# Grade equivalency

### Process purpose and use cases

This process is used to equate (compare) a student's academic grades and make necessary adjustments.

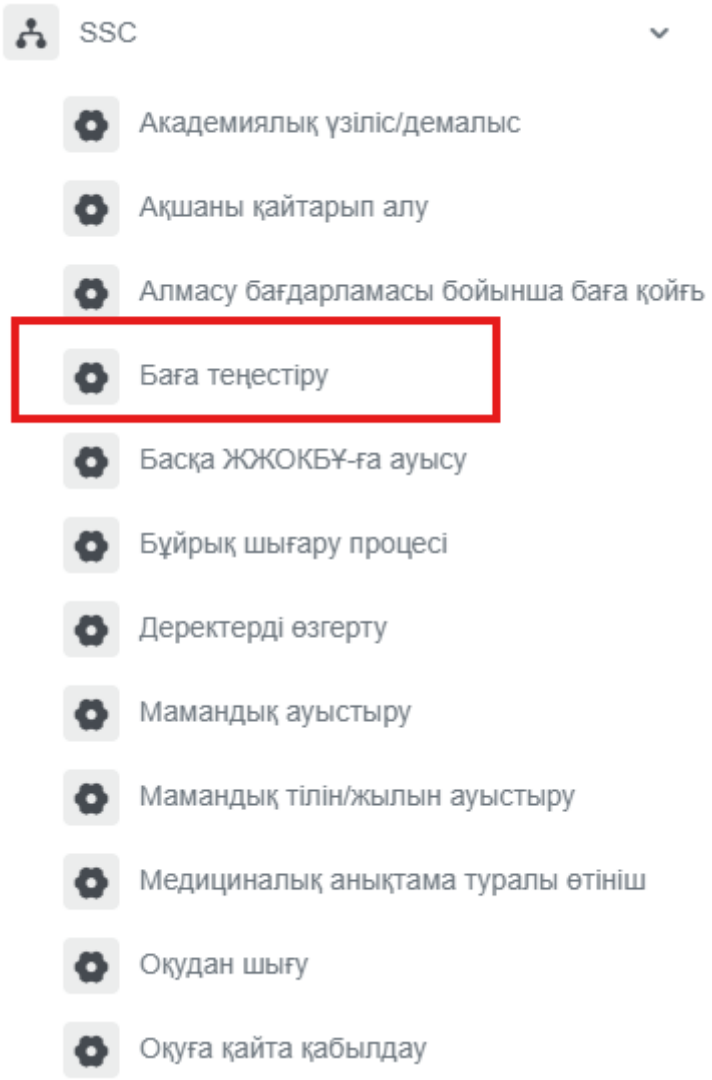
### Use cases:

- Aligning the grades of a transferred student with the university's grading system
- Equating course grades to eliminate academic differences

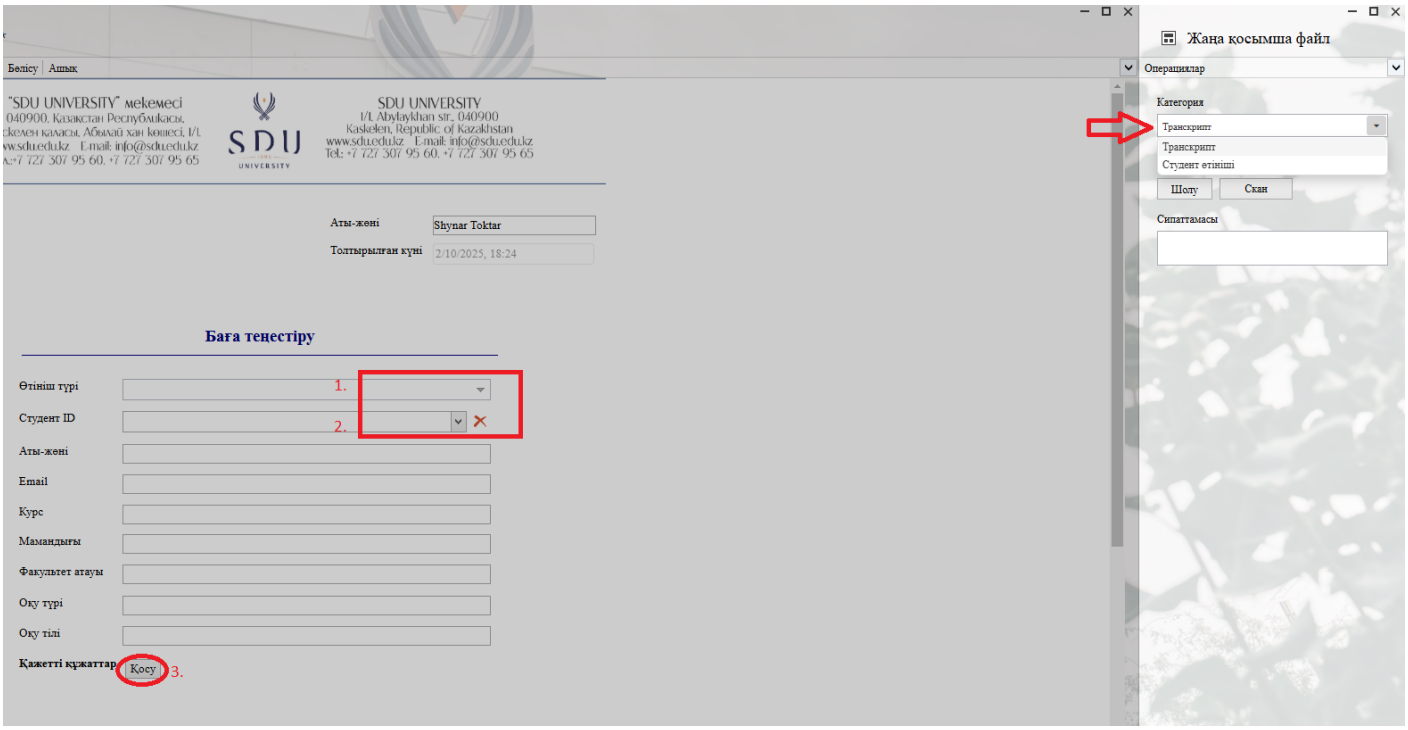
## How can I initiate the Grade equivalency process in the DMS system?

1. Go to dms.sdu.edu.kz, navigate to the "**Start Process**" section, and proceed to **SSC → Баға теңестіру / Grade equivalency** process**.**

**Note: SSC processes can only be initiated by SSC employees.**




2. 1) Select the **өтініш түрі / application type**.
2) Click the button in the **Студент ID / Student ID** column and enter the student's **ID** number or full **name** in the opened window. Once you select the required student, the remaining fields will be filled in automatically.
3) In the opened window after clicking the **"Қосу" — "Add"** button, you can attach the required document to the categories on the left.

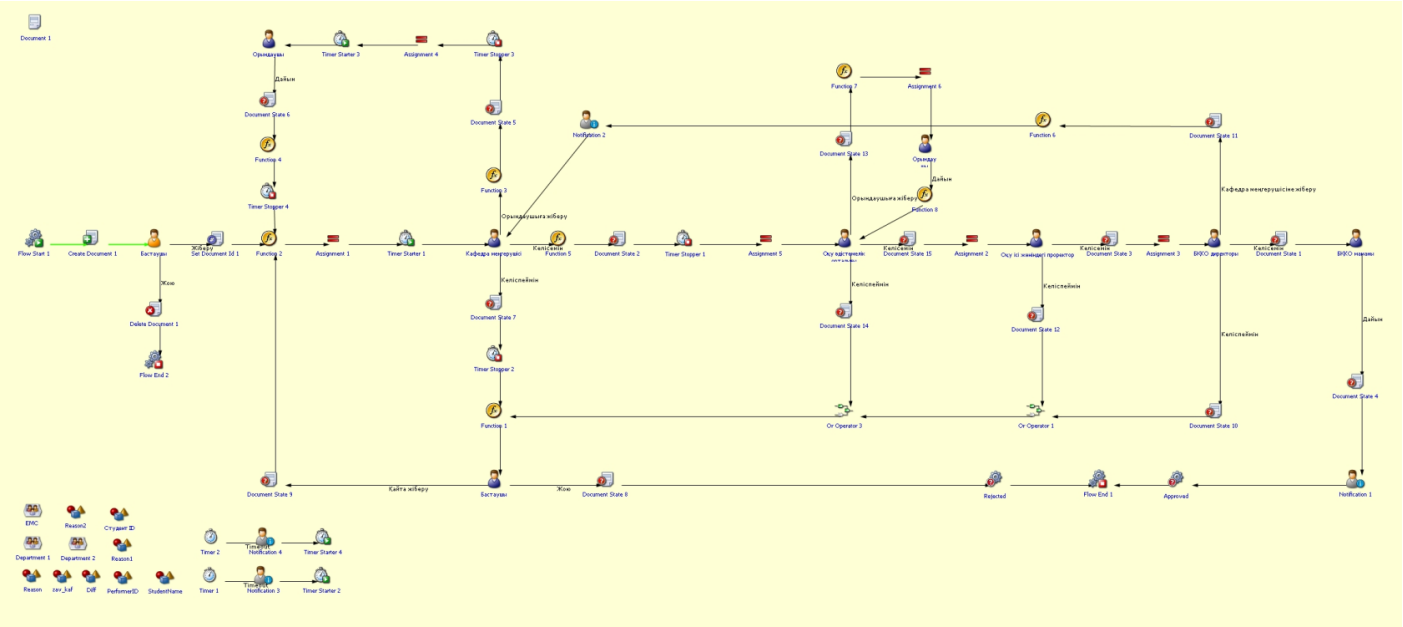



3. Once the required information is provided, click the "**Жіберу / Send** " button.




## Process guidelines

You can view the process workflow in the section below.



**For all inquiries, you can submit a request through [helpdesk.sdu.edu.kz](helpdesk.sdu.edu.kz) → "Submit a ticket" → "BPM" or contact us via email at [dms@sdu.edu.kz](mailto:dms@sdu.edu.kz)!**

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