

Tokat Gaziosmanpasa University
Pazar Vocational School of Higher Education

Workflow Processes

Process No.	9
Process Name	Single Course Exam Procedures Process
Those Responsible for the Process	Heads of Departments
Process Organization Relationship	Heads of Departments, Faculty Teaching the Course Staff, Student, Student Affairs, Management board
Purpose of the Process	For Students to Graduate In case of failing a course Single Course Exam Right for Failed Courses Ensuring Their Graduation by Giving
Limits of the Process	For Students to Take the Single Course Exam Starts with Petition Submission, Single Lesson Exam It ends when the results are entered into the student information system.
Process Steps	<ul style="list-style-type: none"> • Student who has one course left to graduate During the Periods Specified in the Academic Calendar In order to take a single course exam, you apply to the Registrar's Office with a petition before the exam. • Student Affairs Incoming Petitions and Examines students' transcripts. • Eligible Students If Found, Students Take a Single Course Exam. • Single Course Exam by the Relevant Instructor makes. • Grades are recorded in the Student Information System by the Instructor. • Grade Approval Forms and Exam Documents are Delivered to the Registrar's Office.
Performance Indicators	Number of Students Taking the Single Course Exam

