

**Tokat Gaziosmanpasa University**  
**Pazar Vocational School of Higher Education**

**Workflow Processes**

<b>Process No.</b>	5
<b>Process Name</b>	Graduation Process
<b>Those Responsible for the Process</b>	Student, Student Affairs, Department Head, Faculty Members, School Secretariat
<b>Process Organization Relationship</b>	Student Affairs, Directorate
<b>Purpose of the Process</b>	Student Graduation
<b>Limits of the Process</b>	associate degree
<b>Process Steps</b>	<ul style="list-style-type: none"> <li>• The student applies to student affairs for graduation procedures.</li> <li>• Student Affairs student's graduation Checks whether the conditions are met.</li> <li>• If the student meets graduation requirements The advisor, department head, library and college secretariat sign the termination document.</li> <li>• Disconnection certificate should be sent to student affairs. is delivered.</li> <li>• Registrar's Office issues the student's Transcript and Temporary Graduation Certificate via OBS and graduates the student.</li> <li>• The transcript is signed by the Department Head, and the provisional graduation certificate is signed by the Directorate.</li> <li>• Provisional Graduation Certificate and Transcript are delivered to the student.</li> </ul>
<b>Performance Indicators</b>	Percentage of graduate students and graduation time

