

### 3.3. AMUD-E03: Undergraduate Program Completion Requirements

<b>Policy Name</b>	<i>Undergraduate Program Completion Requirements</i>	<b>Date of Initial Approval</b>	<i>February 2022</i>	<b>Date for Next Review</b>	<i>July 2026</i>
<b>Policy Number</b>	<i>AMUD-E03</i>	<b>Policy Effective from</b>	<i>Fall 2025</i>	<b>Policy Group</b>	<i>Educational Programs</i>

**Purpose:** 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, Bachelor of Finance and BHMT: 123 credits
- All Humanities, Arts and Applied Sciences undergraduate programs: 120 credits
- Bachelor of Science in Aerospace Engineering: 133 credits
- Bachelor of Science in Civil Engineering: 135 credits
- Bachelor of Science Computer Science: 125 credits
- Bachelor of Science Electrical Engineering: 139 credits
- Bachelor of Science Mechanical Engineering: 140 credits
- Bachelor of Science in Biotechnology: 127 credits
- Bachelor of Science in Information Technology: 123 credits
- Bachelor of Interior Design: 121 credits
- Bachelor of Architecture: 162 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.

**GPA for Progression:** To remain in good standing every semester, students must score at least a CGPA of 2.00 on a 4.00 scale. Failing to achieve the minimum GPA requirement per semester will trigger academic probation. Policies and Procedures related to academic probation can be found in AMUD-E28-Academic Probation Policy Undergraduate and Graduate.

**Failed Courses and Course Repeats:** Students who receive an F (Fail) grade in any compulsory course are required to repeat the course until a passing grade is achieved. In order to successfully complete the course, the student must earn a minimum grade of D, which corresponds to a score between 60 and 63 marks. When a failed course is passed the higher score will be factored into the GPA calculation. It is the student's responsibility to register for the repeated course in the next available semester in which it is offered. The policies and procedures for repeating a course for securing a higher grade can be found in AMUD E10- Examination Policy: Moderation and Grading.

**Incomplete Grades (I):** Students who are unable to attend the final examination due to documented mitigating circumstances will be assigned an Incomplete (I) grade for the respective course, subject to approvals by Head of Examinations and the respective School. The student ought to submit adequate documented justification for the absence within 48 hours from the date of scheduled final exam. If the justification for the absence is approved, the student will be assigned an 'I' (Incomplete) grade for the course; otherwise, an 'F' (Fail) grade will be recorded. A student who receives an 'I' (Incomplete) grade for the final examination must retake the exam within 40 days from the end of the examination period, as determined by the School. Upon successful completion, the earned score will replace the 'I' grade. Failure to attempt the examination in the following semester will result in the conversion of the 'I' grade to an 'F'. A student cannot graduate with an 'I' grade recorded on his transcript

#### 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: _____ (as per passport)					Batch: _____				
Fathers					Name: _____				
Mothers					Name: _____				
Program of study: _____					Final Semester of Study: _____				
Specialization (only if applicable): _____					Major: _____				
Student level:									
<input type="checkbox"/> Undergraduate					<input type="checkbox"/> Graduate				
Gender:									
<input type="checkbox"/> Male					<input type="checkbox"/> Female				
Student contact details:									
Student mobile no.: _____					Home Telephone no.: _____				
Guardians/parents mobile no. _____					Student Personal email ID : _____				
Current CGPA: _____									
<b>The above information is to the best of my knowledge, correct and true.</b>									
Student Name and signature: _____					DD/MM/YY: ____ / ____ / ____				
<b>For Office Use Only:</b>									



<b>To be verified by Examinations Office</b>									
1. SGPA in all semesters is above 2( undergraduate program) or 2.5 (for graduate program) : <u>Yes / No</u>									
2. CGPA is _____									
Name and Signature: _____									
<b>To be verified by Students Services:</b>									
The details given in the passport and emirates ID/UAE national ID have been verified and updated : <u>Yes / No</u>									
Name _____ and _____ Signature: _____									
<b>Registrars Office:</b>									
The student qualifies for graduation: <u>Yes / No</u>									
If the student does not qualify then give remarks: _____									
Associate Registrar: _____									

## POLICY REVISION HISTORY

Version	Rationale	Date	Revised by	Modifications	Approval
v2	To align policy with a revision on program specifications	24.11.2023	QAIE	Aligned credit requirements with the revised engineering program specifications	Governing Board (Approved in the 3 <sup>rd</sup> Governing Board Meeting dated 12 <sup>th</sup> February 2024)
v3	To address course progression	10.06.2025	QAIE	Procedures included to address GPA for progression, failed courses and course repeats and securing an I (incomplete) grade for a course. Inclusion of newly approved BHMT Program.	Governing Board (7 <sup>th</sup> Governing Board Meeting)