

TC

Tokat Gaziosmanpasa University
Pazar Vocational School of Higher Education

Workflow Processes

Process No.	12
Process Name	Course Content Request Process
Those Responsible for the Process	Heads of Departments
Process Organization Relationship	Department Heads, Students, Student Affairs,
Purpose of the Process	The Document Shows the Contents of the Courses Taken by the Students Giving
Limits of the Process	It starts with the students' request for course content and ends with the delivery of the course content to the student. Erer.
Process Steps	<ul style="list-style-type: none">• 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.
Performance Indicators	Course Content: Number of Students Given and Giving Time

