TC Tokat Gaziosmanpasa University Pazar Vocational Schoolof Higher Education

Workflow Processes

Process No.	8	
Process Name	Course Exemption Procedures Process	START COURSE EXEMPTION PROCESS
Those Responsible for the Pro	cess : Heads of Departments	
Process Organization	Department Heads, Faculty Members, Students, Student	★
Relationship	Affairs, Board of Directors	Student's Previous Higher Education
Purpose of the Process	Ensuring that the courses taken and passed by	Courses He Took at His Institution and Was Successful
	students in the previous higher education program are exempt	Submits Transcripts and Course Contents to Student Affairs
		•
Limits of the Process	It starts with the students submitting a petition to the Registrar's Office	Student Affairs Content and Credits Passed by the Student
	and ends with the Exempt Grades being processed into the	Obtains the Opinion of the Department Head to Exempt the Appropriate
	Student Information System.	Courses
Process Steps	What the student has studied before	
	He submits the transcripts and course contents of the	*
	courses he has taken and succeeded in at the Higher Education	If the Department Head Deems It Appropriate, the Department Board is Exempt
	Institution to the Registrar's Office.	Makes Decisions About the Courses to Be Held
	Registrar's Office requires the Head of Department to Exempt	
	the Courses That Are Appropriate in Terms of Content and	*
	Credits Passed by the Student.	The decision taken by the Department Head is submitted to the Board of Directors.
	Gets His Opinion.	offered
	Regarding the Courses to be Exempted by the Department	
	Board, If the Department Head Deems It Appropriate	
	Makes Decision.	No
	• The decision taken by the Department Head is presented	Is it suitable? Rejected
	to the Board of Directors.	
	• It is approved if the Board of Directors deems it appropriate.	Yes
	One copy of the decision is given to Student Affairs and one copy	*
	is given to the student.	One copy of the decision is given to Student Affairs and one
	Student Affairs records the Exempt Courses into the	copy is given to the student.
	Student Information System.	Ļ
Performance	Number of Students Submitting Exemption Petition	
Indicators		Student Affairs Exempt Courses Student Information
		Works in Your System
		Ţ
		END OF PROCESS