**FORMULIR PERSYARATAN PENGAMBILAN IJAZAH**

**PRODI DIII GIZI JURUSAN GIZI POLITEKNIK KESEHATAN SEMARANG**

NAMA : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

NIM : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **NO** | **PERIHAL\*** | **PENAGGUNG JAWAB** | **PARAF** |
| 1. | PENGELOLA\* * Buku bimbingan konseling
* Logbook PKL Masyarakat
* Logbook PKL Klinik
* Logbook PKL SPMI
 | Galuh Sintadewi P, SST |  |
| 2. | KEUANGAN\** SPP Semester 1 – 6
* Biaya Wisuda
 | Dadang Hendrawan, SE |  |
| 3. | KEUANGAN\** Kegiatan Penglepasan
 | Panitia Penglepasan |  |
| 4. | KEUANGAN\** Pendaftaran IKAPOLSEMAR
* Pendaftaran IKAGIS
 | Suharni Iriyanti, S.Gz |  |
| 5. | PERPUSTAKAAN\* | Mustopa, S.Hum |  |
| 6. | LAPORAN PENELITIAN\* (Soft dan/atau hard copy) Naskah Tugas Akhir | Wulan Nur Fitriani, S.Tr.Gz |  |
| 7. | ADMINISTRASI KEMAHASISWAAN\** Bukti Login Alumni
* SKKM
 | Nurul Ummah, S.Gz |  |
| 8. | LABORATORIUM | Galuh Sintadewi P, SST |  |

Semarang,

Ketua Program Studi,

Arintina Rahayuni, STP, M.Pd

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*\*) coret yang tidak perlu*