



TO THE REGISTRAR’S OFFICE OF  
BAHÇEŞEHİR UNIVERSITY

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

I’m a final semester student in the Fall/Spring/Summer semester of 201..... -201..... Academic Year. For my graduation, I hereby want to benefit from my right to supplementary exam according to the provisions of “Bahçeşehir University Regulation on Undergraduate Education and Examination” since I failed to pass the courses I stated below. **I have never exercised this right before.**

Kindly submitted for necessary action.

Signature:.....

**Student’s;**

Name Surname	
Turkish ID No	
Faculty/Department	
Reason for Request of Supplementary Exam	Failed Course(s) ( )
	Insufficient GPA ( )

**Of the courses for which supplementary exam is requested;**

Code	Name	Instructor’s Name	Year/Semester of Course	Grade

**ARTICLE OF APPLICABLE REGULATION**

“**ARTICLE 33** – (1) Students who are successful or conditionally successful in all courses except for two are granted the right to supplementary exam for their graduation until the beginning of first subsequent semester for a maximum of two courses from which the students obtained the grade F or U.

(2) Students who are successful or conditionally successful in all courses except for one are granted the right to supplementary exam for their graduation until the beginning of first subsequent semester to increase grade in a maximum of one course from which the students obtained the grade F or U. The course which is requested in order to increase the grade must be from among the courses of last two years in the curriculum in which the student obtained the grade C-, D+ or D.

(3) Students who obtained at least the grade D from all courses in the curriculum and whose grade point average is under 2.00 are granted the right to supplementary exam for a maximum of two courses until the beginning of subsequent semester. The course which is requested in order to increase the grade must be from among the courses of last two years in the curriculum in which the student obtained the grade C-, D+ or D.

(4) Within five business days from the announcement of semester grades, students who fall into the paragraphs (1), (2) and (3) notify the Registrar’s Office through a letter on when they will exercise their right for which courses. The Registrar’s Office will review the status of student and notifies the student and relevant dean or manager if student has the right to sit for a supplementary exam.

(5) Supplementary exams are scheduled in the academic year at the end of spring semester, summer semester and fall semester. The grades obtained by a student from these exams are considered the semester grade of relevant courses. Students who fail to exercise this right until the beginning of subsequent semester will be deemed waived such right.

(6) The right to sit for a supplementary exam set out in this Article is granted only once. Students who do not exercise such rights on time or fail in such exams are required to register for relevant courses.

(7) No right to supplementary exam is granted for the courses from which the student obtained the grade NA or which the student has never registered for.