**TO THE DEAN’S OFFICE OF FACULTY OF AVIATION AND AERONAUTICAL SCIENCES**

 I am a student with the number of …………………………………………. Department ……. ……… .. I would like to take the make-up exam of the following course (s) that I could not take the midterm / make-up exam due to my excuse attached.

I hereby submit to your information.

 …./…./20….

 Signature

 Name Surname

Courses for the Make-up Exam**:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Course code | Course name  |  Name of the Academic Staff | Date of the exam |
| 1 |  |  |  |  |
| 2 |  |  |  |  |
| 3 |  |  |  |  |
| 4 |  |  |  |  |
| 5 |  |  |  |  |
| 6 |  |  |  |  |
| 7 |  |  |  |  |
| 8 |  |  |  |  |

**Attachments**

🖵 Health Report

🖵Other reasons

ADRESS:

ID number:

E-MAIL:

**İskenderun Technical University Associate Degree and Undergraduate Education and Examination Regulations**

Article 30 (2) If the student who interrupts his education due to justified and valid reasons accepted by the board of directors of the relevant unit cannot fulfill the attendance requirement, he continues his education starting from the beginning of the semester he left due to an excuse. These students must complete their course registration just like the students who register for that semester.

(3) In order to benefit from the make-up exam, the documents related to the excuse; The excuse must be submitted to the dean's office, or the directorate of the vocational school within five working days from the end date. Excuses not reported within this period are not accepted.

(4) There is no excuse for the semester / year-end exam. In the event that the excuses of the students who do not take the make-up exam and / or the single course exam due to justified and valid excuses are accepted by the relevant administrative boards; A make-up exam is held on a day when the excuse is lifted, determined by the relevant faculty member and the department, approved by the deans' offices, and the directorates of vocational schools.

(5) Make-up exam results are announced by the deanship / directorate of the relevant units within one week from the date of the exam.