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Workflow Processes	Responsible Person	Relevant Documents
<p>After the grade entries are made, the student applies through the Student Automation System within 5 business days.</p> <p>↓</p> <p>The excuse explanation and documents are uploaded to the Student Automation System.</p>	<p>STUDENT</p> <p>STUDENT</p>	<p>AUTAMATION PROCESS</p>
<p>APPROVAL</p> <p>REJECTION</p> <p>The relevant Board of Directors' decision is forwarded to the Student Affairs Department through the EBYS system.</p>	<p>ACADEMIC UNIT SECRETARIAT</p>	<p>BOARD OF DIRECTORS DECESION</p>
<p>The academic department also approves the student's courses through the OIS system for the student whose excuse has been accepted.</p>	<p>ACADEMIC UNIT</p>	<p>AUTAMATION PROCESS</p>
<p>The student checks their status through the OIS system.</p>	<p>STUDENT</p>	
<p>The Board of Directors' decision is reviewed and placed in the students' personal files.</p>	<p>ÖİDB</p>	

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