**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.

The said form(s) and petition(s) should be sent in .doc format.

* EE BS 19-yandal\_cift\_ders\_sayim\_formu.doc
* EE BS 20-yandal\_cift\_ders\_sayim\_dilekcesi.doc (Must be digitally or wet-signed by the student)
* The received approval of the advisor via e-mail according to the following format. (in .pdf format)

 “Elektrik-Elektronik Mühendisliği Bölüm Başkanlığı’na

2022-2023/1. Döneminde danışmanı olduğum ...... numaralı ve …... adlı öğrencinin ders sayımı tarafımca uygundur/uygun değildir.

Danışman Ad-soyad:”

* Transcript (taken from the Student Information system in .pdf format)

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

* Course Substitution Form
* Course Substitution Petition (Must be digitally signed by the student.)
* Advisors’ approval e-mail
* Transcript of the program (of the related program)

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

The application must be sent to the Department's Student Affairs e-mail address serdark@metu.edu.tr through the METU e-mail account (the advisor must be added to the e-mail as CC). The title of the e-mail must be "ders sayım talebi-programı-ad-soyad-öğrenci" (. eng "course substation request-program-name-last name-student no").

**Note:** The Course Substitution applications’ MFYK decisions will be reflected to student's academic status in the student information system (within **3** weeks). Please check your transcript.