



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

Application Form for
Excuse Exam

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

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;

Name Surname	
Turkish ID No	
Department / Program	
Phone	
Reason for Excuse	Health Report (O) Other Reasons* (O) Reason:.....

Course(s) Applied for Excuse Exam;

<u>Code</u>	<u>Course Name</u>	<u>Instructor's Name & Surname</u>	<u>Date of Exam</u>

To be filled out by the Head of Department when the course is offered.

Student's application for mid-term/final excuse exam for the course(s) indicated above is APPROVED (O) REJECTED (O)		
Head of Department's Name & Surname	Date	Signature

IMPORTANT NOTE

*According to the regulation, students have to submit their excuses to their faculty secretariat within the 3 business day period after the excuses' expiry date

*Excuses that are not submitted within the defined deadline, will not be considered

*Students who attend the exams while having an official health report concurrently, will be subject to disciplinary proceeding and all the exams are taken in that day will be regarded as invalid

*The forms won't be processed if there some missing information within the document.

ARTICLE 23

(1) The principles regarding make-up exams are regulated by a directive issued by the Senate.

(2) The student cannot attend classes or exams within the period that he / she has a health report or an excuse, and if he / she attends the exams or any evaluation activity in that period, his / her grades will be considered invalid.

(3) Students who meet the attendance requirements for a particular course can take the midterm / final exam of the related course. Those who have the right to take the midterm / final exams and fail at those evaluations or considered as conditionally successful, can take the make-up exams scheduled for these courses.

(4) There is no additional make-up exam for the final and make-up exams in the fall and spring semesters (except summer term). Students who are not able to attend the final exam due to an official excuse accepted by the relevant committee can take the make-up exam.

(5) Students with righteous & valid excuses that covers the final examination period in a continuous way and also accepted by the related academic unit's governing bodies can take the make-up exams directly even though they have already right to attend the final exams.

(6) There are no make-up exams for the courses are taken in the summer term. Make-up exams are being held only for students who cannot take the final exams due to their accepted excuses.