



## FACULTY OF ENGINEERING GRADUATION MAKE-UP APPLICATION FORM

**Student Name:** .....  
**Student No:** .....  
**Department:** .....  
**Advisor's Name:** .....  
**CGPA:** .....  
**Total Credit:** .....  
**Date:** .....

I respectfully request to take the following make-up exams for the ..... time.

|   | Course Code | Course Title | Last Grade |
|---|-------------|--------------|------------|
| 1 |             |              |            |
| 2 |             |              |            |
| 3 |             |              |            |

**I attached a copy of my latest transcript.**

Student Signature ..... Dean .....  
 Advisor ..... Date of Approval .....  
 Head of Department .....

**EXPLANATIONS:**

1. **Two categories of students are eligible to apply for Graduation Make-Up exams:**
  - Those who have achieved the number of credit needed to graduate but who have earned a CGPA of less than 2.00.
  - Those who have taken all the courses required to graduate and have a CGPA of 2.00 or above but have failed up to three courses, can apply only for the failed courses.
2. **Application Requirements**
  - Students must have attempted the courses applied for and must have received a letter grade of F, D, D+, D-, C- or U.
  - Students must have achieved an attendance of at least 75% for the make-up courses applied for.
  - Students must show that a minimum CGPA of 2.00 can be achieved by taking the make-up exam(s)
  - A student may take make-ups for no more than 3 different courses
  - A student can not apply make-ups for graduation projects (CEN401,CEN402,EEN401,EEN402,IE401,IE402)

**IMPORTANT NOTE:** Those students who have taken graduation Make-ups however was not eligible for graduation because of one course only (because of not passing one exam, or because of not having enough CGPA for successful completion of the degree) can take only one additional course as a graduation make-up in the upcoming semester, however for those who have more courses for graduation or CGPA is very low, should register for courses in up coming semester.

The Student must apply for Graduation make-up examination within dates according to academic calendar. After the acceptance of application by Faculty Board Decision, Student will pay 100 Euros for taken first time and 200 Euros for taken second time only one course for Graduation Make-up exam.