# CURRICULUM CHANGE WORKFLOW PROCESS

| Work Flow Process | Responsible |
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| The curriculum change to be made in the relevant department of the faculty is reported to the Dean's Office by the department with the justification. | Head of Department |
| The Dean's Office presents the curriculum change request to the Faculty Board. | Faculty |
| Did the Faculty Board find the change suitable? (No: It Is returned to the department wıth the justıfication.) (Yes) | Faculty Board |
| The Dean's Office submits the approved curriculum change request to the Rectorate. | Faculty |
| The Rectorate reviews the curriculum change request in the Senate. | Rectorate Office |
| Did the Senate find the change suitable? (No: It is returned to the department with the justification.) (Yes) | Senate |
| The approved curriculum change is forwarded by the Rectorate to the Directorate of Student Affairs. | Rectorate Office |
| The Directorate of Student Affairs completes the entry of the curriculum change into the Student Information System. | Directorate of Student Affairs |