# DPS Services E-Service URL : <https://liferayappt01.squ.edu.om/dps>

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| **Service** | **Role** | | **Features** |
|  | **Initiator** | **Approvers** |
| **Extension of Studies** | Student    Can able to view progress of approvals |  | Student select semester and reason. |
| Approvers able to view details of the student and the reason of extension | |
| 1) Supervisor / Advisor (If Supervisor not available then Advisor, otherwise Supervisor) | Approve / Reject the request |
| 2) College Dean | Approve / Reject the request |
| 3) DPS - Dean | Approve / Reject the request |
| Others : Only view (Advisor/HOD/Asst.Dean PSR/DPS Staff) | |
| Rule : 1) Student need to be in last semester  2) first seminar completed if program option reqire thesis / If   candidate doesn't have thesis then approver will be advisor  3) Starting from week 10  4) Student can apply only once for extension | | |
| **Drop with ‘W’** | Student  Student can able to see courses for the current semester .  Choose which course to drop and submit.  Can able to view progress of approvals |  | Student select required course to drop |
| 1) Advisor Able to see detail request of the course of the student | Approve / Reject the request |
| Others : Can view | |
| Rule : 1) Full Time need 9 Credit after drop  Part Time need 3 Credit after drop  2) Period within Drop W Period | | |

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| **Postponement of Studies** | Student  Can able to view progress of approvals |  | Student select current semester and a valid reason |
| 1) Supervisor / Advisor  (If Supervisor not available then Advisor, otherwise Supervisor) | Approve / Reject the request |
| 2) College Dean | Approve / Reject the request |
| 3) DPS – Dean | Approve / Reject the request |
| Others : Can view | |
| Rule : 1) Allowed for Maximum two semester  2) Drop with W period | | |
| **Grade Change** | Instructor |  | Student have no role to initiate any grade change request. However they can view their grade in usual portal service |
| 1)Select right student from the available courses/section.  2) If student awarded grade, his/her latest grade with be visible with option to change the grade.  Instructor now can able to make a request to change the grade to the higher approvals |
| 1) HOD | Approve / Reject the request |
| 2) Asst.Dean (PSR) | Approve / Reject the request |
| 3) DPS – Dean | Approve / Reject the request |
| Others : Can view | |
|  | Rule : 1) Grade Change is allowed within one month after final  Exam  2) The course is registered in the current semester | | |