



ACADEMIC AFFAIRS DIRECTORATE

REVISED ROADMAP FOR KNUST/GCTU GRADUATION AUDIT FOR DEGREE AND DIPLOMA PROGRAMMES (REVISED)

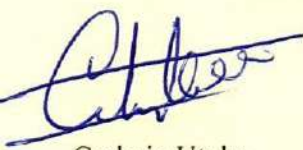
2022/2023 ACADEMIC YEAR (33RD REGULAR GRADUATION)

Following the update to the Academic Calendar of 223/2024 Academic Year, the Roadmap for Graduation Audit leading to the approval of the graduating class list towards the 33rd Congregation has been revised as outlined below::

S/N	ACTIVITY	DATE	RESPONSIBILITY
1	Generation of final year list to HODs	Friday 9 th – Tuesday 13 th February, 2024. Executed.	Academic Affairs Directorate
2.	Download of Transcripts (Degree Finalists) and Broadsheets (Diploma Finalists)	Friday 29 th – Tuesday 13 th February, 2024. Executed.	Academic Departments (HoDs) Academic Affairs Directorate Records Examinations
3	Submission of Softcopy Transcripts (Degree Finalists) and Broadsheets (Diploma Finalists) to Departments	Tuesday 13 th -Friday 22 nd February, 2024. Executed.	Academic HoDs
4	Deadline for Submission of Eligible List of Graduating Students by HoDs to Academic Affairs Directorate	Tuesday 7 th May, 2024 (<i>Close of Business Day</i>)	Academic Departments (HoDs), Departmental Exams Officers(DEOs)
5	Printing of Transcripts/Broadsheets of Eligible Graduating Students for Graduation Committee's Review	Wednesday 8 th – Friday 10 th May, 2024	HoDs, Departmental Examination Officers (DEOs) Faculty Examinations Officers (FEOs) Faculty Officers
6	Sorting/Pulling Out Folders of Eligible Graduating Students	Wednesday 8 th - Friday 10 th May, 2024	Academic Affairs Directorate(Records Unit)
7	Internal Audit of Student Folders (Admission Audit) & Review of Transcripts/Broadsheets - KNUST & GCTU Students (Diploma, Degree and Top-up students)	GCTU Business School Monday 13 th – Tuesday 14 th May, 2024 FOE Wednesday 15 th May, 2024 FOCIS Thursday 16 th - Friday 17 th May, 2024.	Graduation Audit Committee, Academic HoDs, Dean(s), Director, Academic Affairs Director, QAPD/Rep., Head, Teaching & Examinations, Head, Records, Head, Admissions

8	Mop-up and Implementation of Feedback from Internal Review of Admission Folders, Transcript/Broadsheets, including Supplementary Folders/List (If any)	Monday 20 th – Wednesday 22 nd May, 2024	Graduation Audit Committee, Academic Departments (HoDs) Faculty Exam Officers(FEOs), DEOs, Faculty Officers
9	Deadline for Compilation and Submission of List of students cleared to graduate to the Academic Affairs Directorate	Friday 24 th May, 2024	Graduation Audit Committee, Academic HoDs
10	Publication of Provisional Pass Lists on Departmental, Faculty Notice Boards and All Electronic Media for Name Verification/Correction	Monday 27 th – Wednesday 29 th May, 2024	Deans of Faculties/School
11	Deadline for Finalisation/Clean-up of Departmental Pass Lists	Thursday 30 th May, 2024	Heads of Department/DEOs/Deans
12	Faculty Boards Meet to Consider/Approve Pass List	Friday 31 st May, 2024	Deans, HoDs, Faculty Exam Officers
13	Deadline for Submission of Approved Faculty/School Pass List (KNUST/GCTU) for KNUST Audit (KNUST Students) to Academic Affairs Directorate	Monday 3 rd June, 2024	Deans of Faculties/School
14	Graduation Audit by KNUST Audit Team (External) – KNUST Students Pass List	Thursday 13th – Friday 14th June, 2024	Academic Departments (HoDs), FEOs, DEOs, Director Academic Affairs, Director Quality Assurance & Promotion, Head Teaching & Examinations, Head Records, Head of Admissions
15	Implementation of feedback from KNUST Graduation Audit (KNUST Students)	Thursday 13 th – Friday 14 th June, 2024	HoDs, Deans, FeOs, DEOs, Academic Affairs Directorate – Teaching & Examinations Department, Admissions Department, Records Unit
16	Submission of KNUST final Graduation List to KNUST for College/Faculty/Academic Board Approval	Monday 17 th June, 2024	Academic Affairs Directorate
17	Submission of KNUST/GCTU Cleared List to Finance Directorate to Commence Financial Clearance	Tuesday 18 th June, 2024	Finance Directorate

18	Waiting Period for KNUST College Board/Faculty/Academic Board Approved List (Tentative)	Thursday 17 th June – Thursday 4 th July, 2024	-
19	Examinations Board Meets to Approve Cleared Lists (KNUST/GCTU Students) – Presentation by Deans	At least 24 hours on Receipt of Feedback from KNUST	Deans, Examinations Board
20	Academic Board Meets to Ratify Cleared Lists (KNUST/GCTU Students)	To be confirmed	Deans, Academic Board
21	Registrar Submits Academic Board Approved Faculty/School Graduation List to Academic Affairs Directorate Authorizing Publication and Certification	24 Hours After Academic Board Meeting	Registrar
22	Final Publication of KNUST/GCTU Cleared List (Provisional) for all Programmes on Departmental/Faculty Notice Boards and All Electronic Media	48 Hours After Academic Board Meeting	Academic Affairs Directorate, Director University Relations Directorate, Academic Departments, Faculty Officers, Faculty Exam Officers
23	Submission of Certification List to KNUST Affiliations Office	48 Hours After Academic Board Meeting	Academic Affairs Directorate (Director)
24	Processing/Submission of GCTU Students Certificate List to Director of Academic Affairs for GCTU Certificate Printing.	48 Hours After Academic Board Meeting	Academic Affairs Directorate, Teaching & Examination Department
25	Printing of GCTU Students Certificates	48 Hours After Processing/Submission to the Director, Academic Affairs	Academic Affairs Directorate (Director), Software Unit
26	Congregation	Saturday 13th July, 2024	Academic Affairs Directorate University Relations



Godwin Utuka
(Director, Academic Affairs)
For Registrar