

Dire Dawa University



Registrar Manual

October, 2025, Dire Dawa, Ethiopia

Preface

The Registrar Manual of Dire Dawa University has been developed to serve as the authoritative operational guide for the Registrar's Office and all academic units of the University. It articulates standardized procedures and institutional directives governing admission, registration, student records, examinations, graduation, and data management. As the central administrative office responsible for maintaining the integrity, accuracy, and confidentiality of student academic information, the Registrar's Office ensures that all operations at Dire Dawa University are aligned with the provisions of the Higher Education Proclamation No. 1152/2019 and the University's approved academic policies. The framework set out in this manual supports coordination of registrar functions in a manner that promotes consistency, transparency and accountability in the delivery of academic services.

This manual clarifies the roles and responsibilities of the Registrar's Office and its constituent units, thereby enabling staff and academic stakeholders to conduct their duties with clarity and professionalism. It establishes uniform workflows designed to enhance operational efficiency while emphasizing data integrity and documentation accuracy — reflecting the University's commitment to providing high-quality service to students, faculty and external stakeholders alike.

By grounding its procedures in national and institutional policy, the manual strengthens the University's institutional accountability and contributes to our mission of delivering quality education, cultivating competent graduates, and fostering good governance and academic excellence. Recognizing the dynamic nature of higher education, this manual is intended to serve as a living document — to be subject to periodic review and continuous improvement in response to evolving institutional priorities, policy developments and emerging best practices in registrar operations.

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Chapter One - Introduction and institutional framework

1.1 The University

1.1.1 Background

Dire Dawa University is found in the industrial and commercial city of Dire Dawa, which is located 515 km east of Addis Ababa. It is a young higher education institution, established and started its teaching and learning activities in the 2007 academic year. The university is established with the Ethiopian government's willingness and determination to expand higher education coverage and ensure its equitable distribution across the country in order to produce competent human resources and research outputs to meet the national development target through a poverty reduction strategy.

Recently, the university has more than 15,000 students and more than 200 international students admitted into more than 100 undergraduate and graduate academic programs. In terms of staff, there are more than 1200 Ethiopian and international academic staff and 867 administrative staff. There are numerous colleges and an Institute of Technology with 48 undergraduate and 46 postgraduate programs, i.e., the College of Business and Economics, College of Mechanical and Industrial Engineering, College of Civil Engineering and Architecture, College of Electrical and Computer Engineering, College of Computational and Natural Science, College of Social Sciences and Humanities, School of Chemical and Bio-Engineering, School of Computing, College of Law, and School of Textile and Fashion Design. The university also has a College of Medicine and Health Sciences along with its teaching and referral hospital.

The university is working strategically in partnership with several national and international institutions to achieve the higher education pillars, such as research, education, and community services. The registrar's office was established as a directorate under the academic affairs vice president to ensure quality education and sustainable teaching and learning processes.

1.2 Vision, Mission, and Commitments of Dire Dawa University Registrar Office

1.2.1 Vision

To provide accurate, efficient, transparent, and student-Alumni-Stakeholder-centered registrar services that enhance university operations.

1.2.2 Mission

To ensure accurate record-keeping, timely service delivery and accessible support for all students and faculty while adhering to university policies and national standards.

1.2.3 Values

- ☑ Quality
- ☑ Professionalism
- ☑ Integrity and Honesty
- ☑ Equity
- ☑ Diversity
- ☑ Social responsibility
- ☑ Accountability

1.2 Overview of the Registrar's Office

The Dire University office of the Registrar, comprising different academic units, is dedicated primarily to serving faculty and students by providing services of scheduling, registration, record keeping, and reporting. The office supervises student registration, maintains student academic records and records grades, issues academic transcripts and diplomas, authenticates enrollment and graduation, assigns classrooms, and administers the issuing, renewing, and replacing of the students' identification cards.

1.3 Organizational Structure of the Registrar's Office

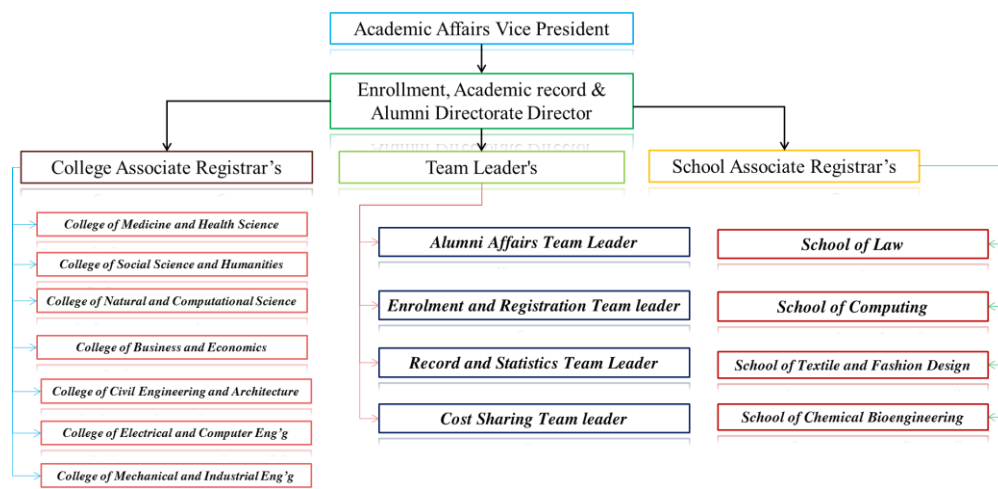


Fig 1. Organizational structure of DDU registrar's office

1.4 Definition of Terms

The terms expressed in this manual adopted from university senate legislation shall have the following meaning.

- ☑ **“Academic Calendar”** refers to the time allotted for Teaching-Learning process as approved by the Senate.
- ☑ **“Academic Community”** refers to all those individuals studying, teaching and doing research as permanent or visiting members of the University.
- ☑ **“Academic Matter”** refers to issues of the Teaching-Learning process/research and community service includes matters relating to admissions, course contents, course delivery, assessment, examination, grading and graduation, and it embraces related activities like, laboratory and field works, conducting tutorials, seminars, workshops and panel discussions.
- ☑ **“Academic unit”** means a School, a College, an Institute, a department, chair, pre-engineering coordinator or a center or unit established as a constituent unit of the University’s.
- ☑ **“Academic year”** means a two semester activities or the period of the year which consists of 300 days which students attend in the University.
- ☑ **“College”** shall mean an academic unit of the University that coordinates and oversees the academic, research, and community service activities of department/chairs/schools and centers within it which share similar resources.
- ☑ **“Dire-Dawa University Institute of Technology”** means a Technology Institute in Dire-Dawa University that is established to teach and conduct research in the fields of engineering and technology and render community services.
- ☑ **“Enrollment, Academic Record and Alumni Director”** means an executive manager responsible for operations pertaining to students’ admission, placement, registration and academic records.
- ☑ **“Program”** means a graduate, and undergraduate study disciplines.
- ☑ **“Load”** is defined as the total credit hours of teaching, research and community service and related assignments an academic staff carries, which takes into account the total lecture equivalent hours of courses, class size, contact hours,

research work, student advising, administrative and other duties which the Senate or the President or Vice Presidents may consider as a load.

- ☑ **“Undergraduate”** means the general post-secondary and high school level of study which leads to a Bachelor’s degree as in ‘undergraduate studies’ or ‘undergraduate student’.
- ☑ **“University”** means Dire-Dawa University established by Council of Ministers Regulation No. 230/2011.

1.5 Objectives of the Registrar’s Office

The objectives of the registrar’s office of Dire Dawa University are:

- ⇒ To support the community of the DDU by providing appropriate information and services
- ⇒ To facilitate and promote the educational mission of the DDU.

This role specifically includes providing information to faculty, staff, and external constituencies about both the undergraduate and postgraduate academic programs regarding enrollment and registration of students, verification of authenticity of documents, and keeping academic records of students.

1.6 Duties and Responsibilities of the Registrar

In general, the DDU registrar has the following roles:

- ☑ Recruitment and registration of students according to the prepared plan of the university;
- ☑ Keeping academic records of students appropriately and systematically;
- ☑ Receiving admission applications to the university and submitting these to the concerned colleges;
- ☑ Provision of student transcripts and credentials;
- ☑ Issuing, renewing, and replacing identification cards; and
- ☑ Prepares a list of students recommended for graduation and submits it to the Senate for approval.

Correspondingly, the registrar’s office is responsible for managing student admissions, academic records, graduation procedures, and alumni affairs. The office is also responsible for providing efficient and transparent registrar services that are friendly to students, staff, alumni, and industry stakeholders.

1.7 Functions and Responsibilities of Registrar Staff

In-charge of Students Admissions and Registration

1. Compiles admission and enrollment materials.
2. Manages the coordination of admission and enrollment processes for new students.
3. Examines, verifies, and validates the authenticity of credentials submitted by new students.
4. Organizes and files the credentials of new students before transferring them to the records in-charge.

In-charge of Records Management, Certification and Authentication

1. Compiles individual student records, including consolidated grade worksheets, permanent records, and evaluation records
2. Orchestrates the enrollment process for students
3. Provides guidance to students on curricular programs, enrollment procedures, subject loads, and sequencing.
4. Prepares enrollment lists, candidates for graduation lists, and candidates for graduation with honors lists, along with their corresponding statistical data.

1.8 General Workflow at the Registrar's Office

A. Pre-Registration

- ☒ Preparation, issuance and control of enrolment forms
- ☒ Preparation of admission slip for old students
- ☒ Preparation and dissemination of academic calendar
- ☒ Preparation and dissemination of enrolment procedure and control

B. Admission

→ Admission of old and new students

C. Registration

⇒ Registration of old and new students

D. Post Registration

- ☒ Sorting of registration forms (by college, course, curricular level and sex)
- ☒ Preparation of enrolment list (by college, course, curricular level., sex, and other data)

- ☒ Preparation of enrolment statistics (by college, course, curricular level, section, and sex)
- ☒ Preparation of folders for new students' records

E. Filing, Sorting, and Arrangement of Students' Records

- ⇒ Checking and filing of entrance credentials in the folder
- ⇒ Filing of registration forms in the folder
- ⇒ Filing of other pertinent student records in the folder
- ⇒ Sorting of folder of dropped-out and transferred students
- ⇒ Arrangement of students' individual folder

F. Student Records Preparation / Encoding of Records

- ☒ Requesting for form and transcript of records for transferees.
- ☒ Encoding of students' personal data information in the computer
- ☒ Encoding of currently enrolled subjects of students in the computer/permanent record
- ☒ Preparing of consolidated worksheets of subjects enrolled (by College/school)

G. Posting, Encoding and updating of grades

- Posting of students' grades from grades sheets to permanent record
- Encoding and updating of grades of students from consolidated
- Worksheets/permanent records in the computer

H. Evaluation

- Evaluation of students records for promotions to the next curriculum year
- Identification and dissemination of student's deficiencies, earned credits & etc...
- Advise students on subject pre-requisites, co-requisites, mandated subjects and others
- Processing of application for graduation
- Preparation of list of candidates for graduation
- Selection and preparation of list of honor students
- Presentation of candidates for graduation

I. Graduation

- ✓ Preparation and processing of awardees/grantees
- ✓ Presentation of the candidates for graduation to the academics department

- ✓ Preparation of list of candidates for graduation for approval of the president and Vice Presidents of the university.

J. Preparation and Issuance of Requested Academic Records

- Accommodation of request for academic records
- Preparation and generation of transcript of records of graduated students
- Preparation and generation of transcript of records, certification, medium of instruction, etc., as requested by students.

1.9 Registrar Office Services and Costs

The office of the registrar at DDU unveiled services as follows:

- ☒ Student Admissions: Selection, placement, and registration of students.
- ☒ Academic Records: Secure and confidential management of student data.
- ☒ Graduation Support: Issuance of degrees, diplomas, transcripts, and certificates.
- ☒ Classroom Management: Allocation and coordination of lecture halls.
- ☒ Alumni Affairs: Building connections and opportunities for graduates.
- ☒ Document Verification: Authenticating academic records and credentials.

Similarly, the DDU registrar office listed the services along with their cost below in tabular form.

Table 1.1: Services verses service fee

S.N	List of Services	Costs (Birr)
1	New application (extension undergraduate program)	200
2	New application (postgraduate program)	300
3	Registration (undergraduate program)	200
4	Registration (postgraduate program)	200
5	Re-admission application	200
6	Late registration with penalty (1 st , 2 nd respectively) (undergraduate program)	200,300
7	Late registration with penalty (1 st , 2 nd respectively) (postgraduate program)	300,450
8	Remedial result certificate	200
9	Remedial result certificate (damaged, lost respectively)	750
10	Name change by the order of court for active student	300
11	Birth date correction after document prepared	300
12	ID card replacement (damaged, lost respectively)	300 (paper) 500 (plastic)
13	Cost sharing replacement (damaged, lost respectively)	300
14	Student copy (damaged, lost respectively)	300

15	Transcript preparation	200
16	Temporary diploma replacement (damaged, lost respectively)	750
17	Original diploma replacement (Letter)	200
18	Official transcript for local destination (without postal service fee or through email)	300
19	Official transcript for foreign destination (without postal service fee or through email)	2000
20	Authentication of document previously issued by the university/ (per document)	1150
21	Issuance of student copy (postgraduate)	1000
22	Issuance of original diploma (undergraduate before 2005 E.C)	1500
23	Issuance of original diploma (undergraduate after 2005 E.C)	1500
24	Issuance of original diploma (postgraduate after 2005 E.C)	2500
25	Official transcript with educational breakdown	500
26	Educational breakdown to abroad	500
27	Letter of recommendation (status of student)/ letter to different office	500
28	Medium of instruction	500
29	Document authentication for private institute	100

1.10 Code of Ethics and Professional Conduct

- ☒ Admissions and placements are conducted in accordance with university regulations.
- ☒ Academic records are kept secure, confidential, and permanently archived.
- ☒ Graduation processing and transcript issuance follow approved timelines.
- ☒ Regular updates are shared with university leadership.
- ☒ Student information is handled with strict confidentiality.
- ☒ Showing loyalty, complying with university rules, and actively working towards its goals and vision.
- ☒ Acting responsibly, keeping a professional manner at all times, and doing a good job representing the university.

Chapter Two – Admission, Registration, and Academic Management

2.1 Admission Procedures

Purpose: Define the conditions, steps and responsibilities for admitting students into undergraduate and graduate programs.

Scope: All prospective undergraduate and postgraduate applicants to Dire Dawa University (DDU).

Policy & Criteria:

- Undergraduate admission is based on nationally recognized qualifications (national entrance examinations, preparatory/secondary school certificates) and any program-specific entry criteria determined by the relevant college/department and approved by the Senate. Admissions must conform to national higher education harmonized academic rules and any ministry of education directives.
- Postgraduate admission requires a recognized bachelor's degree for master's programs (and master's for doctoral programs), minimum CGPA thresholds, and program-specific requirements (research proposal, interviews, professional experience, and references). Departments may require entrance examinations or interviews.

Application & Documentation:

1. Applicants submit a completed application for admission and required supporting documents: certified transcripts, certificates of equivalency (when applicable), national ID or passport, and passport-sized photographs. Incomplete applications are not processed.
2. International applicants submit authenticated credentials and any required equivalency documents for evaluation.

Selection & Offer:

1. Department's screen and rank candidates against published criteria and quotas. Final admission decisions are recommended by colleges/departments to the academic commission or graduate committee for approval. The registrar's office prepares and issues official letters of admission and instructions for enrollment.

Acceptance: Admitted students confirm acceptance by the deadline and by settling any required deposits or registration fees; failure to comply within the deadline may result in forfeiture of the offer.

Orientation: The registrar's office, in coordination with student affairs, organizes an orientation program for newly admitted students covering registration, academic regulations, campus services, and code of conduct.

- a) Admissions to undergraduate regular programs to Dire-Dawa University from preparatory schools shall be based on completion of the preparatory program and obtaining the necessary pass marks in the Ethiopian Higher Education Entrance Examination (EHEEE). Admissions may also be granted to students completing their secondary education in foreign countries on the basis of equivalent academic achievements that shall be determined by ministry of education.
- b) Admissions to all undergraduate continuing and distance education programs shall be processed through the departments, in consultation with the university registrar, according to policies set for such admissions.
- c) The university in certain circumstances may admit students jointly with other affiliated universities or institutes. Such admission may be processed at any time of the academic calendar as deemed appropriate. Students may also be admitted to more than one program at the same time. However, criteria for such special admissions to individual programs shall be developed and recommended by SC/CC/IC/DA and endorsed by the Admission and Placement committee (APC).
- d) Without prejudice to other provisions of this article of this legislation and other applicable laws, the University shall admit:
 - I. For undergraduate studies, technical and vocational education and training graduates with pertinent qualifications and who satisfy entrance qualification assessment set by the ministry;
 - II. The senate may issue separate guideline for admission to the distance and continuing education program.

2.1.1 New Admission (Undergraduate & Postgraduate)

i) New Admission (Regular UG)

For regular undergraduate new admission criteria set by ministry of education are

- a) ESSLCE /Remedial result
- b) Equivalence Letter from Ethiopia Training Authority (ETA) for Scholarship student
- c) Grade 8 certificate
- d) Grade 9-12 transcript
- e) Scholarship letter (for foreigner students)

The newly admitted student shall submit all the required documents with filled biography form and two passport size photos in a file folder to registrar office.

ii) New Admission (Extension/ summer UG)

For non-regular undergraduate new admission criteria set by ministry of education and applicants meeting entry requirements set by DDU are:

- a) ESSLCE pass mark of the year or
- b) Level 4 + COC pass mark or
- c) 12 + 2 Diploma or
- d) Remedial pass result + cost-sharing clearance letter (Public university)
- e) Remedial pass result (private institute)
- f) Equivalence Letter from Ethiopia Training Authority (ETA) (foreigner)
- g) Payment receipt

The applicant shall submit all the required documents with filled biography form and two passport size photos in a file folder.

iii) New Admission (PG program)

For postgraduate new admission criteria set by ministry of education and applicants meeting entry requirements set by DDU are:

- a) Degree certificate
- b) Student transcript
- c) NGAT certificate
- d) Cost-sharing clearance letter from revenue authority
- e) Sponsorship letter (if applicable)
- f) payment receipt

The applicant shall submit all the required documents, a completed biography form along with two passport-size photos, and a filled application form in a folder to the assigned expert.

2.1.2 Readmission

Definition & Eligibility: Readmission applies to formerly enrolled students who discontinued study (withdrawal, dropout, temporary leave) and seek to resume. Students permanently dismissed for serious misconduct or academic dishonesty requires Senate approval for any reinstatement.

Procedure:

1. The student applies using the readmission request form, stating reasons for absence and providing supporting documentation.
2. The registrar verifies the student's prior academic and disciplinary records and any outstanding financial obligations.
3. The department and college assess curriculum compatibility (course changes) and seat availability. The graduate committee or senate makes final readmission decisions where required. The readmitted student receives conditions of readmission (e.g., repeating certain courses).

Timing: requests for readmission must be submitted in time for processing before the start of the intended semester (see Academic Calendar for exact deadlines).

The withdrawn students shall request for readmission with

- a) Request letter
- b) Permission letter (discipline case)
- c) Readmission form
- d) Passport size photograph
- e) Copy of issued withdraw document
- f) Student ID
- g) Payment receipt

The withdrawn students shall submit form, verify from the main registrar director and update registration records

2.2 Identification Card Issuance

Issuance: Every registered student receives a university identification card after the registrar confirms registration and financial clearance. The card displays the student's name, photograph, student ID number, program and validity period.

Use and Conditions: The ID card is required for access to libraries, laboratories, examination halls, residence services, and other campus facilities. Students must produce it upon official request. Misuse may result in disciplinary action.

Replacement & Fees: Lost or damaged cards are replaced upon completion of a replacement request form and payment of the prescribed fee. The registrar's office maintains the issuance log and deactivates previous cards.

Deactivation: The Registrar deactivates cards for graduates, withdrawn or dismissed students; deactivated cards must be surrendered when requested.

The criteria's for Issuance of new or replacement student ID cards are

- a) Application form
- b) ID Clearance form for the lost
- c) Payment receipt (if replacing)

The student shall submit request, verify detail, and issue new ID

Change of Personal Information

The registrar may update previous student details

- a) Written request
- b) Court decision letter (Name)
- c) Legal documents (Birth certificate, Passport, ID)
- d) Student ID

The student shall submit request, verify documents, and update records

2.3 Registration and Enrollment

2.3.1 Course Registration

Overview: Course registration is the formal process by which a student secures enrollment in courses for a semester. Registration is open only to students who have met admission/readmission and financial clearance requirements.

Process:

1. **Publication of offerings:** Prior to registration the academic/registrar's office publishes the semester course catalogue and section timetables.
2. **Advising:** Students consult assigned academic advisors to develop an appropriate study plan consistent with program requirements.
3. **Submission:** Students complete the course registration form (or use the online registration portal where available) and obtain the advisor's and department head's approvals. The registrar countersigns to finalize registration.
4. **Confirmation:** Registrants receive a stamped/online confirmation and a course schedule. Errors identified immediately after registration must be corrected through the post-registration adjustments process.

Late Registration: A short late registration window may be allowed with a late fee; registration beyond that window is not permitted except by express senate approval for documented exceptional cases.

Prerequisites & Co-requisites: Students must satisfy prerequisites before registering in advanced courses. Waivers may be granted by the department head on documented grounds.

Minimum/Maximum Load: Recommended default policy (to be adopted/approved by DDU Senate):

- **Minimum semester load:** 12 credits.
- **Normal maximum load:** 18 credits.
- **Overload:** up to 21 credits may be permitted with written approval from the dean for students with CGPA ≥ 3.00 and no outstanding obligations.

i) Semester Registration (regular UG)

The students register for the semester course

- a) Registration slip
- b) Advisor and department head approval
- c) Student ID

The assigned expert verify document, stamp the registration slip, and file the document

ii) Registration (Extension/summer UG program)

The students register for the semester course

- a) Registration slip

- b) Advisor and department head approval
- c) Student ID
- d) Reconciliation letter (for summer)
- e) Tuition and registration payment receipt

The assigned expert verifies documents, stamp the registration slip, and file the document.

iii) Registration (PG)

The student pays and registers for the semester course

- a) Registration slip
- b) Advisor and department head approval
- c) Student ID
- d) Course payment receipt (self-sponsored)
- e) Registration payment receipt (all)

The assigned expert verify document, stamp the registration slip, and file the document.

iv) Late Registration with penalty

The students missed registration deadline

- a) Registration slip
- b) Evidence for the delay
- c) Advisor and department head approval
- d) Student ID
- e) Course payment receipt (extension/ summer)
- f) Registration payment receipt (extension/ summer)
- g) Penalty payment receipt (all students)

The assigned expert verify document, stamp the registration slip, and file the document

2.3.2 Post Registration Adjustments

Correction Window: The Registrar permits corrections of registration errors (wrong section, missing pre-requisite minor schedule conflicts) within a short post-registration period (typically the first week) upon submission of a post registration adjustment form with necessary approvals.

Audit / Pass-Fail / Withdrawals: If options such as auditing or pass/fail are permitted in a program, students must request conversion within the allowed period and secure

departmental approval. Withdrawals after add/drop period follow the withdrawal policy (section 2.5.3).

- a) Separate file must be prepared for each student by **recorders**.
- b) A student who is admitted to the university in any program must present his/her documents that enabled him/her to join the university such documents include **EHEEQS/ESLCE**/ Degree/ Diploma/ student copy/ official transcript.
- c) Courses Registration form will be prepared in accordance with the course breakdown from the catalogue by **recorders**.
- d) Registration by proxy is not allowed.
- e) Registration formats will be collected and arranged in a systematic manner (alphabetic order) and will be used for developing list of students.
- f) Name list is prepared only for students who are registered for course(s) and the format must be self-explanatory it has to include information like program, admission classification, Department, **F/C/I/S**, Academic year and semester. As shown below

2.4 Add/Drop and Course Repeating

Add/Drop Period: An Add/Drop period (recommended: first 2 weeks of the semester — exact dates in the Academic Calendar) allows students to add or drop courses without academic penalty by completing an add/drop Form and obtaining advisor and department approvals. Deadlines are strict and published in the academic calendar.

Procedure:

1. Student completes and signs the add/drop form.
2. Advisor and department head sign to confirm prerequisites and load limits.
3. Registrar updates the student's record and issues an updated registration confirmation.

Course Repetition: Students who receive failing grades (F) or grades below program thresholds must repeat the course. Where the grading policy permits grade replacement, the later (higher) grade may be used in CGPA computation as per Senate policy. Repetition limits (recommended: maximum of three attempts per course) are defined in academic regulations.

Course Add/Drop

The registered students add/drop courses within the allowed period.

- a) Add/Drop form
- b) Approval from academic advisor
- c) Confirmation from department

The assigned expert verify document, stamp the registration slip, and file the document

- a) Students must present a payment receipt (for extension or summer programs) before initiating any course change.
- b) The add/drop Form shall be prepared by the records office and initiated by the student in accordance with the university academic calendar.
- c) The academic advisor must review and sign the form, ensuring compliance with prerequisite requirements and semester credit load limits for each admission category.
- d) Students may re-register for courses in which they earned an “F” or “D” grade:
 - Repeating an “F” grade course does not require academic commission approval.
 - Repeating a “D” grade course requires prior approval from the respective academic commission and is limited to one course only.
 - The student must be a borderline case (CGPA near 2.00) to qualify for repeating a “D” grade course.
 - The maximum grade awarded for any repeated course shall be “C”.
- e) Add/drop actions must be completed within the period specified in the university academic calendar, and must be approved by the academic advisor, course team leader, or department head before the deadline.
- f) A student may be required to drop a course if the department is unable to offer it due to unforeseen circumstances, provided that the situation is formally communicated to the registrar’s office.
- g) In the college of medicine, adding new courses is generally not permitted due to the unique nature of the curriculum, except under special circumstances approved by the college Council.

- h) The rearrangement of courses may be made by the school/college or the office of the university registrar when course delivery is interrupted or scheduling adjustments are necessary.
- i) A student may remove a previously earned “D” or “F” grade from their record by repeating the course, provided it is a non-major, semester-based course.

2.5 Discontinuing Study

2.5.1 Dismissal/Repeat

Academic Probation & Dismissal: Students whose academic performance falls below established minimum standards will be placed on academic warning or probation and given a chance to improve under specified conditions. Continued unsatisfactory performance may lead to dismissal after departmental review and Senate endorsement.

Disciplinary Dismissal: Serious disciplinary violations (academic dishonesty, fraud) may result in suspension or permanent dismissal following investigation by the disciplinary committee and Senate action.

2.5.2 Drop Out

Students who fail to register for two consecutive semesters without formal withdrawal may be classified as dropouts. The Registrar will attempt to notify the student; re-entry requires a readmission application (see section 2.1.2).

2.5.3 Withdrawal

Voluntary Withdrawal: A student may withdraw during a semester up to the published withdrawal deadline (recommended: by week 10 of a 16-week semester). Withdrawal requires completing a withdrawal request form, departmental and registrar approvals, and settlement of clearance obligations. Grades for withdrawn courses are recorded as 'W.' withdrawal may affect the student’s progression and financial standing.

Medical/Compassionate Leave: Withdrawals for medical or compassionate reasons require documentary evidence and may be processed outside standard deadlines subject to committee review.

The student leaving university due to personal/ academic

- Request letter and evidence from student
- Letter from department (personal)
- Filled clearance form

- Student ID

The student shall submit form, verify from the main registrar director and update registration records

2.5.4 Clearance

Clearance Process: Prior to graduation, official withdrawal, or readmission, students must complete the clearance form and obtain signatures from library, finance, residence life, departments and other relevant units confirming return of property and settlement of obligations. The Registrar issues final clearance only after all signatures are secured.

- Upon withdrawal or graduation, students must undergo clearance procedures.
- A student who has not observed and fulfilled clearance procedures shall be denied use of university services without prejudice to the power of the university to take relevant legal and administrative measures for default in fulfilling clearance procedure within a permitted deadline.

2.6 Academic Matters

2.6.1 Academic Calendar

The Academic Calendar is prepared annually by the Registrar and approved by the senate. It lists start/end dates, registration windows, add/drop deadlines, examination weeks, holidays and convocation. All colleges and departments must plan activities consistent with the calendar; any revisions require Senate approval.

- An academic year for medical students shall be forty eight (48) weeks except for pre- medicine which is a semester based. However, during the internship, the academic year shall be fifty (50) weeks.

2.6.2 Semester Load

The university sets minimum and maximum credit loads per semester and publishes load policies (including overload permissions and conditions). Students on probation may have restricted loads.

 The normal semester load margin is:

15-20 for regular

8-10 for extension

10-12 for kiremt

5-7 for extension during summer semester

- ✚ The semester load prescribed in the course catalogue is taken the normal load.

Over and under load

- a) Initiated upon the request of the student.
- b) A student seeking over load or under load shall submit an application in written documents to the advisor or department head.
- c) Application letter should have evidence of having sufficient release time for doing extra credits for over or why he/she is not able to take normal load under load.
- d) The department shall pass the final decision. However, it should not exceed 22 credits for regular and 12 credits for extension students as indicated in Article 78 of the legislation (page 83-84).

2.6.3 Class Attendance and Participation

Attendance is compulsory. Instructors record attendance and may set minimum attendance thresholds for course completion (commonly 75–80% of scheduled class hours). Excessive unexcused absence may result in an NG grade (No Grade) or denial of exam eligibility. Make-up for missed work requires documented justification.

- a) A student is required to attend all lectures, seminars, tutorial classes, laboratory and practical sessions as well as fieldworks of courses, except for courses in which earning credits through examination alone is accepted.
- b) Except for extenuating circumstances, students are required to maintain a minimum of 80/85% attendance to earn credit in the given course. However: Some programs may demand 100% attendance where such full attendance is academically indispensable; and Academic units may not allow the 20/15% non-attendance provision for certain portions of a course, such as laboratory or field experiences judged academically indispensable for the student.
- c) A student who has missed more than 20/15% of attendance shall be given a grade of IA (Incomplete Attendance) and be required to provide acceptable reasons for failure to attend classes.
- d) If a student's IA is proven to have been for valid reasons, course registration will be canceled and the student shall be permitted to retake the course.

- e) If a student's IA was due to reasons that were not valid, the IA grade shall be changed to an "F" at the end of the sixth week of the next enrolment in the program.
- f) The course instructor shall arrange make-up classes, in consultation with and approval of the head of the department unit and students for all classes missed due to his involvement in fieldwork, seminar, workshop or any other justified reasons. However, such make-up classes should not exceed 20/15% of the course unless approved by the college dean and/or AVP.

2.6.4 Assessment and Grading System

Grading Structure: The university uses a standardized letter grading system with associated grade points (e.g., A=4.0, B=3.0, C=2.0, D=1.0, F=0.0). Exact letter-to-point mapping and percentage bands should be specified in the academic regulations. Course grades are compiled from continuous assessment (assignments/quizzes), midterm(s), final examination(s) and other course components according to the course syllabus.

Incomplete (I) and NG:

- **I (Incomplete):** Assigned when course requirements are incomplete for documented valid reasons; the instructor sets a deadline for submission. Unresolved 'I' grades convert to F per regulation after the allowed period.
- **NG (No Grade):** Assigned for insufficient attendance or failure to meet course obligations; treated as failing for progression unless remedied.

Grade Changes: Grade changes are permitted only through the formal grade change request, with supporting evidence, departmental endorsement and approval by the dean and registrar within the grade-change deadline.

CGPA Calculation & Grade Replacement: CGPA is calculated as total grade points divided by total credits attempted (specific inclusions/exclusions defined in regulations). Policies on grade replacement for repeated courses are explicitly stated in academic regulations; typically the higher grade is used for CGPA if replacement is allowed.

- a) Upon completion of a module, the following grading scale and letter grade system are employed to grade a student.

Table 2.1: Grading Scale (Except College of Medicine and Health Sciences)

Raw Mark Interval [100 %]	Corresponding fixed Number Grade	Corresponding Letter Grade	Status Description	Class Description
[90,100]	4.00	A+	Excellent	First class
[85,90)	4.00	A		with great
[80,85)	3.75	A-		distinction
[75,80)	3.50	B+	Very good	First class
				with
				distinction
[68,75)	3.00	B	Good	Second class
[65,68)	2.75	B-		
[60,65)	2.50	C+	Satisfactory	
[50,60)	2.00	C		
[45,50)	1.75	C-	Unsatisfactory	Low class
[40,45)	1.00	D	Very poor	
<40)	0.00	F	Fail	

- b) Notwithstanding the grading system indicated in the table under **sub-Article** of this Article, the school of medicine may follow its own grading system that shall be approved by the **ASPRC** and the senate.
- c) Academic achievement in all the undergraduate programs of the university, with the exception of modules/courses and programs for which the senate provides special dispensation, shall be graded on the letter system based on the scale that is in the manner provided in **sub-Article** of this Article.
- d) In cases where a student does not have full examination records, the instructor shall record “NG” for No Grade. All “NG” s shall be changed to one or another of the following before grades are submitted to the registrar:
- e) to an “I” (incomplete) by the **AC** in consultation with the instructor concerned for a student who, because of illness or of other reasons beyond his control, fails to complete the course; or
- f) to a “W” (withdrawn) by the academic unit chair/head for a student who has

- formally withdrawn from the program within eight weeks after the beginning of the semester; or
- g) to a “DO” (dropout) by the dean for a student who has not withdrawn from a program in accordance with the withdrawal procedures set forth by the University and the time limit specified in this legislation, or failed to produce evidence justifying his failure to sit for the examination(s);
 - h) Neither “W”, “DO” nor “I” shall play any part in the computation of the semester grade point average.
 - i) A student who obtains a “DO” for a module/course or courses shall be required to justify the reasons why he failed to comply with the withdrawal procedures set forth by the University to the appropriate academic commission within six weeks after the commencement of the subsequent semester. Failure to do so shall result in an automatic “F” grade.
 - j) The modalities of converting “I” grades to other grade forms shall be as per the procedures set forth under this legislation.
 - k) All required non-credit work shall be recorded with a grade of “P” (Pass) and “F” (Fail), but neither shall be included in the computation of the grade point average.
 - l) Semester average number grade (SANG) is determined by dividing grade points earned in semester by the number of credit points in that semester.
 - m) Unless otherwise provided for by this legislation or other guidelines issued by the senate, grade point averages are determined by dividing grade points earned in a semester or a term by the number of credit hours/ECTS attempted in that semester.
 - n) If a student repeats a course, the initial credit hour and grade shall appear on the transcript but be ignored in calculating the semester grade point average

2.6.6 Duration of Study

Standard program durations and maximum allowable durations are set by senate.

Recommended defaults: Undergraduate standard duration: 4 academic years; maximum allowed duration: 6 academic years (1.5× to 1.5–2× the normal duration depending on program). Graduate program durations follow the graduate studies guidelines. Extensions beyond maximum duration require special approval and a documented study plan.

2.6.7 Academic Status and Achievement

Students are classified as good standing, academic warning, probation, or dismissed according to performance thresholds in the academic regulations. The registrar notifies students of status changes in writing and records them in the student information system.

Academic Honors: Academic honors and recognition (dean's list, distinctions upon graduation) are awarded based on published CGPA thresholds and senate rules

Table 2.2: The status of first Year students in the first semester

Year	Semester	SGPA	CGPA	Previous status	Any previous AD/PR	Final Status
I	I	[1.75 , 4.00]	[1.75, 4.00]	-	Any	Promoted
		[1.50, 1.75)	[1.5, 1.75)	-	No	Warning
				AD	Yes	Dismissal for Good
		[1.00, 1.50)	[1.00, 1.50)	-	Yes	Academic Dismissal
				AD	Yes	Dismissal for Good
		[0.00, 1.00)	[0.00, 1.00)	Any	Any	Dismissal for good

Table 2.3: The status of first year, second semester and above students

Academic Dismissal = AD, Promoted = P, Warning = Wa and PR=Probation.

Year	Semester	SGPA	CGPA	Immediate previous semester status	Any previous Academic (AD and PR) status	Final Status
I	II	[1.75 , 4.00]	[2.00, 4.00]	Any	Any	Promoted
				P	No	Wa
				Wa	No	AD/PR
					Yes	Dismissal for good
		[1.00, 1.75)	[2.00, 4.00]	P	Yes	Dismissal for good
				AD/PR	Any	Dismissal for good
					Any	Dismissal for good
				P	No	Warning
		[0.00, 1.00)	Any	P/Wa	No	AD/PR
					Yes	Dismissal for good
				PR/AD	Yes	Dismissal for good
					No	Dismissal for good
				Any	Any	Dismissal for good

II and above	Any	[1.75, 4.00]	[2.00, 4.00]	P/Wa/PR	No	Promoted
			[1.75, 2.00)	Wa	No	AD/PR
					Yes	Dismissal for good
				P	No	Wa
				AD/PR	Any	Dismissal for good
			[0.00, 1.75)	Any	No	Dismissal
						for good
		[1.00, 1.75)	[2.00, 4.00]	P	No	Warning
				Wa	No	AD
				Wa	Yes	AD
				AD/PR	Any	Dismissal for good
			[0.00, 1.75)	Any	No	Dismissal
						for good
		[0.00, 1.75)	Any	Any	No	Dismissal
						for good

2.6.8 Transfer of Students

I) Transfer to DDU

Internal Transfers: Students may request program/department transfers within the university subject to meeting program prerequisites, quota availability and departmental approval.

The Enrolment of students officially accepted to transfer from other university to DDU by AVP

- DDU acceptance letter
- Transfer letter to DDU
- Official transcript (with no NG, FX, F, I grade and CGPA above 2.00)
- Cost sharing letter /agreement/report from university (regular)
- Clearance from the university they transferred

The student shall submit all the required documents including ESSLCE. Grade 8 certificates and Grade 9-12 transcript, filled biography form along with two passport-size photos, in a folder to the assigned expert.

II) Transfer from DDU

Inter-University Transfer: Transfers from other recognized institutions are considered under conditions: submission of official transcripts and course syllabi for equivalency, the applicant meeting minimum CGPA requirements, and the sending institution not

having permanently dismissed the student. Acceptance of transferred credits and the student's year/semester placement is determined by the receiving department and approved by the Senate.

The transferring students officially approved to transfer from DDU to other university by AVP

- a) Acceptance and request letter from university they transfer and approved by DDU AVP
- b) Cost sharing agreement (transfer to public university)
- c) Cost sharing letters (transfer to private or extension student)
- d) Filled clearance
- e) Payment receipt

The registrars will Preparation of transfer letter, student's transcript preparation, clearing students from university

Credit Equivalency: The department evaluates course content, contact hours and learning outcomes to determine equivalency. Only courses approved as equivalent are accepted for credit; rules on whether transferred grades count toward CGPA are stated in academic regulations.

2.7 Records Management

2.7.1 Authentication of records/documents

The registrar authenticates academic records (official transcripts, degree certificates, and letters of verification) only after confirming clearance, identity and fulfillment of all requirements. Authenticated documents bear the university seal, authorized signature and issue date. Fees for authenticated copies are applied as per the fee schedule.

2.7.2 Falsification of records

Falsification, alteration or misrepresentation of academic records, certificates, or identity documents is a grave offense. Suspected cases are investigated by the disciplinary body; proven offenses lead to sanctions including cancellation of admission, rescinding of degree, disciplinary suspension, and referral to legal authorities. The registrar cooperates fully in investigations.

Falsification occurs when there is a modification, erasure, forgery of signatures of designated personnel, or any other alteration made to credentials, documents, or records. This constitutes a criminal act punishable under the revised penal code.

- a) Requests from the civil service commission and agencies necessitating verification of documents submitted by students shall be promptly addressed.
- b) Any student discovered falsifying academic records will be reported to the office of student affairs for disciplinary sanctions.

2.8 Tuition and Other Fees

Fee-setting: Tuition and fees (tuition, registration, laboratory, library fines, ID replacement, and graduation/diploma fees) are approved annually by the university management/council in consultation with the finance executive office and published before registration. Fees for international, distance and evening students may differ.

Payment: Students must pay fees according to the published schedule; nonpayment results in holds on registration, transcript issuance and graduation clearance. Penalties for late payment are applied as published. Fee waivers, scholarships, and staff-dependent discounts follow university policy and require documented approvals.

2.9 Cost sharing

Principles: DDU implements a cost-sharing approach that outlines the proportion of education cost borne by government subsidy and student contributions (tuition, board, service fees) consistent with national policy. The university publishes the cost-sharing scheme annually and ensures transparency in allocation and appeals mechanisms.

Implementation: Specific exemptions, obligations (e.g., service return for publicly supported scholars), and scholarship arrangements are governed by university and national regulations. The registrar maintains records of fee categories and monitors compliance with cost-sharing rules.

Chapter Three - Examination and Assessment

All examination and assessment activities at Dire Dawa University shall be conducted in accordance with the university's senate legislation (2019), Articles 88 to 93, which govern examination and assessment.

3.1 General Provisions of Examinations

- Every course/module shall include continuous assessment (tests, assignments, quizzes, lab work, reports, presentations, etc.), which shall account for 50% of the total course mark.
- The remaining 50% shall be allocated to the final examination, conducted at the end of the course/module. Exceptions may be made for professional disciplines such as Medicine and Law, which may set their own guidelines with Senate approval.
- Examinations may be written, oral, or practical, depending on the nature of the course. For oral exams, a written record of student performance and grading basis must be maintained and filed by the instructor(s).
- The number, type and schedule of exams or tests in a course are determined by the modular/course team but shall be stated on the course outline/syllabus to be issued to students at the beginning of the course.
- A course outline/syllabus, as a matter of routine, shall include information on the distribution of points/mark among various types of exams and other works in percentage terms. A copy of the course outline shall be submitted to the department at the beginning of each module/course.
- Copies/soft-copies of all exams, tests and quizzes, along with their answer keys and marking schemes, which go into the determination of a student's final grade in a course, shall be kept with the instructor for six months (one year for summer students). However, copies of the periodic exams along with their answer keys and marking schemes shall be deposited with the department and library in the form of exam bank within 7 days following the administration of the exams.
- In those cases where a course is taught by the same instructor to more than one section of students in the same program, examinations shall be of the same form and content.

- A common examination paper shall be prepared in case where more than one instructor teaches a course with the same title and ECTS/credit hour to one or more sections.
- Where common examination(s) have to be given for a course(s) taught by more than one module/course instructor, the department that offers the course(s) shall ensure that all instructors involved in the teaching of the course have reached an agreement on the content of the exam(s). The department that offers such courses shall work out procedures by which reviews of exam questions for such courses will be carried out by a full panel of instructors involved in the teaching of the courses. Instructors are required to be present at meetings in which exam questions are reviewed and determined for such courses.
- Where common exams are given or, where more than one instructor teaches a course, a panel of instructors shall work out a marking scheme and a copy shall be submitted to the department before the completion of marking.
- Examination papers prepared by the instructor or a panel of instructors shall be submitted to the module/course team for review and endorsement.
- Final grades for all module courses shall be reviewed and endorsed by module/course team.
- Final grades shall be submitted by the instructor to the Registrar office and with a copy to the head of the department on duly signed official grade report form. This document shall be prepared legibly with no alterations or erasures.
- A copy of grade report sheets and minutes of the module/course team for all courses shall be kept at the department.
- An official grade report form shall be filled out only by the instructor(s) who had taught the course, set or participated in the setting of the exam questions and marked the exam papers.
- When, for reasons beyond control, the provisions of the above here of cannot be met, the setting of examinations and the marking of exam papers shall be carried out by a qualified member of staff designated by the department head.

- In those cases where the head of the department had to designate someone other than the instructor who had taught the course to either set or mark the examination, the Head shall forthwith present the case to DA for endorsement.
- Students have the right to see their corrected exam papers.
- Official grade report forms shall be prepared by the Registrar and shall carry all the names, ID numbers of students who have been on the official class list for the course.
- Under no circumstances may students be allowed to handle grade report forms, including forms on which grades have not been filled out.
- Grades shall officially be announced to students by the department head.
- Departments must make sure that instructors on leave have entered all student grades into the student information management system (SIMS) and the grades of students in their hand before departure.

3.2 Administration of Midterm and Final Examinations

A list of candidates sitting in an examination shall be prepared in advance of the examination by departments to which the students belong and such a list shall be handed over to the invigilators for purposes of checking attendance in the exam.

- ⇒ No student may be admitted into an examination hall 30 minutes after the beginning of the examination. However, all examinations must start on time and no corrections and other announcements made for students at the beginning of the exam shall be repeated.
- ⇒ No student shall be permitted to leave the examination hall within the first 30 minutes after the examination has commenced or before signing the attendance sheet. If a student must leave the examination hall due to a health-related issue, and in so far as the student is in a conscious and sound state of mind, the invigilator present shall inform the student that a medical certificate must be promptly obtained from any legally established public medical institutions to verify the claim of illness.
- ⇒ Upon conclusion of an examination the invigilator shall submit a report on the conduct of the examination by completing a form prepared for that purpose. The

report shall be submitted to the office of the head of the department that offers the course.

3.3 Make-Up and Special Examinations

3.3.1 Make- UP Examination

- A student unable to sit for a final examination for reasons beyond his control, such as hospitalization, psychological problems or other accidents, and therefore has an "I" (incomplete) grade in a module/course may be allowed to sit for a make-up examination in the module/course.
- Any such student, or a person representing the student, shall submit application for make-up examination in writing with valid and documented reasons for not having sat for the final/mid examination to the chair/head of his academic department/center/school within six weeks after the start of the subsequent semester.
- Where the AC/DA finds that the student did not have valid reasons for not sitting for a mid/final examination, the "I" grade on the student's record shall be automatically changed to "F". GPAs shall be calculated and the status of the student shall be determined accordingly.
- Dates for make-up examination will be announced by the dean or head of the department. The date may range from six weeks to a year from the date a decision by AC/DA was made.
- A student allowed to sit for a make-up examination shall register for the examination at least one month (the dates to be announced by the office of the registrar) before the final examination in the module/course is scheduled to be administered.
- A student who has three or more "I" grades in a semester and would therefore sit for a make-up examination, irrespective of his academic status, withdraw from the university for academic reasons and apply for make-up examination. No GPAs shall be calculated and no academic status shall be determined for such a student until the results of the makeup examination are known.
- A student who has less than three (one or two) "I" grades in a semester and who is allowed to take a make-up examination may continue his studies in subsequent

semester if he is in good academic standing (Semester GPA greater than 1.75 and CGPA greater than 2.00). For such a student, GPA shall be calculated and his academic status shall be determined based on the grades obtained and excluding courses in which the “I” grades are registered. Such a student shall also apply and sit for a make-up examination in incomplete courses.

- If a student has less than three “I” grades but is not in good academic standing, he will withdraw and apply for make-up exam. GPAs will not be calculated and status will not be given for such a student until he takes the make-up examination.
- Unless otherwise decided by the AVP, any “I” grade not removed within a shall be converted to an “F” grade.

3.3.2 Special – Examination

(a) Re-examination

- ☒ Re-examination shall be allowed for; a student in any year who may not have a possibility of repeating a course(s) due to discontinuity of an academic program and/or a graduating student.
- ☒ A student may be allowed to take re-examinations for modules/courses he scored D or even C-. However, such opportunities should be decided by the Academic Commission in consultation with the academic advisor of the student. A graduating class student may be allowed for re-examination of a maximum of two modules/courses.
- ☒ A student may sit for a re-examination of four modules/courses for which the possibility of repeating is non-existent due to program discontinuity. Re-examination may be allowed for a student whose CANG/CGPA must be such that when an input of a minimum of 2.00 or “C” grade on the module/course is made enables him to qualify for graduation or promotion. The grade obtained for re-exam shall be recorded as it is for the module/course.
- ☒ Re-examinations shall be administered any time within three weeks after the commencement of the subsequent semester. If the time of examination extends into the next period of training, a student shall be allowed to undertake a temporary registration. Depending on the results, the registration may be cancelled or retained as soon as his status is determined. The department/chair

head, on behalf of the DA, shall determine and notify re-examinees, set and announce dates of reexaminations to students and academic staff within three days after beginning of the semester. The course/module instructor shall submit to the EARAD the grades of students within two days of the examination dates.

(b) Exit- Examination

- ☑ Administration of the exit examination is coordinated nationally by the ministry of education in collaboration with public universities and professional associations. At the institutional level, Dire Dawa University implements the exam under the supervision of the university exit examination committee, operating within the office of the academic vice president. The registrar's office plays a crucial supporting role by identifying eligible graduating students, registering candidates, maintaining accurate data, and communicating examination schedules, venues, and instructions.
- ☑ The exit examination primarily applies to all undergraduate programs. To be eligible for the exit examination, a student must be enrolled in a program subject to the national exam requirement, must have completed all coursework and continuous assessments, and must be officially listed as a graduating student for the academic year. Participation in the exit examination is mandatory for all eligible students, and no degree shall be awarded without fulfilling this requirement.
- ☑ The grading and results of the exit examination are determined by the ministry of education in accordance with national standards. Once results are released, the registrar's office records them as part of each student's permanent academic file. Students who do not meet the required passing mark are allowed to retake the examination according to the national retake policy and calendar. A student who has successfully passed the exit examination, completed all academic and other requirements, and received Senate approval becomes eligible for graduation and degree issuance.
- ☑ Dire Dawa University has the institutional responsibility to provide logistical, administrative, and technical support for the effective conduct of the exit

examination. The University ensures that exam guidelines are communicated clearly to all graduating students, and that exam materials and results are securely handled to preserve confidentiality and integrity.

(c) Periodic Examination

- ⇒ Students in the University shall sit for periodic/holistic without prejudice to the continuous assessments.
- ⇒ A student may sit for one of the two final/holistic exams to be administered consecutively at an interval of two weeks at each time.
- ⇒ Holistic exam, if any, should be identified with course title and code.
- ⇒ The grade point of holistic exam should not be included in the computation of either semester or cumulative status of student.
- ⇒ The holistic exam result shall be rated as Pass (P) or Fail (F) status. The pass mark at the exit/holistic exam shall be determined by respective program to qualify for graduation.
- ⇒ Holistic exam, if any, shall be given once in a year for graduating students and the period shall be indicated in the academic calendar.
- ⇒ A student who failed the holistic exam can repeat it twice but no special re-examination schedule shall be arranged for failing students. The student shall be academically dismissed for good if he fails for the third time.

3.3.1 Feedbacks from Examinations

Exam papers are returned to students after marking, and feedback must be provided so that they will learn from their mistakes. Instructors are required to submit grades only after students have reviewed their exam papers.

3.4 Violations of Examinations Regulations

- (a) Any one of the following shall be interpreted as an act of cheating in an examination or any other graded exercise and shall have direct consequences on the marking or grading of all kinds of examination papers, term papers, projects or senior essays and for the determination of academic status of students.
- ✓ Found in possession and copying from pieces of paper or any other source of information brought into an exam hall where such material is not specifically permitted.

- ✓ Working on or being found in possession of exam papers other than one's own.
 - ✓ Exchanging information in the examination hall in oral, symbolic, written or any other means, such as mobile phones are not specifically permitted.
 - ✓ Making use of someone else's work, or parts thereof, without acknowledging the same and with deliberate intent to represent such material as one's own.
 - ✓ Sitting for an examination in a module/course for which one has not been registered;
 - ✓ Taking an examination by proxy, i.e. through a secondary party.
 - ✓ Submitting a work or works for which it can clearly be established that the work or part thereof is not produced by the student claiming authorship or production.
 - ✓ Disorderly conduct in an examination hall, including refusal to accept and abide by instruction given by the invigilator.
 - ✓ Copying or trying to copy from any other student or deliberately letting any student copy from one's exam paper.
 - ✓ Engaging in any other act that is deemed inappropriate to the smooth and fair conduct of the examination.
- (b) Any one of the following shall be interpreted as intention to cheat in an exam or in any other graded exercise, and shall have direct consequences on the marking and grading of all kinds of examination papers, term papers, projects or senior essay and for the determination of the academic status of students.
- ✓ Being found with any kind of written material not officially permitted into the exam hall in any form (on paper, on clothing, on body parts, etc.) or with equipment and devices of all kinds such as cell phone that are not specifically permitted.
 - ✓ Evading signature of attendance sheets in an examination or trying to leave examination halls without submitting answer sheets in ways that could lead to claiming absence from the hall.
- (d) An invigilator who apprehends a student in the act of cheating in an exam or exercise shall forthwith inform the student that his behavior will be reported. The invigilator shall also make as detailed and complete note of the incident(s) as possible in preparation for this reporting. The invigilator shall collect all evidences of cheating

(copies of plagiarized material, scraps of smuggled papers, notebooks, exchanged exam papers, prohibited devices, testimonies by other supervisors, etc.)

- (e) Where the intent of cheating has been committed in an examination hall, the instructor or the invigilator shall sign on the exam paper and allow the student to continue work on the examination and report the case to the concerned department/chair.
- (f) Where the invigilator discovers evidence demonstrating that there was intent on the part of the student to cheat but no clear evidence that the student has actually cheated, the student shall be permitted to continue to work on the exam but shall be told that the behavior will be reported.
- (g) All evidences on cheating or attempted cheating and reports in justification of decision made by the chief invigilator on the spot shall forthwith be submitted to the head of the department in which the student is enrolled.
- (h) The head of the department/chair shall present the case to the SC/CC/IC/DA which shall determine if there had indeed been a clear case of cheating or of intended cheating. The SC/CC/IC/DA has the authority to seek additional evidence to reach a decision, including one of requiring the candidate involved in the act of violation to testify.
- (i) In the event that the SC/CC/IC/DA finds a clear case of cheating, it shall decide and inform the instructor of the course that a student obtains zero points for that examination or work. For other disciplinary measures including warning or suspension for at least one semester the case shall be forwarded to students' discipline committee.
- (j) Where the incident of cheating has occurred for the first time in the course of a student's stay in a particular program, the department head/ discipline committee shall warn the student in writing and publicize the case within the campus.
- (k) A student who has been reported for cheating for the second time shall be suspended for at least one academic year by the SC/CC/IC/DA and he/she who commits such an offence for the third time while enrolled in a program shall be dismissed from the program. Dismissal shall be recommended by the SC/CC/IC/DA and approval by the VPAA.

- (l) Where an incident cheating or intent to cheat in an examination involves more than one student the following procedure shall be followed:
- ✓ If all students happen to be enrolled in the course in which the incident has occurred they shall all be penalized in the same way and equally;
 - ✓ If any one of the students happens not to be enrolled in the course but happens to be a student of another year in the same department/chair or in any other department/chair of the University system, that student's case shall be referred directly to the dean/scientific director or AVP and the provisions **sub-article j** of this article shall apply.
- (m) The decisions of the DAC on cheating case, accompanied by the minutes of its deliberations, shall be submitted to the dean of the college/school.

3.5 Grade Change and Appeal Procedures

- ✓ If a student believes that his/her grade (intermediate result) is not fairly and correctly processed, he/she should first discuss it with the instructor.
- ✓ The instructor is expected to show and explain to the student his/her performance in the examination (s) and test (s).
- ✓ The instructor shall show and explain to the student, his/her performance on his examination(s), test(s) result/s and other results which might be obtained from other forms of assessment/s.
- ✓ If the grade (result) of the course being complained is wrongly entered due to an error committed by the instructor, for which the instructor admits, the instructor shall change the student's grade by submitting a "Grade Change Report" to the department/chair. Up on the approval of the request by the head of department/chair, the instructor shall change the grade within the time stated in the academic calendar. No grade change is allowed two weeks after the start of the semester.
- ✓ A grade obtained in remarking shall be final even if it is lower than the one previously obtained.

Appeal Procedures

- ✓ Each department/chair shall be in possession of the standard application form to be filled out by students who petition for re-marking. Such forms shall require of the student to specify the reasons for disputing the earned grade.

- ✓ Upon receipt of the petition for remarking, the head of the department/chair will, after consulting with the instructor of the course, decide on whether or not there exists a basis for granting the request and where the request is denied the student shall be informed in writing the reasons for the denial.
- ✓ If it is decided that a student's examination shall be re-marked, the head of department/chair shall:
 - Obtain all relevant exam papers and grade distribution scale employed by the instructor;
 - Obtain the answer sheets or papers written by the petitioning and other students in the section to which the student belongs.
- ✓ The head of the department/chair shall then assign at least two academic staff members who shall do the remarking separately and who, if necessary, may consult with the instructor who originally did the marking and report separately to the head with a recommended grade.
- ✓ The head of the department/chair shall then decide what grade to give to the student taking into consideration the grades given by the three academic staff members.
- ✓ The module/course team leaders submit the final result to the head in three copies. The head then:
 - Signs and sends the hard and soft copy to the office of the EARAD;
 - Signs and sends one copy to the department/chair, and
 - Signs and sends one copy to the course instructor.
- ✓ If, at the end of the remarking process, there is conviction beyond reasonable doubt that the first marking was prejudicial to a particular student in ways that prove that the instructor was deliberately intending on harming the student academically, the department shall take up the matter through proper channels for disciplinary action against the course instructor in question.
- ✓ If a student, upon petitioning for remarking, had claimed that there might be motives for which the instructor unfairly graded the student's papers, and if, upon the completion of remarking the paper, no evidence of unfairness is found, the instructor concerned shall receive a letter from the department head exonerating the student of any allegations.

- ✓ The case of a student who had filed unfounded allegations against an instructor in connection with the marking of examination papers shall be forwarded by the module/course team leader which offers the course to the head of the department in which the student is enrolled for disciplinary measures.
- ✓ If no satisfactory resolution is reached with the instructor, or if the instructor is unavailable; the student shall appeal to the department Head. The department Head will examine the student appeal in order to determine if the student has established a prima facie case of capricious, arbitrary or evaluation. If not the Department Head will so inform the student and the instructor immediately.

Chapter Four – Graduation, Certification, and Academic Recognition

4.1 Graduation Requirements

To be eligible for graduation, students must:

- a) Complete all required program coursework and total credit requirements.
- b) Achieve the minimum cumulative GPA mandated by the program (recommended minimum: CGPA 2.00 for undergraduate programs; recommended minimum for graduate programs: CGPA 3.00).
- c) Satisfy practicum, internship, thesis/dissertation, or capstone requirements (where applicable).
- d) Fulfill civic or community-service obligations as required.
- e) Clear all administrative and financial obligations and submit a graduation application by the published deadline.
- f) **Degree Conferment:** Degrees are conferred by the university senate after verification by the registrar that all academic and administrative requirements have been met. Diplomas are issued at convocation or by post upon request and clearance

Graduate students requirement: Graduate students must comply with Graduate Studies regulations regarding coursework load, research/thesis requirements, supervision, seminar participation, qualifying exams, ethical clearance for human/animal research, and timelines for submission and defense. Minimum GPA and completion timelines are enforced as per Graduate Guidelines. The Registrar records candidacy status and monitors compliance for graduation eligibility.

4.2 Academic Distinction and Honors

Based on DDU senate legislation, the following shall constitute the requirements for academic distinction upon graduation.

- ☒ A student who, upon completion of the requirements for the baccalaureate degree, has a **CANG ≥ 3.70 or CGPA ≥ 3.75** shall graduate with great distinction.
- ☒ If the student has **CANG $3.00 \leq x \leq 3.69$ or CGPA $3.25 \leq x \leq 3.74$** , the student shall graduate with distinction.

The university gold medal is a prize awarded every year at the commencement exercise to one outstanding regular student through computation among school/college/institute. The award is made on the basis of academic excellence, character, gender and participation in extra-curricular activities.

4.3 Graduation Ceremony Guidelines and Workflow

The school/college/institute of the university shall line-up based on their years of stay and be presented to the guest of honor presiding over the graduation ceremony in the following order for the award of their degree to their respective students:

- ☒ Post graduate program in alphabetical order of chairs
- ☒ Dire-Dawa institute of technology in alphabetical order of departments/chairs
- ☒ School of Law
- ☒ College of medicine and health sciences in alphabetical order of departments/chairs
- ☒ College of natural and computational sciences in alphabetical order of departments/chairs
- ☒ College of business and economics in alphabetical order of departments/chairs
- ☒ College of social sciences and humanity in alphabetical order of departments/chairs
- ☒ Continuing and Distance Education Program in alphabetical order of departments/chairs

4.4 Authentication and Issuance of Official Documents

(a) Authentication

- ⇒ Upon the approval of the academic commission for various prospective graduates, the registrar's office is solely responsible for authenticating and issuing all official

academic documents, including Issue transcripts, degrees, diplomas and certificates (University's Senate Legislation (2019), Article 222.4.7).

- ⇒ Each official document must carry the university seal, the registrar's signature, and the date of issue to confirm its authenticity.
- ⇒ Requests for document authentication must be made in writing, either by the concerned student, alumni, or requesting institution. Before processing any request, the registrar must verify the authenticity of the record and the requester's identity.
- ⇒ Documents presented for external use (e.g., for scholarships, employment, or further education) must be verified against the university's master records before authentication. No document shall be issued or released to unauthorized persons. Duplicate documents shall clearly bear the mark "COPY" and be recorded in the University's issuance logbook and digital tracking system.

(b) Insurance of official documents

Transcripts

Transcripts are records of students' academic performance. They are the most valuable private and sensitive documents. Utmost care is taken in their recording, storing and issuance. The following is a set of regulation governing issuance of transcripts.

- ✓ No student records are shown or given to a third party without the written consent of the student. The university may make discretionary exceptions to this.
- ✓ No transcripts will be issued for requests made through third parties, that is, representatives, friends or relatives, agencies, etc. In exceptional cases transcripts are given to third parties if the third party meets the following conditions:
 - The third party must carry a power of attorney.
 - The third party does not demand that the transcripts be given to him/her
 - The third party must sign an affidavit to the effect that it assumes full responsibilities for any disputes arising from the possibility that the registrar's office is misled into sending transcripts to persons who have no legal claims over the document.
 - The third party will be required to put his/her thumb impression on the said

affidavit.

- All students who have dropped out, withdrawn or graduated from the university must present an official clearance sheet to get transcripts and other services. Third parties of such students must present clearance sheets of students they represent. The official clearance form or its equivalent clears the students from all their financial and other obligations to the university.
- ✓ Transcripts given by the registrar office are of two kinds: student copy and official copy. Official copies carry the Registrar's seal and signature and are directly sent to institutions or organizations upon the request and/or the consent of the individual. There is a charge or cost on each of them described in *Table 1.1*.
- ✓ Transcripts are processed and issued or sent on two bases: regular services and express service. Regular services require three working days to process; express service requires one day. In other words transcript requests on a regular basis will be given or mailed within three days; express requests within one day.

Certificates, Degrees and Diplomas

- ☑ Degrees and diplomas are issued by the registrar's office.
- ☑ Following graduation or approval to graduate by each college's/ school's academic commission, students are, upon presentation of clearance papers, issued temporary certificate of graduation and transcripts. These are later on replaced by the original degrees and diplomas. The concerned individual has to pay the required charges for the original degrees or diplomas. Degrees are given to the individual and not to a third party.
- ☑ Degrees and diplomas not collected in time will be destroyed. No new degrees or diplomas will be issued.
- ☑ Degrees and diplomas are issued when candidates produce clearance of their responsibilities to Dire Dawa University. Upon the request by the student, the Registrar's Office issues letters of attendance and other certificates. All such letters take longer to prepare than transcripts and there is a charge on each of them.

Chapter Five: Records, Information, and Quality Management

5.1 Records and Data Management

- ☒ All student records are managed digitally and physically. To uphold data integrity and institutional accountability, all academic records must be complete, accurate, and updated regularly.
- ☒ The registrar's office shall establish standardized procedures for data entry, verification, and validation to minimize errors and inconsistencies.
- ☒ Each college or school registrar is required to update student information promptly after every registration period and submit verified data to the main registrar office at the end of each semester. This ensures uniformity and consistency across the university's academic records and facilitates accurate reporting to the ministry of education and other stakeholders.
- ☒ Access to student records shall be strictly limited to authorized personnel who require the information to perform their official duties. The registrar shall maintain an access control list to monitor who can view, modify, or transmit sensitive data.
- ☒ All staff members are expected to handle records with the highest level of confidentiality and professionalism, in compliance with the university's data protection and privacy policies. Unauthorized access, disclosure, or modification of student information is strictly prohibited and subject to disciplinary action.
- ☒ Any correction, amendment, or change made to a student's record must be properly documented and approved by the head registrar. Such corrections should be based on valid evidence, such as official letters, examination committee, or senate approvals. Each change must be accompanied by a record correction form, signed by the responsible officer and filed for audit purposes. This documentation process ensures transparency, accountability, and traceability in record management.
- ☒ Overall, the registrar's office functions as the custodian of the university's academic integrity. By maintaining a comprehensive, accurate, and secure record system, the office supports efficient service delivery, promotes institutional trust,

and ensures compliance with the standards set by the Dire Dawa University senate legislation and the ministry of education.

5.2 Digitization and Student Information Systems

Dire Dawa University manages its student records and academic data through a centralized Student Information Management System (SIMS). This digital platform serves as the official database for all student-related activities, including admission, registration, grading, transcript generation, and graduation tracking. The system enhances efficiency, transparency, and data accuracy across all academic and administrative units.

- ⇒ Instructors of all colleges and departments are required to enter student data directly into the SIMS in a timely and accurate manner.
- ⇒ Data entered into the system shall be considered official once verified and approved by the head of the department.
- ⇒ The ICT directorate, in collaboration with the registrar, shall ensure the system's reliability through regular backups, server maintenance, and data protection measures. Password protection, user authentication, and access control mechanisms shall be strictly enforced to safeguard the integrity of student records.
- ⇒ Manual copies of the records also used and submitted to the department in which the student enrolled.
- ⇒ Training sessions will be provided to registrar and department staff to ensure effective and standardized use of the system.

5.3 Archiving, Retrieval, and Disposal of Records

- The registrar's office shall establish a systematic approach to archiving and retrieving academic records to preserve the university's institutional memory and ensure compliance with legal requirements.
- Student records are classified as either active or inactive. Active records, pertaining to currently enrolled students; are stored at the college or central registrar's office. Inactive records, pertaining to alumni or withdrawn students, are transferred to the university records and archives center.
- All archived records must be properly labeled, indexed, and stored in secure conditions to prevent loss, damage, or unauthorized access.

- Retrieval of archived records shall be done only upon written request from authorized university offices or the student concerned.
- Records shall be retained for a minimum of 10 years after graduation or withdrawal, in accordance with the University's Records Retention and Disposal Policy.
- Disposal of outdated or duplicate records shall be carried out only with written authorization from the university registrar and the legal services directorate. A Record Disposal Form must be completed, signed, and filed as evidence of compliance. Disposal may involve shredding or secure electronic deletion to ensure confidentiality and data protection.

5.4 Institutional Reporting and Audits

The registrar's office is responsible for generating timely, accurate, and comprehensive reports on all academic activities for use by the university administration, the ministry of education (MoE), and other stakeholders.

- ☑ Reports typically include student enrollment statistics, graduation rates, attrition rates, and academic performance summaries. These reports are essential for institutional planning, budgeting, quality assurance, and national reporting to the higher education management information system (HEMIS).
- ☑ The registrar shall coordinate with colleges and departments to ensure that data submitted for reports are consistent, validated, and supported by proper documentation. Periodic audits, both internal and external, shall be conducted to verify data integrity, policy compliance, and service efficiency.
- ☑ The registrar's office must fully cooperate with auditors, providing access to relevant records and supporting documentation while maintaining the confidentiality of personal data.

5.5 Confidential Data Handling and Quality Assurance

Confidentiality, accuracy, and reliability are central principles of all data management activities within the registrar's office. Student academic records, personal data, and financial information must be protected from unauthorized access, alteration, or disclosure.

- All registrar staff shall sign a confidentiality and data protection agreement upon assuming duty and shall be trained regularly in ethical data handling and privacy protocols.
- Electronic data must be stored on secure servers with restricted access, using password-protected systems and encrypted communication where applicable. Paper-based records shall be stored in locked cabinets, accessible only to authorized personnel. Any breach of confidentiality or data manipulation constitutes a serious offense and shall lead to disciplinary and possibly legal action.
- As part of the University's quality assurance framework, the registrar's office shall participate in internal quality audits, data verification exercises, and service evaluations. Feedback from these reviews shall be used to improve data handling, workflow processes, and customer service quality.

5.6 Policies on Lost or Missing Records

In the rare event that a student's academic record is lost, damaged, or found incomplete, the following steps shall be taken:

- ✓ The incident shall be reported immediately in writing to the registrar's office.
- ✓ The Registrar shall initiate a comprehensive search of archives, departmental files, Instructors and digital backups.
- ✓ If the record cannot be located, the case shall be referred to the records reconstruction committee, composed of representatives from the Registrar's Office, the relevant department, and the Quality Assurance Directorate.
- ✓ The Committee shall verify academic information through class grade sheets, instructor records, Senate minutes, or any other verifiable evidence.
- ✓ Reconstructed records shall be re-entered into the system, clearly labeled as "RECONSTRUCTED COPY", and certified by the University Registrar and the Academic Vice President.
- ✓ A report on the reconstruction process shall be filed for audit and reference purposes.

This procedure ensures that no student is disadvantaged due to record loss while maintaining the institution's integrity and accountability.

Chapter Six – Disciplinary Measures and Sanctions

6.1 Violations of Academic and Administrative Rules

6.1.1 General Principles

Dire Dawa University is committed to upholding integrity, accountability, and professionalism across all its academic and administrative operations. To maintain these standards, all members of the University community—including students, academic staff, and administrative personnel—are expected to adhere to established institutional rules, regulations, and ethical codes of conduct. Violations of academic and administrative rules undermine the reputation and smooth functioning of the university and shall, therefore, be treated with appropriate disciplinary measures. The registrar’s office, as the custodian of student academic records and a central administrative body, shall play a key role in identifying, documenting, and processing violations related to registration, grading, certification, and academic integrity.

6.1.2 Common Academic Violations

Examples include:

- ☑ **Academic dishonesty:** plagiarism, cheating during examinations, falsification of academic records, or submitting work not one’s own.
- ☑ **Forgery or falsification:** deliberate alteration or misuse of transcripts, certificates, identification cards, or any official document issued by the University.
- ☑ **Unauthorized access:** tampering with student information systems or unauthorized use of University databases and records.
- ☑ **Disruption of academic activities:** interfering with teaching, examinations, or any function of the University.
- ☑ **Breach of examination rules:** possession of unauthorized materials during examinations or aiding another student to cheat.

6.1.3 Administrative Violations

- ☑ **Negligence of duty:** failure to perform assigned responsibilities in a timely or accurate manner.
- ☑ **Misuse of authority or resources:** using official position, data, or resources for personal gain.

- ☒ **Violation of confidentiality:** unauthorized disclosure of student or institutional information.
- ☒ **Conflict of interest:** engaging in activities or decisions that create personal or financial conflicts with institutional duties.
- ☒ **Corrupt practices:** bribery, favoritism, or other acts that compromise fairness and institutional credibility.

Table 6.1: Violation Categories and Typical Sanctions

Violation Category	Typical Examples	Typical Sanctions
Academic Dishonesty	Plagiarism; cheating in exams; falsifying coursework	Warning; exam disqualification; suspension; expulsion; revocation of award
Document Forgery	Altering transcripts; producing fake certificates	Expulsion; termination of employment; legal referral; revocation of documents
Negligence of Duty	Failure to process records; missing deadlines	Written warning; performance improvement plan; demotion
Misuse of Resources	Using office funds for personal benefit; unauthorized data access	Suspension; salary penalties; termination
Conflict of Interest	Hiring relative without disclosure; external consult without approval	Reprimand; reassignment; disciplinary action

6.2 Disciplinary Process and Sanctioning Procedures

6.2.1 Guiding Principles: Fairness and due process; transparency; consistency; confidentiality. The registrar's office will receive reports; perform preliminary reviews, and forward cases to the appropriate disciplinary body for investigation and recommendation.

6.2.2 Reporting of Violations

- Reports should be submitted in writing to the registrar's office or the relevant dean/director.
- Reports should contain a clear description, supporting evidence, and complainant identity (if not anonymous).

6.2.3 Investigation Process

1. Preliminary review by the registrar's office
2. Constitute a disciplinary committee to conduct a formal investigation.
3. Evidence gathering, interviews, documentation of findings.
4. Committee submits written report with recommendations to the university senate or relevant decision-making body.

Table 6.2: Disciplinary Process Timeline (Indicative)

Step	Action	Suggested Timeframe
Report Received	Registrar logs case and performs preliminary review	3 working days
Investigation Initiated	Disciplinary Committee constituted; evidence gathered	10-20 working days
Hearing/Deliberation	Committee interviews parties and deliberates	5-10 working days
Decision Issued	Findings and sanctions communicated in writing	5 working days
Appeal Period	Appeal filed to University Appeals Committee	10 working days to file; 15 working days to decide

6.3 Appeals and Grievance Redress Mechanisms

Right to Appeal: Any individual subject to a disciplinary decision has the right to appeal. Appeals must be submitted in writing within ten (10) working days of communication of the decision. Appeals are reviewed by the university appeals committee which may confirm, vary or annul the original decision. Final decisions communicated within fifteen (15) working days of appeal receipt.

Grievance Redress: Administrative grievances (e.g., registration disputes, delayed transcripts) follow a stepwise resolution: supervisor/registrar -> college level -> university grievance committee -> vice president/president (final).

6.4 Ethical Responsibilities toward Students and Staff

Professional Conduct: Staff must ensure equity, transparency, impartiality, and confidentiality in all dealings. Confidentiality and data protection: Access to student records is limited to authorized personnel. Data disclosure only when legally/institutionally required.

Conflict of Interest: Must be declared in writing and managed proactively.

Accountability and Transparency: Actions should be traceable and auditable.

Respectful Work Environment: The university promotes an inclusive environment free from harassment and discrimination.

6.5 Record Keeping and Reporting

The registrar's office shall maintain confidential disciplinary case files, compile annual summaries for institutional reporting, and use aggregate data for policy improvement while protecting identities. The disciplinary framework aims to maintain order and foster integrity. Transparent and fair enforcement by the registrar's office safeguards Dire Dawa University's credibility and reputation.

Reference

1. Dire Dawa University, Senate Legislation 2019
2. Different Guidelines and manuals of Dire Dawa University

Appendices

Appendix A: Sample Registration Form

Appendix B: Clearance Form

Appendix C: Add/Drop Form

DAWA UNIVERSITY

OFFICE OF ENROLLMENT AND ACADEMIC RECORD

ADD & DROP COURSE SLIP

Name _____ Regular _____ Year _____ ID No. _____

School _____ Department _____

Course Added

Corse Title	Course Code	Cr. Hr.	Instructors

Course Dropped

Corse Title	Course Code	Cr. Hr.	Instructors

Name _____ Advisor Signature _____ EARO _____

Appendix D: Make-Up Exam Request Form

Appendix E: Transcript/Diploma Request Form



Dire Dawa University
Registrar Office
Request for Academic Record



1. Name: _____ F/Name _____ G/F/Name _____
2. ID.NO _____
3. Faculty/School _____ Department _____
4. Birth date _____ Birth Place _____
5. Program:

<u>Regular</u>	<u>Extension</u>	<u>Summer</u>	<u>Other: specify</u>
Degree <input type="checkbox"/>	Degree <input type="checkbox"/>	Degree <input type="checkbox"/>	<input style="width: 100px;" type="text"/>
Master's <input type="checkbox"/>	Master's <input type="checkbox"/>	Master's <input type="checkbox"/>	
6. If you have graduated ☐ or withdrawn ☐ Specify the year _____
7. Academic record requested: - Student Copy ☐ Official Transcript ☐ Original Degree ☐
 Temporary Degree ☐ Authentication ☐ True copy ☐
8. If it is Official Transcript:-
 Address to which the transcript should be sent

Please Note The Following

1. Official Transcript: Transcript _____ Birr 200 per copy
 Local Destination (e-mail) _____ Birr 300 per copy
 Foreign Destination (e-mail) _____ Birr 2000 per copy
2. Students Copy _____ Birr 200 per copy
3. True Copy _____ Birr 200 per copy
4. Authentication _____ Birr 1150 per copy
5. Original Degree _____ Birr 1500 per copy
6. Temporary Degree (replacement) _____ Birr 750 per copy
7. Remedial Certificate (replacement) _____ Birr 750 per copy
8. Replacement of Documents _____ Birr 300 per copy
9. Other : _____ Birr _____ per copy
10. Other : _____ Birr _____ per copy

Date: _____ Time: _____ Signature _____
 Tel.NO. _____ Mobile: _____

For Office Use Only

Request Received and Prepared by _____ Signature _____ Date _____

Checked by _____ Signature _____ Date _____

Issued by _____ Signature _____ Date _____



Dire Dawa University
Office of Enrollment and Academic Record
Off Campus Request for Official Transcript



Use this form only when facing or mailing your transcript request. If you intend to submit your request in person at the Enrollment and academic Record Office, Complete the form that is available there.

Name: Last _____ First _____
Middle _____

Contact Information:

Street Addressee _____
City _____ State _____
Birth Date:- MM _____ DD _____ YY _____
Former
Names: _____
Years Attended: First Year _____ Last
Year _____
School _____
Department _____

Check if appropriate:

Mail transcript now
I have taken Continuing Distance Education courses,
I attended in Regular Program at School of _____ From _____
to _____

Release Academic Record & Other Pertinent Information to Name/Address

Name _____ Postal Address _____

NB. Attach Additional Addresses if necessary.

Signature_____

Date_____

Appendix F: Re-Admission Request Form



Dire Dawa University Office of the Registrar Re-Admission Request Form

Attach photo here

Instruction

Please read all instructions carefully before you start filling out the form.

1. All information must be printed in block letters
2. Do not forget to attach one passport size photograph on the space shown above.

Please Note:

- a) Readmission of dismissed student will not be considered until a full semester has passed.
- b) Academically dismissed students can be granted readmission only once and this subject to availability of space. Besides, the readmitted student will not be allowed to registrar unless he/she pays a boarding fee.
- c) Student who withdrawal from the university of medical ground must produce a medical certificate from a government hospital signed by the medical director which testify student has fully recovered from his/her lines and can resume his/her education.

I. Personal Information

Full
Name:_____

Sex: Male ☐ Female ☐

Telephone where you may be contacted in case of emergency

Home_____

Office_____

Applicant's residential address

Tel. _____

Mother's
Name_____

Grandfather's
Name _____
(The father of your father)

II. Educational Information

Previous
Faculty/College/Institution _____
Department: _____

Date _____ of
withdrawal: _____
Reason _____ for
withdrawal: _____

III. Statement By Application

I hereby certify that all information given in the application form is complete, correct and accurate; I fully realize that the university is entitled to take any action on me including dismissal at any time if the information given in this application is found to be incorrect or misleading. I also realize that I will not be entitled to any reimbursement of whatever fee I might have paid in case where the university in general and those of the faculty to which I will be assigned in particular if I am accepted by the university, and to refrain from any activity which may be contrary to the interest of my country.

Signature _____ Date _____

Address through which you can be communicated

Appendix D: Make-Up Exam Request Form