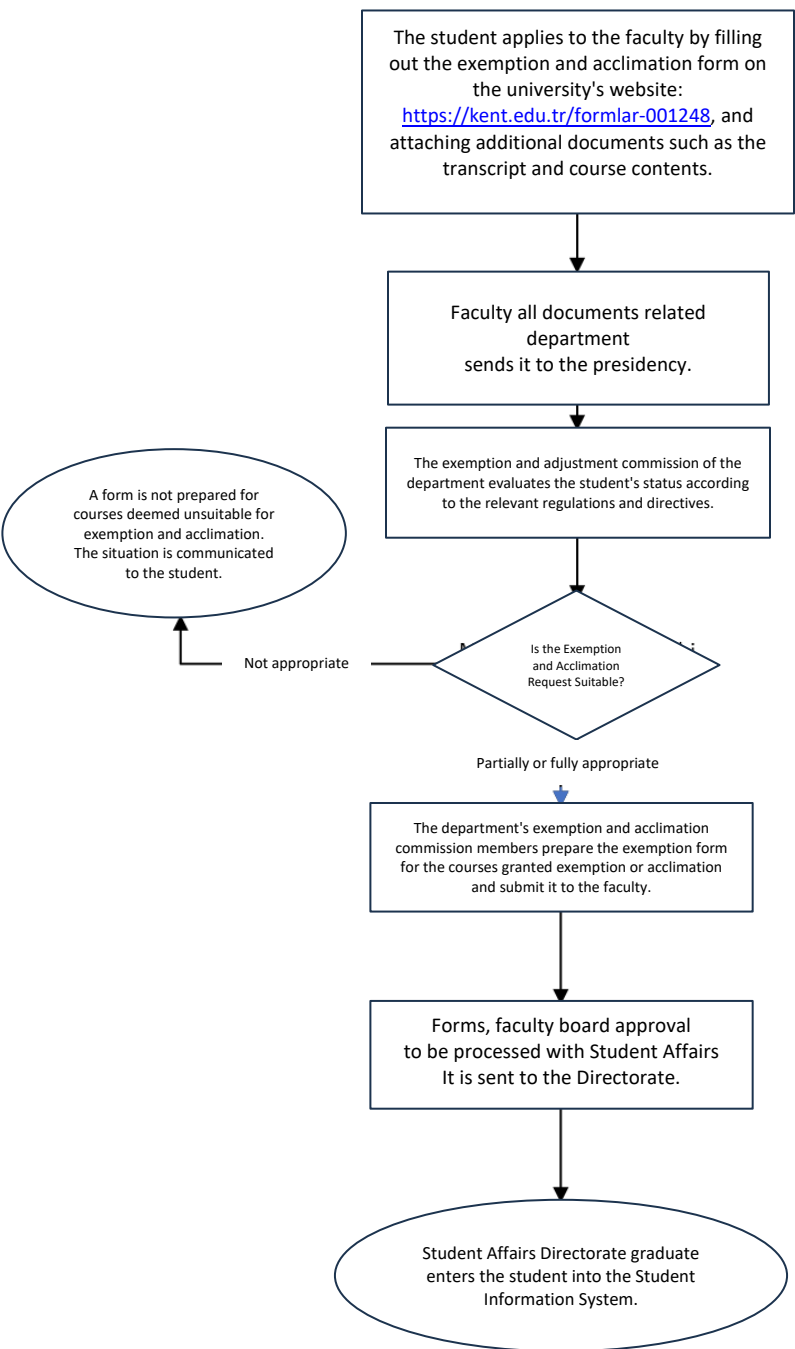


## COURSE EXEMPTION AND ACCLIMATION WORKFLOW PROCESS

Work Flow Process	Responsible
 <pre> graph TD     A[The student applies to the faculty by filling out the exemption and acclimation form on the university's website: <a href="https://kent.edu.tr/formlar-001248">https://kent.edu.tr/formlar-001248</a>, and attaching additional documents such as the transcript and course contents.] --&gt; B[Faculty all documents related department sends it to the presidency.]     B --&gt; C[The exemption and adjustment commission of the department evaluates the student's status according to the relevant regulations and directives.]     C --&gt; D{Is the Exemption and Acclimation Request Suitable?}     D -- "Not appropriate" --&gt; E([A form is not prepared for courses deemed unsuitable for exemption and acclimation. The situation is communicated to the student.])     D -- "Partially or fully appropriate" --&gt; F[The department's exemption and acclimation commission members prepare the exemption form for the courses granted exemption or acclimation and submit it to the faculty.]     F --&gt; G[Forms, faculty board approval to be processed with Student Affairs It is sent to the Directorate.]     G --&gt; H([Student Affairs Directorate graduate enters the student into the Student Information System.])                     </pre> <p>Course Exemption and Adjustment Procedures are carried out within the scope of the “Istanbul Kent University Associate and Undergraduate Degree Exemption and Adjustment Procedures Directive.”</p> <p>Exemption applications are accepted within a maximum of 5 business days from the registration date, provided that they are submitted no later than the end of the first week of the academic semester.</p>	<p>Student</p> <p>Faculty</p> <p>Department Chairmanship- Exemption and Acclimation Commission</p> <p>Department Chairmanship - Exemption and Acclimation Commission</p> <p>Department Chairmanship - Exemption and Acclimation Commission</p> <p>Faculty</p> <p>Student Affairs Directorate</p>