Tokat Gaziosmanpasa University Pazar Vocational Schoolof Higher Education

Workflow Processes

Process No.	12	
Process Name	Course Content Request Process	START COURSE CONTENT REQUEST PROCESS
Those Responsible for the Process : Heads of Departments		
Process Organization	Department Heads, Students, Student Affairs,	•
Relationship		The student should submit his/her Course Content Request to the Department Head.
Purpose of the Process	The Document Shows the Contents of the	notifies
	Courses Taken by the Students Giving	
Limits of the Process	It starts with the students' request for course content and	The Department Head Prepares Course Contents by
	ends with the delivery of the course content to the student.	Examining the Courses the Student Has Taken
	Erer.	
Process Steps	Student submits the course content request to the Department. Reports to the Presidency. The Department Head examines the courses taken by the student and prepares the course contents. Department Head determines the course content Signs it and sends it to student affairs to be sealed. The signed and sealed course content is delivered to the student.	Department Head Signing the Course Content Sends to Student Affairs for Sealing Signed and Sealed Course Content to the Student Delivered END OF PROCESS
Performance Indicators	Course Content: Number of Students Given and Giving Time	