Tokat Gaziosmanpasa University Pazar Vocational School of Higher Education

Workflow Processes

Process No.	5	
Process Name	Graduation Process	START THE GRADUATION PROCESS
Those Responsible for the Process	Student, Student Affairs, Department Head, Faculty	
	Members, School Secretariat	•
Process Organization	Student Affairs, Directorate	Student Applies to Student Affairs for Graduation Procedures
Relationship		Ţ
Purpose of the Process	Student Graduation	
Limits of the Process	associate degree	Student Affairs Student's Graduation Requirements
Process Steps	The student applies to student affairs for graduation	Checks Whether It Provides
	procedures.	Ţ
	Student Affairs student's graduation	No
	Checks whether the conditions are met.	Is it Student Graduat
		suitable? Not possible
	If the student meets graduation requirements	
	The advisor, department head, library and college	Yes
	secretariat sign the termination document.	V 100
		Disconnection Certificate Received from Student Affairs
	Disconnection certificate should be sent to student affairs.	Advisor, Department Head, Library, School
	is delivered.	Gets it signed by the Secretariat
	Registrar's Office issues the student's Transcript	1
	and Temporary Graduation Certificate	Discharge Contificate is Delivered to Chydent Affairs
	via OBS and graduates the student.	Discharge Certificate is Delivered to Student Affairs
		<u> </u>
	The transcript is signed by the Department Head,	Student Affairs Student's Transcript and Temporary
	and the provisional graduation certificate	Issues the Graduation Certificate via OBS and Graduates
	is signed by the Directorate.	the Student
	Provisional Graduation Certificate and Transcript are	
	delivered to the student.	*
		Transcript by the Department Head, Temporary
		Graduation Certificate is Signed by the Directorate
		1
		Temporary Graduation Certificate and Transcript for Student
Derformense		Delivered
Performance	Percentage of graduate students and graduation	—
Indicators	time	
		END OF PROCESS