**UNDERGRADUATE MAJOR-MINOR-DOUBLE MAJOR COURSE** **SUBSTITUTION RULES**

* Substitution process of elective (NTE-FE) status courses: The course you want to count should be at least 3 credits and must not be similar in content to any of the courses in your curriculum.
* In a double major program, taking at least twelve courses, not less than thirty-six credits, is obligatory, excluding the courses that are common or equivalent to the major program.
* In the minor program, it is obligatory to take at least four courses, not less than twelve credits in total, excluding the courses that are common or equivalent to the major program.

While substituting, course substitution should be done as stated above. Otherwise, problems may arise in your minor/double major graduation.

* For a Must Course substitution, you should first contact the Department Student Affairs. You can do this substitution process if the Department Chair finds it appropriate. For a course that will be counted for the first time in the department: it is necessary to obtain a signature (about equivalence) from the coordinator who teaches the relevant course in the department that the course you want to substitute corresponds to the course in our department.

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.

* EE BS 19-yandal\_cift\_ders\_sayim\_formu.doc
* EE BS 20-yandal\_cift\_ders\_sayim\_dilekcesi.doc

The advisor should explain your situation in your petition and sign the relevant documents. The content text for explanation of your situation:

 “Elektrik-Elektronik Mühendisliği Bölüm Başkanlığı’na

2022-2023/2. Döneminde danışmanı olduğum ...... numaralı ve …... adlı öğrencinin ders sayımı tarafımca uygundur/uygun değildir.” **Should be written and the advisor should give a general description of your request.**

“Danışman Ad-soyad:

İmza:”

Documents to be hand-delivered to the Department of Student Affairs (D-116) office:

* Minor - Double Major Course Substitution Form
* Minor - Double Major Course Substitution Petition (In the explanation part, the situation should be explained and signed by the student and the advisor)
* Transcript of the program (unofficial transcript taken from the student information system)
* Registration session information (Student Information (61))

Incomplete applications will not be evaluated.

**Note:** The result of the course substitution application is reflected in the student information system (https://student.metu.edu.tr/) by the ÖİDB within an average of 4 weeks. If there are changes in your transcript regarding the courses you want to be counted, your course substitution process has been approved. If there has been no change in your transcript even after 4 weeks, please contact the Department of Student Affairs (D-116).