both sides)

Full Name: _____   Batch: _____
(as per passport)

Fathers Name:_____

Mothers Name:_____

Program of study: _____   Final Semester of Study:_____

Specialization (only if applicable):_____   Major: _____

Student level:

☐ Undergraduate   ☐ Graduate

Gender:

☐ Male   ☐ Female

Student contact details:

Student mobile no.:_____   Home Telephone no.:_____

Guardians/parents mobile no._____   Student Personal email ID : _____

Current CGPA: _____

The above information is to the best of my knowledge, correct and true.

Student Name and signature:_____ DD/MM/YY:_____/_____/_____

For Office Use Only:
To be verified by Examinations Office

1. SGPA in all semesters is above 2(undergraduate program) or 2.5 (for graduate program) : Yes / No
2. CGPA is _____

Name and Signature:_____

To be verified by Students Services:

The details given in the passport and emirates ID/UAE national ID have been verified and updated : Yes / No

Name and Signature: _____

Registrars Office:
The student qualifies for graduation: Yes / No

If the student does not qualify then give remarks: _____

Associate Registrar:_____