



**STUDENT AFFAIRS DEPARTMENT**  
**PETITION FOR ADDITIONAL EXAMS FOR GRADUATION**  
**OİDB F14**

**ALTINBAŞ UNIVERSITY**

to ..... Deanary / Directorate

|                       |  |
|-----------------------|--|
| <b>ID Information</b> |  |
| <b>Name, Surname</b>  |  |
| <b>Student Number</b> |  |
| <b>Department</b>     |  |
| <b>GSM Number</b>     |  |
| <b>Adress</b>         |  |
| <b>E-mail</b>         |  |

According to Article 28 of Altınbaş University Associate and Undergraduate Education and Examination Regulations, I would like to take additional exams for graduation from the course(s) mentioned below.

...../...../202....

Signature / Date

**COURSE(S) I WANT TO TAKE THE ADDITIONAL EXAM FOR GRADUATION**

| Course Code | Course Name | ECTS |
|-------------|-------------|------|
|             |             |      |
|             |             |      |
|             |             |      |

Approved

Denied

Advisor title / Name Surname:

Signature:

**Graduation supplementary exams ARTICLE 28 - (1)** Students who have not completed the maximum duration of education defined in Article 44 of Law No. 2547 are given the opportunity to take supplementary exams at the end of the fall, spring, and summer terms for up to three courses (excluding applied, projects, workshops, and internship courses) in which they have failed to meet the attendance requirement for graduation by fulfilling the continuation condition.

(2) Students who have completed all the courses they are required to take within the maximum duration of education but have not been able to graduate due to having a GPA below 2.00 are given the opportunity to take supplementary exams at the end of the fall, spring, and summer terms for up to three courses of their choice (excluding applied, projects, workshops, and internship courses) in order to improve their overall GPA.

(3) The grades obtained in supplementary exams are recorded on the transcript as the final grade for the course.

(4) Students who fail to meet the graduation requirement after supplementary exams may enroll in a sufficient number of courses within the maximum duration of education specified in Article 44 of Law No. 2547 in subsequent terms to fulfill the graduation requirement.

(2) (5) Students who do not take supplementary exams are considered to have used their exam opportunity. Excuse exams are not conducted for supplementary exams.

**NOTE:** Applications will be made to the relevant academic unit where the student is registered.