



SULEYMAN DEMIREL UNIVERSITY
Department of Student Affairs
Developing Course Plans
WORKFLOW

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Workflow Steps

The relevant academic unit sends the resolution of the board of directors to the Department of Student Affairs. The Department of Student Affairs check the missing points in the course plans (eligibility check of course codes, theory section, application section, laboratory section, credits and ECTS to the SDU Education and Examination Regulation)

Course plans and/or course changes are presented in the University Senate. Responsible person of the relevant unit make the new/changed course registration by entering the code, name and other informations of the courses from the Course Procedures-Course Catalog-Course Record-Update-New section in Student Information System

The relevant unit is listed on the course curriculum main page and the newly created curriculum is selected. On the same screen, the courses to be added to the curriculum are listed with the Save/Update-New course buttons. Courses are selected one by one according to their periods, and with the process button, a course is added to the curriculum page.

On the relevant screen, the ECTS credit of the course and the period in which it will be taught are entered numerically and recorded

After all courses are entered to the system, the curriculum output of the relevant unit is checked from the Course Curriculum home page

Hardcopy of the relevant senate decision and the course plan entered in the Student Information System are archived and relevant academic unit is informed

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