**T.C.**

 **ABDULLAH GÜL UNIVERSITY**

 **................................................ TO THE DEPARTMENT HEAD**

 I am a student named ……………………….. with ……………………. id number…………………, studying in the department of industrial Engineering.

 I have only one course left until my graduation. I would like to take the Single Course Exam for the course I have indicated below in the Fall/Spring semester of 20th….../20th…….. Academic Year.

I kindly request the necessary.

  **Full Name**

 **Signature**

**Phone :**

 **e-mail :**

|  |  |  |
| --- | --- | --- |
| **Course Code**  | **Course Name**  | **Name of Lecturer**  |
|  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Opinion of Advisor**  | **Name of Advisor**  | **Signature**  | **Date**  |
| **To single exam** **Can take /Cannot take**  |  |  |  |

• Students who have never taken the course, who have taken it and withdrawn, or who failed due to absenteeism cannot take the single course exam.

• You are not allowed to take a single exam in laboratory, practice, studio, internship and workshop courses.

• The letter grade received in a single course exam is the semester success grade for the course.

• Students who miss a single course exam are not given the right to take a make-up exam.

• There is no midterm grade required for a single course exam; to be successful, a minimum grade of C is required.