**Undergraduate Major-Minor-Double Major Course Substitution**

**Send an e-mail to the Departments’ Student Affairs about the application’s eligibility and then make the application after getting a confirmation about the application’s eligibility.**

The following form(s) and petition(s) under the BS forms in the link “<https://eee.metu.edu.tr/forms>” are required to be filled in the computer environment. The said form(s) and petition(s) should be sent in .pdf format.

-EE BS 19-yandal\_cift\_ders\_sayim\_formu.doc

-EE BS 20-yandal\_cift\_ders\_sayim\_dilekcesi.doc

-The received approval of the advisor via e-mail according to following format. (in .pdf format)

 “ Elektrik-Elektronik Mühendisliği Bölüm Başkanlığı’na

2020-2021/1. Döneminde danışmanı olduğum .....numaralı ve

…………….. adlı öğrencinin ders sayımı tarafımca uygundur/uygun değildir.

Danışman Ad-soyad: ”

- Transcript (from the Student Information in .pdf format)

The application document(s) in the following will be sent via e-mail. Incomplete applications will not be evaluated.

* Course Substitution Form
* Course Substitution Petition
* Advisors’ approval e-mail
* Transcript of the program

The application must be sent through the METU e-mail account (….@metu.edu.tr).

The application must be sent to the Departments’ Student Affairs e-mail address [serdark@metu.edu.tr](mailto:serdark@metu.edu.tr) through the METU e-mail account (the advisor must be added to e-mail as CC).

The title of the e-mail must be “ders sayım talebi-programı-ad-soyad-öğrenci” (.ing “course substation request-program-name-lastname-student no”).

Note: The course substation applications will be reflected in the students’ academic status in the student information system (within 3 weeks) according to the decision made in the MFYK. Please check.

Note: For substation of the department’s must courses**, first thing to do** for the student is to talk with the Department’s Student Affairs. The students can make this type of course substation request if the Department Chair finds the request as suitable.