**UNDERGRADUATE COURSE SUBSTITUTION IN MAJOR PROGRAM FORMAT**

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 17-prog\_icinde\_ders\_sayimi\_formu.doc
* EE BS 18-prog\_icinde\_ders\_sayimi\_dilekcesi.doc (Must be digitally or wet-signed by the student)

The received approval from 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:”

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 (from the Student Information system in .pdf format)

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” (.eng “course substation request-program-name-last name-student no”) .

**Note:** The Course Substation applications MFYK decisions will be reflected to students’ academic status in the student information system (within **3** weeks); please check your transcript.