**Application Form for Supplementary Examination Pertaining to Maximum Allowable Period**

 **BAHÇEŞEHİR UNIVERSITY**

**(to the Directorate of the Student Affairs Office)**

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| Name Surname |  | T.C. Iden. Num. |

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| Faculty/School |  | Depart./Program |  |
| Student Num. |   | Class  |  |
| Phone Num.  |  | Current GPA |  |
| e-mail |  | Remaining number of courses |  |
| Academic year  | 20…. / 20…. | Semester | Fall ( ) | Spring ( ) |
|  |
|   I would like to use my right to take the supplementary exam(s) pertaining to the end of the maximum allowable period from the courses I have taken before and failed (except for the courses that cannot be evaluated with an exam such as workplace practice course, internship course, design course, project, workshop course, etc.).  **(Supplementary exams are not allowed for courses not taken.)**  I hereby declare that the information in the form has been filled in by me and is correct. I understand that if this information is found to be untrue, my exam will be deemed invalid.

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| .…/…./20… |
| Signature |

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| **Name and Code of the Course**  | **Grade Attained**  |
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| **BAU operative verifying the form;** | **Adviser;** | **Acceptable ( )** | **Not Acceptable ( )** |
| Name Surname: | Name Surname: |
| Date: | Date: |
| Signature:  | Signature: |

**(\*): The relevant article of the “Regulation on Supplementary Exams at the end of the Maximum Allowable Period” (article 33) is attached to the form, kindly examine it.**

# Students who exceed the maximum allowable period of study and are dismissed due to failure

**ARTICLE 33** – (1) Except for the one-year foreign language preparatory class, starting from the semester in which the courses related to the program they are enrolled in are scheduled, the students have to complete the two-year associate degree programs within a maximum allowable period of four years, the four-year undergraduate programs within seven years, the undergraduate programs of five years within eight years, and the undergraduate program of six years within nine years, regardless of their registering every semester or not . The maximum allowable educational period of the preparatory program is two years.

(2) With the decision of the university authorized committees and the approval of the Council of Higher Education, students may be dismissed for their failure to pay the contribution fee for four consecutive years or the tuition fee.

(3) In programs where the language of instruction is completely Turkish, compulsory foreign language preparatory classes cannot be opened except for vocational foreign language courses. However, foreign language preparatory class education can be implemented on an optional basis, with the decision of the University's authorized committees and the approval of the Higher Education Council. Students who fail such preparatory classes are not dismissed and may continue their education.

1. Students who fail to complete the preparatory class of programs whose language of instruction is wholly or partially a foreign language within two years are dismissed from the program.
2. Students who have been dismissed from the preparatory class of programs whose language of instruction is wholly or partially a foreign language can enroll in an equivalent program whose language of instruction is Turkish at the University. In addition, if such an equivalent program is not being offered by the University, upon the request of these students, the Directorate of Measurement, Selection and Placement Center may place them centrally in one of the programs whose the language of instruction is Turkish for one time only provided that the student's entrance score to the University is not lower than the base score required for registering to the program they will be placed in.
3. At the end of the maximum allowable educational period, the following procedure is implemented for the student to graduate from the program he/she is enrolled in.
4. Those students are entitled to two supplementary examinations for all the courses whose conditions for taking an examination they have fulfilled and failed.
5. At the end of these examinations, to those who have been able to reduce the number of failed courses to five, additional three semesters for these five courses are granted, and four semesters to those who fail up to five courses without taking any pertinent supplementary exams (two academic years for the programs that are taught on the basis of passing grades); and those who fail just one course are entitled unlimited number of rights to take the exams of the course they failed in but without benefiting from the regular privileges of a student.
6. The students, who are exposed to the risk of being dismissed due to failing to meet the grade point averages (GPA) requirement (2.00/4.00) despite getting passing grades from all the courses required to graduate from the program they were enrolled in, are granted unlimited exam rights in order to raise their GPA’s. There is no requirement to attend the courses other than the those previously not taken, applied courses, and courses that necessitate applications. Students who want to take advantage of these exam rights should apply to the Student Affairs Office in writing stating the course(s) they intend to be examined from ten working days before the exam period indicated in the academic calendar, and also should ensure that their financial obligations are fulfilled.

ç) Students who do not take the intermittent or perennial exams for a total of three academic years lose their right to take the exam and their relationship with the University will be terminated.

1. Students benefitting from unlimited rights must continue to pay the tuition fee for each course whose exam they will take. However, these students cannot benefit from other student privileges than the right to take the exam.