

**TO THE DEAN'S OFFICE/DIRECTORATE OF .....OF  
BAHÇEŞEHİR UNIVERSITY**

.../.../.....

You can find below the final grades, together with their reasons, received by the following students from the courses below at the end of Fall/Spring/Summer semester of 20.... / 20..... Academic Year.

Kindly submitted for necessary action.

Course Code	
Course Name	

Name & Surname of Student(s)	Department	Former Grade	Final Grade	*Notes (Write down appropriate letter from the list below)

- [ A ] Error of Fact
- [ B ] Grade not available in course list and not reported on time
- [ C ] Excuse Exam
- [ D ] Supplementary Exam
- [ E ] Grade of a Student Admitted under the Repentance Law
- [ F ] Summer School
- [ G ] Double Major
- [ H ] Final Exam Right of Students who Completed their Maximum Period of Study of Seven Years
- [ K ] Incomplete Grade
- [ L ] No Error of Fact
- [ M ] Other

Instructor's;  
Name Surname  
Signature  
.....

Head of Department;  
Name Surname  
Signature  
.....