**TO ALTINBAŞ UNIVERSITY**

**SCHOOL OF ECONOMICS, ADMINISTRATIVE AND SOCIAL SCIENCES**

**DEPARTMENT OF …………………………………………….**

I am a current student at Altınbaş University School of Economics, Administrative and Social Sciences, majoring in ………………………....………. My student number is …………...…. I was not able to attend the midterm exam(s) for the courses whose names and exam dates are given below. Please accept the attached letter as my formal excuse for absence from the exam.

I respectfully request that I be allowed to take a makeup exam for the course/courses listed below.

 **Student’s Full Name:**

 **Date / Signature:**

**Telephone : ................................................ e-mail : ...................................................**

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| --- |
| **Please explain in detail your reason(s) for not attending the exam(s).**  |

**List the courses for which you request a makeup exam**

|  |  |  |  |
| --- | --- | --- | --- |
| **Course Code and Title** | **Instructor of the Course** | **Midterm Exam Date** | **Signature of the Course Instructor** |
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**Altınbaş University Regulation on Associate and Undergraduate Degree Education and Assessment**

**Examinations, Assessment Principles and Grades**

**Examinations**

**ARTICLE 23**

**(6)** The make-up exam is an exam that is given instead of the midterm exam. Students who cannot take the midterm exams due to a valid excuse shall submit a petition stating their excuse to the relevant dean/director’s office **within five working days at the latest** following the end of their excuse. Students whose excuse are approved by the relevant administrative board will be allowed to take a make-up exam for each exam they did not take. Students shall not take any exam during their sick leave (or a leave due to another valid reason). Students whose excuses are not considered appropriate will be deemed to have failed the exam/exams they have not taken. No make-up exam shall be held for midterms/finals and resits.

**(7)** Students who have not taken the exams will be deemed to have used their right to take the exam.