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**TO THE
DEAN OF THE
FACULTY OF
COMMUNICATION**

...-... in the academic year FALL / SPRING semester... I request to take the make-up exam for the courses for which I received the grade. I hereby submit to your information.

Signature

.....

Student;

Student number	
TC Identification Number	
Name and Surname	
Department /Program	
GPA	
Excuse Reason	Health Report (O) Other Causes * (O) Reason:.....

Make-up Exam (“Bütünleme”) Required Course;

<u>Code</u>	<u>Course Name</u>	<u>Section</u>	<u>Lecturer Name/Surname</u>	<u>Final Exam Date and Final Exam Note</u>

IMPORTANT NOTE

* In accordance with the regulations, students must submit their documents regarding the reasons for not being able to enter the finals and the Faculty Secretariat in writing within **3 (three) working days** at the latest following the expiry date of their excuses.

* Excuses not notified within due time will not be processed.

* All exams of the students who take the exam despite being reported are considered **INVALID** and a disciplinary investigation is opened against the student.

* If there is missing information in the form, the petition will not be processed.