



OFFICE OF THE REGISTRAR (ACADEMIC AFFAIRS)

NOTICE TO THE GRADUATING CLASS OF 2023

The KCA University 15th Graduation Ceremony will be held on **Thursday, 16th November, 2023**. Only students who have completed programme requirements will be allowed to participate. Take note of the below important notices:

1. GRADUATION CLEARANCE LIST

All graduands are advised to constantly check the KCA University website (www.kcau.ac.ke) for updates under Registrar quick links regarding the graduation clearance list.

2. GRADUATION FEES

All graduands who have met the requirements to graduate shall be required to pay graduation fees as follows:

Programme	Fees
Doctoral	10,000
Post Graduate	8,500
Bachelors	8,000
Diploma	7,000
Professional	4,000

3. GRADUATION CLEARANCE DEADLINE

All graduands who have met the requirements to graduate shall be required to clear latest **5.00pm Friday, 27th October, 2023**.

4. UNRESOLVED COURSE REQUIREMENT ISSUES

Students with unresolved grades issues from previous semesters (incompletes) or missing courses should urgently contact their respective schools' to have all issues resolved by latest **Thursday, 26th October, 2023** failure to which their names will not appear on the provisional list.

5. PROVISIONAL GRADUATION LIST

A provisional graduation list will be released on **31st October, 2023 from 5.00pm**. This is the list that will be submitted to KCA University Senate for approval and inclusion to the final award list. If you had cleared for graduation and you find your name missing from the provisional graduation list, you will need to urgently contact Registrars' office through email: registrar@kcau.ac.ke latest **2.00pm, Tuesday, 2nd November, 2023**.

6. ACADEMIC ATTIRE/GOWNS COLLECTION DATES

The academic attire will be issued from **Monday, 6th to Tuesday 14th November 2023** as follows:

1. School of Business: **Monday 6th, Tuesday 7th & Wednesday 8th (8.00am-5.00pm)**
2. School of Technology: **Thursday 9th & Friday 10th (8.00am-5.00pm)**

3. School of Education Arts & Social Sciences /PTTI: **Monday 13th & Tuesday 14th (8.00am-5.00pm)**

Requirements for Collection:

1. Dully filled academic attire collection form which **MUST** be in duplicate, available from the University website
2. Student ID and Original National ID/Passport
3. Must have paid graduation application fee

7. ACADEMIC ATTIRE/GOWNS RETURN DATES

The graduation attire should be returned by **Monday, 27th November 2023**. Attire not returned by the deadline will attract a penalty of **Kshs. 2,000 per day**. There will be no exemptions for late return.

a) DAMAGED ACADEMIC ATTIRE CHARGES

1. Gown Kshs 8,000
2. Hood Kshs. 2,000
3. Cap Kshs 2,000

b) LOST ACADEMIC ATTIRE CHARGES

1. Masters: Ksh. 25,000
2. Bachelors: Ksh. 20,000
3. Diplomas/Professional courses: Ksh. 15,000

8. GRADUATION INVITATION CARDS AND CAR STICKERS

All graduands will be entitled to **two (2)** invitation cards for **two (2) guests only**. This will be issued when collecting academic attires.

9. GRADUATION REHEARSAL

Rehearsal for graduation will be on **Wednesday, 15th November 2023** starting at **10.00 a.m** at the University graduation square, Main Campus-Ruaraka. All graduands are expected to be seated at the square by **9.00 am** and **MUST** be in full academic attire.

10. CERTIFICATE COLLECTION

Certificates & final transcripts collection date shall be communicated through the University Website in due course.

The following documents should be presented for certificate collection:

- Duly signed copy of the certificate clearance form available from Student Finance office.
- Copy of the gown return form
- Original National ID/Passport
- Student ID (NB: Lost student ID's attracts a penalty of Ksh. 600)

Note: Uncollected certificates and transcripts will accrue a storage charge of **Ksh. 1,000 per year** (or any other rate determined by the University) effective **Monday, 3rd June 2024**

11. GRADUATION PHOTOBOOK

The University has made plans for photography. The information is readily available on the website in case you would like to feature in the graduation photobook.

12. CROWD MANAGEMENT

To have a successful Graduation Ceremony, all graduands are urged to remain seated throughout the event until the end of the ceremony and will only be permitted to stand when called upon for the conferment of the award by the Chancellor.