ROADMAP FOR GRADUATION AUDIT

DIPLOMA AND DEGREE PROGRAMMES

2024/2025 ACADEMIC YEAR (35TH CONGREGATION)

In line with the Vice Chancellor's rebranding initiative for GCTU, the following roadmap has been approved in preparation for the 35th Congregation of the 2024/2025 Academic Year.

S/N	ACTIVITY	DATE	RESPONSIBILITY
1	Generation of Final Year Lists	Thursday 2nd – Wednesday 8th October, 2025	**HoDs**, Deans
2	Organising Folders of Students on Pass List	Thursday 2nd – Wednesday 8th October, 2025	Academic Affairs Directorate
3	Departmental Boards Meet to Moderate Final Year Results	Monday 6th – Tuesday 7th October, 2025	HoDs/Departmental Examiners
4	Faculty Boards Meet to Moderate Final Year Results	Wednesday 8th – Thursday 9th October, 2025	Faculty Board
5	Implementation of Recommendations from Moderations	Friday 10th October, 2025	HoDs/DEOs
6	Academic Audit and Review Committee Meets to Review Final Year Results	Monday, 13th October, 2025	Academic Audit & Review Committee/Deans
7	**Emergency Academic Board Meeting** to Approve Final Year Results for Publication	Wednesday 15th October, 2025	Academic Board
8	Publication of Final Year Results	Just After Academic Board Approval	Academic Affairs Directorate/Software Unit
9	Generation/Download of Soft Copy Broadsheets	Thursday 16th - Friday 17th October, 2025	HoDs, Deans
10	Printing of Transcripts of Eligible Past Students for Graduation Committee's Review	Thursday 16th – Friday 17th October, 2025	Academic Affairs Directorate/HODs/FEOs
11	Updating Folders of Eligible Past Students	Thursday 16th – Friday 17th October, 2025	Academic Affairs Directorate
12	Deadline for Submission of Pass List by HoDs through Deans to Academic Affairs Directorate	Tuesday 22nd October, 2025	HoDs, Deans
13	Sorting and Arranging Folders for Graduation Audit (In Order of List from Deans)	Wednesday 23rd – Thursday 24th October, 2025	Academic Affairs Directorate
14	Deadline for Submission of Updated Folders to Graduation Committee	At least 12 Hours to Start of the Graduation Audit	Academic Affairs Directorate
15	**Graduation Audit**	Friday 24th – Tuesday 28th October, 2025	**Graduation Audit Committee,** Academic Affairs Directorate, HoDs, Deans, Faculty/Departmental Exam Officers, Software Systems Unit
16	Implementation of Feedback from Audit Process	Wednesday 29th – Thursday 30th October, 2025	HoDs, Faculty/Departmental Exam Officers, Software Systems Unit
17	Deadline for Submission of Supplementary List to Academic Affairs Directorate by HoDs through Deans.	31st October, 2025	HoDs, Deans
18	Deadline for Submission of Audited List to Registrar with Deans and Academic Affairs Directorate in Copy	Tuesday 4th November, 2025	Chairperson, Graduation Audit Committee

19	Publication of Cleared Audit graduation list	Wednesday, 4th November, 2025	Departments/Faculties
20	Organising Folders for Supplementary Audit	Monday 3rd – Tuesday 4th November, 2025	Academic Affairs Directorate
21	Supplementary Graduation Audit (Mop-up)	Wednesday 5th - Thursday 6th November, 2025	**Graduation Audit Committee,** Academic Affairs Directorate, HoDs, Deans, Faculty/Departmental Exam Officers, Software Systems Unit
22	Deadline for Submission of final Audit graduation list to Registrar with Deans and Academic Affairs Directorate in Copy	Monday, 10th November, 2025	Chairperson, Graduation Audit Committee
23	Academic Board Meets to Ratify All Cleared List (Audited List)	On Receipt of Audited List	To be Confirmed
24	Submission of Academic Board Approved List to Academic Affairs Directorate.	24 Hours after Academic Board Approval	Registrar
25	Final Publication of Approved Graduating Class List for Verification (Grace Period for Correction of Names)	Wednesday 12th – Friday 21st November 2025)	Academic Affairs Directorate, University Relations
26	35th Congregation (1st Session)	Friday 28th November 2025	Council, Management, Convocation
27	35th Congregation (2nd Session)	Saturday 29th November 2025	Council, Management, Convocation

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(REGISTRAR)