

# KIBABII UNIVERSITY

## OFFICE OF THE REGISTRAR (ACADEMIC AFFAIRS)

### Memo

**From:** Registrar (Academic Affairs)

**Date:** 16<sup>th</sup> September 2024

**To:** Graduating Class

**Ref:** KIBU/ACA/CORR.128/RAA/VOL.1

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**Subject: CLEARANCE FOR GRADUATION**

Reference is made to the subject above.

This is to inform all November 2024 graduating students to clear their FEES and initiate online clearance with the University prior to confirmation of inclusion of their names in the graduation list by Friday 4<sup>th</sup> October 2024 at 4.00 p.m. Students with fee arrears will not appear on the Graduation Booklet and will therefore not graduate.

The clearance process will start at the Departments and end at the Registrar's (Academic Affairs) Office.

Please note that initial graduation lists will be posted by Schools/Faculties on the University Website and shared in Schools/Faculties specific WhatsApp groups after approval by the University Senate.

Those with pending concerns are encouraged to follow up with their respective Departments and Schools before the period expires. Similarly, students from previous years who wish to graduate should check the completeness of their records to confirm inclusion in this year's graduation list.

Thank you



Sr. Dr. Jacklyne Okello Alari  
**REGISTRAR (ACADEMIC AFFAIRS)**



**Copy to:**

- Vice Chancellor
- Deputy Vice Chancellor (PPRI)
- Deputy Vice Chancellor (AFD)
- Deputy Vice Chancellor (ASA)
- Finance Officer
- Deans of Schools/Faculties
- Dean of Students
- CoDs

JOA/lmw-s

