Tokat Gaziosmanpasa University Pazar Vocational School of Higher Education

Workflow Processes

Process No.	9	
Process Name	Single Course Exam Procedures Process	START THE SINGLE COURSE EXAM PROCESS
Those Responsible for the F	Process: Heads of Departments	
Process Organization	Heads of Departments, Faculty Teaching the Course	*
Relationship	Staff, Student, Student Affairs, Management	Student who has one course left to graduate Academic
	board	Take a Single Course Exam within the Periods Specified in the Calendar
Purpose of the Process	For Students to Graduate	To enter, submit a petition to the Registrar's Office before the exam.
	In case of failing a course	Applies
	Single Course Exam Right for Failed Courses	<u> </u>
	Ensuring Their Graduation by Giving	Student Affairs Incoming Petitions and Students
Limits of the Process	For Students to Take the Single Course Exam	Reviews transcripts
	Starts with Petition Submission, Single Lesson Exam	I
	It ends when the results are entered into the student	
	information system.	One Lesson?
Process Steps	Student who has one course left to graduate	There is?
	During the Periods Specified in the Academic Calendar	
	In order to take a single course exam, you apply	Yes
	to the Registrar's Office with a petition before the exam.	•
	Student Affairs Incoming Petitions and	By the Relevant Faculty Member, By the Department Head
	Examines students' transcripts.	Single Course Exam is Held on the Determined Day and Place
	Eligible Students	I
	If Found, Students Take a Single Course Exam.	▼
		Grades are entered into the Student Information System
	Single Course Exam by the Relevant Instructor	+
	makes.	Grade Approval Forms are Delivered to the Registrar's Office
	Grades are recorded in the Student Information System	Grade Approval Forms are Delivered to the Registral's Office
	by the Instructor.	
	Grade Approval Forms and Exam Documents are	END OF PROCESS
	Delivered to the Registrar's Office.	
Performance	Number of Students Taking the Single Course Exam	
Indicators		