**GRADUATE INTERNAL COURSE SUBSTITUTION**

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

The following form(s) and petition(s) under the MS & Ph.D. forms in the link “<https://eee.metu.edu.tr/forms>” are required to be filled in the computer environment. The form(s) and petition(s) will be sent as a **Word** document.

* [EE MS-PhD Program İçinde Ders Saydırma İşlem Formu](http://eee.metu.edu.tr/sites/eee.metu.edu.tr/files/2019-Spring%20Announcements/Forms/EE%20MS-PhD%20ders_saydirma_%C4%B0%C5%9Flem%20formu.doc) (*. eng* “EE MS-PhD Internal Course Substitution Application Form”)

Be careful about the following while filling out the form(s) and petition(s) mentioned above:

* EE MS-PhD Internal Course Substitution Application Form must be filled in the computer environment, all spacings and boxes in the form (the spacings and boxes for the student to fill) must be filled, and the date must be written.
* A petition to the Department Chair that explains the situation must be written and signed on a blank paper. The contact information must be written on the petition.
* The documents without the advisor's explanation written in a few sentences on the petition about the request are returned by the Institute. The consultant should explain your situation in your petition and sign the relevant documents wet or digitally. The content of the text:

“Elektrik-Elektronik Mühendisliği Bölüm Başkanlığı’na

…………………. Döneminde danışmanı olduğum …. numaralı ve ……………. adlı öğrencinin ders saydırma işlemi tarafımca uygundur” should be written and a brief explanation of your request should be given.

“Danışman Ad-Soyad:

İmza:”

Documents to be hand-delivered to the Department of Student Affairs (D-116) office: (Incomplete applications will not be evaluated.)

* EE MS-PhD Internal Course Substitution Application Form (The form must be wet-signed by the advisor.)
* The mentioned petition (The petition must be wet-signed by the student and the advisor.)
* Unofficial METU transcript (from the student information, in .pdf format and the transcript that shows the courses taken in the current semester)

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).