

UNIVERSITY OF SWAT



Manual for Student Online Degree Clearance Process

1. Student

Step 1:

Student Portal

- Submit clearance request
- View clearance status

Dashboard	Technical and Business Writing ENG-351 Credits : 3.0 Grading in progress Attendance:83.0 % Fall 2024 Class Workspace	Professional Practices MGT-201 Credits : 3.0 Grading in progress Attendance:100.0 % Spring 2025 Class Workspace	Web Engineering CEC-045 Credits : 3.0 Grading in progress Attendance:100.0 % Spring 2025 Class Workspace	Information Security CS-363 Credits : 3.0 Grading in progress Attendance:100.0 % Spring 2025 Class Workspace
Profile	Software Quality Engineering SE-358 Credits : 3.0 Grading in progress Attendance:69.0 % Spring 2025 Class Workspace	Formal Methods in Software Engineering SCC-028 Credits : 3.0 Grading in progress Attendance:74.0 % Spring 2025 Class Workspace	Visual Programming SEC-058 Credits : 3.0 Grading in progress Attendance:91.0 % Spring 2025 Class Workspace	Mobile Application Development CS-361 Credits : 3.0 Grading in progress Attendance:83.0 % Fall 2025 Class Workspace
Attendance				
Results & Exams				
Notifications				
Feedback/Surveys				
Clearance Request	Software Project Management SE-401 Credits : 3.0 Grading in progress Attendance:90.0 % Fall 2025 Class Workspace	Theory of Automata CS 253 Credits : 3.0 Grading in progress Attendance:100.0 % Fall 2025 Class Workspace	Software Re-Engineering SE-359 Credits : 3.0 Grading in progress Attendance:71.0 % Fall 2025 Class Workspace	Entrepreneurship MGT-451 Credits : 3.0 Active Class Attendance:100.0 % Spring 2026 Class Workspace
Time Table				
Invoices	Business Process Engineering SE-451 Credits : 3.0 Active Class	Final Year Project CS-404 Credits : 6.0 Active Class	Network Strategies CS-402 Credits : 3.0 Active Class	Advance Software Engineering SE-352 Credits : 3.0 Active Class
Scholarship				

Step 2:

Each department verifies dues:

- **Library** → Check books/fines
- **Accounts** → Fee clearance
- **Hostel** → Room clearance
- **Transport** → Bus dues

Reference No	Name	Session	Program	Email	Status	Download
1965	Liaqat Ali	2022	BS Software Engineering	izharali69@gmail.com	PENDING	

Approver Name	Designation	Approval Date	Request State	Remarks
Department of Computer and Software Technology(HOD)	CLC	N/A	PENDING	
Administrator	Director IT	N/A	PENDING	
Library	CLC	N/A	PENDING	
Provost Office	CLC	N/A	PENDING	
Chief Proctor	CLC	N/A	PENDING	
Alumni	CLC	N/A	PENDING	
Administrative Office	CLC	N/A	PENDING	

Step 3: Approved flow

Clearance Request						
Clearance Requests Detail						
Reference No	Name	Session	Program	Email	Status	Download
1065	Liaqat Ali	2022	BS Software Engineering	izharaf643@gmail.com	APPROVED	

Clearance Requests Approval Details					Remarks
Approver Name	Designation	Approval Date	Request State		
Fee Section	CLC	05/04/2026 22:16:17	APPROVED		
Department of Computer and Software Technology(HDD)	CLC	05/04/2026 21:44:59	APPROVED		
Administrator	Director IT	05/04/2026 21:38:49	APPROVED		Remarks by : Administrator No Objection
Library	CLC	05/04/2026 22:07:04	APPROVED		Remarks by : Head of the Department No Objection
Provost Office	CLC	05/04/2026 22:09:37	APPROVED		Remarks by : Central Library No Objection
Chief Proctor	CLC	05/04/2026 22:11:49	APPROVED		Remarks by : Provost ID card clearance No Objection
Alumni	CLC	05/04/2026 22:13:33	APPROVED		
Administrative Office	CLC	05/04/2026 22:14:53	APPROVED		

Workflow (Step-by-Step)

1. Student logs into the system
2. Applies for degree clearance
3. Request goes to all departments
4. Each department:
 - Approves OR
 - Rejects (with reason)
5. After all approvals → Final clearance issued
6. Student can download clearance certificate