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• Students who have never taken the course, who have taken it and withdrawn, or who failed due to absenteeism cannot take the single course exam.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