**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/index.php/tr/forms>" are required to be filled in the computer environment.

* EE BS 17-prog\_icinde\_ders\_sayimi\_formu.doc
* EE BS 18-prog\_icinde\_ders\_sayimi\_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

………………….. 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:

* Course Substitution Form
* Course Substitution Petition (In the explanation part, the situation should be explained and signed by the student and the advisor.)
* Transcript (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).