

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

I hereby want to take excuse exams for the following courses in the Fall / Spring semester of/..... Academic Year.
Kindly submitted for necessary action.

Signature.....

Student's;

* Student No:	
* Name Surname:	
*Department/Program:	
* Phone:	
* E-mail	
* Reason for Excuse:	Health Report <input type="checkbox"/> Other Reasons <input type="checkbox"/> Reason:.....
*Application Date:	

The course which is applied for make-up; (all fields marked ' * ' are required to be filled, otherwise the forms will be considered invalid).

Course Code*	Course Name*	Course Type (Must, Dep.-Elective, Non-Dep. Elective)*	Instructor's Name*	Exam Date*

It will be filled in by the Department Head of the department in which the course is taught.

You can take the Midterm/Final make-up exam in the course(s) whose course code and names are written above.		
APPROVED <input type="checkbox"/> REJECTED <input type="checkbox"/>		
Department where the course is given, Department Head Name-Surname	Date	Signature

***IMPORTANT NOTES**

ARTICLE 24 – (1) Students who fail to sit for mid-term exams due to their excuses shall apply to relevant head of department offering the course with a letter specifying their request for excuse exam and relevant excuses **no later than 3 three business** days from the date when their excuses end. The head of department is authorized to grant an excuse exam for the mid-terms. Mid-term excuse exams are held on the date and time announced by the instructor of course in the last week of semester. A student who fails to sit for an excuse exam loses his/her right and may not request another excuse exam for the same course. No excuse exam may be held for the mid-terms which are not planned by the Dean.

(2) Students may not attend courses or sit for exams during the periods when the student is on report or has an excuse. If the student sit for exams or attends any assessment activity during the periods when the student is on report or has an excuse, the points taken by the student are deemed invalid and student loses his/her right to sit for an excuse exam for such courses. Also, a disciplinary action is taken against the student.

(3) Students who fulfill attendance requirements of a course can sit for final exam of that course. Students who have the right to sit for final exams and who fail or pass conditionally in the final exams can sit for scheduled make-up exams of these courses.

(4) No excuse exam is held for final exams and make-up exams.

(5) Students whose continuing, justified and valid excuses which cover final exams and make-up exams are accepted by administrative boards of relevant faculty or vocational school despite the fact that they have the right to sit for final exams shall be granted the right to sit for final and make-up exams for once in the first semester when relevant courses are offered.

(6) No excuse and make-up exam is held for the final exams of summer courses.