

OFFICE OF THE REGISTRAR, ACADEMIC AFFAIRS

INTERNAL MEMO

TO : KCAU GRADUATING CLASS OF NOVEMBER 2024
FROM : REGISTRAR, ACADEMIC AFFAIRS
DATE : 7TH OCTOBER 2024
SUBJECT : NOVEMBER 2024 GRADUATION CEREMONY

We take this opportunity to applaud the graduating class of November 2024 for their dedication and hard work in completing their studies and making their dream a reality. Congratulations!

Our 17th KCA University Graduation Ceremony will be held on **Friday, 29th November 2024**. Students who have successfully completed their course should have cleared for graduation by **Tuesday, 29th October 2024**.

To apply for and participate in the graduation, kindly observe the following:

- i) Initiate the graduation clearance process from the student portal.
- ii) Ensure that you have completed your coursework and submitted attachment reports to your respective faculty/school within the prescribed deadlines.
- iii) Clear any pending fees, including graduation fees, with Student Finance Office.

For graduation enquiries, write to graduation@kcau.ac.ke.

Congratulations to all our prospective graduands.



Dr. Rose Gathii (Ph.D)

Registrar, Academic Affairs

Cc: Vice Chancellor & CEO
DVC-ASA, DVC-FPD, DVC-RIO
Deans/Directors/CoDs/Managers.