|  |  |  |  |
| --- | --- | --- | --- |
|  | YEDITEPE UNIVERSITY FACULTY OF HEALTH SCIENCES DEPARTMENT OF NURSING  **GRADUATION WORK FLOW CHART OF GRADUATES** | **Document No.** |  |
| **Broadcasting Date** |  |
| **Revision No.** |  |
| **Page Number** |  |

|  |  |  |
| --- | --- | --- |
| **WORK FLOW STEPS** | **RESPONSIBLE** | **RELATING TO DOCUMENT** |
| *( curriculum )* are transmitted by the advisory faculty member | Academic Advisor | [Yeditepe University Associate and Undergraduate Education Regulations](https://yeditepe.edu.tr/sites/default/files/images/onlisans_ve_lisans_yonetmeligi_28.09.2020.pdf)  *courses ( total 240 ECTS) in the curriculum within the period specified in Article 16, as specified in Article 44 of the Yeditepe University Associate and Undergraduate Education Regulations , and have a grade point average of 4.00. It must be at least 2.00.)* |
|  |  |  |
| Examining the transcripts in line with the graduation criteria and creating the list of graduates | EOMK  OMIC | [Yeditepe University https://yeditepe.edu.tr/sites/default/files/images/onlisans\_ve\_lisans\_yonetmeligi\_28.09.2020.pdfAssociate https://yeditepe.edu.tr/sites/default/files/images/onlisans\_ve\_lisans\_yonetmeligi\_28.09.2020.pdfand Undergraduate Education Regulations](https://yeditepe.edu.tr/sites/default/files/images/onlisans_ve_lisans_yonetmeligi_28.09.2020.pdf) |
|  |  |  |
| Submitting the names and transcripts of the students who meet the graduation conditions on the date announced by the faculty dean to the dean's office with a cover letter | EOMK  head of department | internal correspondence |
|  |  |  |
| letters and cirruculums , approving graduation status and deciding on graduation degrees, determining faculty and department degrees | Faculty Executive Board | internal correspondence  [Yeditepe University https://yeditepe.edu.tr/sites/default/files/images/onlisans\_ve\_lisans\_yonetmeligi\_28.09.2020.pdfAssociate https://yeditepe.edu.tr/sites/default/files/images/onlisans\_ve\_lisans\_yonetmeligi\_28.09.2020.pdfand Undergraduate Education Regulations](https://yeditepe.edu.tr/sites/default/files/images/onlisans_ve_lisans_yonetmeligi_28.09.2020.pdf)  ( *CPGA; 3.50-4.00 High Honor Degree, 3.00-3.49 Honor Degree, 2.00-2.59 Success Degree)* |
|  |  |  |
| As a result of the decision, the preparation of the temporary graduation certificates of the students and their submission to the Rectorate | Deanery | internal correspondence  Temporary Graduation Certificate |
|  |  |  |
| Central Registrar's Office for the preparation of temporary graduation certificates after approval | Rectorate | internal correspondence |
|  |  |  |
| Approval of Provisional Graduation Certificates | Central Student Affairs | internal correspondence  Temporary Graduation Certificate |
|  |  |  |
| Completing the Dismissal Form of the graduate student | Graduate Student | [Dismissal Form](https://www.yeditepe.edu.tr/sites/default/files/ogrenci-formlari/Mezuniyet_Ilisik_Kesme_Belgesi.pdf) |
|  |  |  |
| Receiving the Dismissal Form of the graduate student and issuing the Temporary Graduation Certificate | Central Student Affairs | Temporary Graduation Certificate |