TC
Tokat Gaziosmanpasa University
Pazar Vocational Schoolof Higher Education

Workflow Processes

Process No.	8
Process Name	Course Exemption Procedures Process
Those Responsible for the Process : Heads of Departments	
Process Organization Relationship	Department Heads, Faculty Members, Students, Student Affairs, Board of Directors
Purpose of the Process	Ensuring that the courses taken and passed by students in the previous higher education program are exempt
Limits of the Process	It starts with the students submitting a petition to the Registrar's Office and ends with the Exempt Grades being processed into the Student Information System.
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 Institution to the Registrar's Office. • 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. Gets His Opinion. • Regarding the Courses to be Exempted by the Department Board, If the Department Head Deems It Appropriate Makes Decision. • The decision taken by the Department Head is presented to the Board of Directors. • It is approved if the Board of Directors deems it appropriate. • One copy of the decision is given to Student Affairs and one copy is given to the student. • Student Affairs records the Exempt Courses into the Student Information System.
Performance Indicators	Number of Students Submitting Exemption Petition