BAHÇEŞEHİR UNIVERSITY
To the Dean of the Faculty of Communication

....../....../........

    I would like to bring it to your attention that I am requesting a quota increase during the Academic year of ..../...., during the fall/spring/summer semester, for the course mentioned below.

Signature
....

Student's Information

Name Surname	
Stundent No	
Faculty/Department	
Class	

The Course for which a quota increase is being requested.

Course Code	Course Name	Section No	Type of Course (DEP, NONDEP, MUST)

The Course Instructor's Permission
- I have checked the capacity of the class, of the course in question, and there isn't enough space.
- I permit a quota increase.

Name Surname - Signature
………………….

The Head of The Deparment's Permission
- The Capacity of the class, of the course in question, is enough. You can increase the quota by the amount mentioned in the form.

Name Surname - Signature
…………………

EXPLANATIONS
- If the form does not have the signatures of both the Head of the Department and the Course Instructor, it will not be processed.
- For quota increase requests, regarding courses with a GEP code, The General Education Department must be contacted.