*This form is created to process course exemption requests of students, in line with Article 10 of the Regulations for Graduate Programs, Registration and Admissions of Eastern Mediterranean University. Registered students are required to complete “Program Change Form” for their program change applications.*

* *Applications for exemptions are submitted to the relevant Department Chair’s office with the exemption documents* ***until the end of the semester in which the student initially registered for a program course****. Requests for exemptions or withdrawing the submitted applications for exemptions during the upcoming semesters/years are not accepted.*
* *Exemptions for courses which are taken at a certificate program are not given.*
* *The remaining period of study after the course exemption procedure is recalculated by deducting one semester for every three credit courses. However, one extra semester is assigned to students in non- thesis master’s programs, who have completed the required period of study defined in Article 13 of the Regulation for Graduate Studies and Examinations due to the exemption process to complete the requirements of the program after exemption.*
* *The following rules will apply regarding evaluation of courses taken at Eastern Mediterranean University:* 
  + *If students who left a graduate program at Eastern Mediterranean University for a reason other than a disciplinary penalty gain admission by re-applying to the University or by transferring between different programs****; courses with a minimum “C” grade in master’s programs and “B” grade in PhD programs*** *which were taken during the last five academic years (counting backwards from the date of application) can be exempted upon the approval of the Graduate Studies Commission. Exemptions for courses that are taken five or more years prior to the application are granted by Faculty Board upon the recommendation of the Department Board.*
  + *However, graduate students are required to re-register for the seminar course and thesis study in thesis programs and semester project in non-thesis programs. Similarly, PhD students are required to re-register for the PhD Qualification Exam and thesis study.*
* *The following rules will apply regarding evaluation of courses taken at at another institution:* 
  + *For students who have registered to graduate programs in Eastern Mediterranean University, courses successfully completed at a graduate program at another institution and courses taken from graduate programs as an undergraduate student can be taken into consideration and be exempted****, on the condition that these courses have not been assessed towards a diploma and that their equivalences can be proven****. Such courses are transferred to the student’s transcript in accordance with a corresponding letter grade applied by Eastern Mediterranean University and are also included in the Cumulative Grade Point Average calculation.*
  + *Previously taken courses that are exempted by the registered program should have “B” as the minimum grade and should be taken within five academic years preceding the semester of the graduate program registration in Eastern Mediterranean University. Exemptions for courses that are taken more than five years ago prior to the application are granted by Faculty Board upon the recommendation of the Department Board.*
  + *Total credits of exempted courses transferred to the registered program* ***can only be equivalent to half of the credits*** *necessary to complete the program. Out of the previously taken credit courses that are transferred to the new program, a semester is deducted from the student’s total study period for every three exempted credit courses, on the condition that the total period of study is not less than the minimum study period specified in Regulations for Graduate Studies and Examinations.*

**I. Student & Exemption Request Information (To be completed by student.)**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Student Name - Surname | | |  | Semester of Application | 20 - 20  Fall  Spring | | |
| Student No | | |  | Old Student No  *(for courses taken at EMU)* | |  | |
| The Type of Course Exemption Request  *(indicate the appropriate)* | | | Exemption request for courses taken at EMU | | | | |
| Exemption request for courses taken at another Institution | | | | |
| Petition of the Student for Course Exemption | | | | | | | |
|  | | | | | | | |
| For course exemptions, requested for courses taken from another higher education institution, an official transcript and a leave document certifying that they have left this institution must be submitted in addition to this form. | | | | | | | |
| Attached documents | 1 |  | | | Student’s signature | |  |
| 2 |  | | | Date | |  |

**II. Exempted courses in respect to courses that were previously taken at EMU (to be completed by the Graduate Committee members of the Department.)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Reference Code | | Course Code | Course Name | Grade |
| Old | New |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**III. Exempted courses in respect to courses that were previously taken at another Institution (to be completed by the Graduate Committee members of the Department.)**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Institution Name | |  | | | Corresponding Courses at EMU | | | |
| Approved Courses that were taken at different Institution | | | | |
| Course Code | Course Name | | Grade | Course Credit | Reference code | Course Code | Course Name | Grade |
|  |  | |  |  |  |  |  |  |
|  |  | |  |  |  |  |  |  |
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**IV. Department Approval**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Dept. Graduate Committee Chair  Title and Name |  | Signature |  | Date |  |
| Department Chair  Title and Name |  | Signature |  | Date |  |
| For any courses taken five years or more *prior to the application*, Faculty Board Decision upon the recommendation of the Department Board must be submitted as an attachment to this form. | | | | | |

**V. Decision of the Graduate Studies and Research**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Notes |  | | | Evaluation Result | | Approved  Not Approved |
| IGSR Director  Title and Name | Prof. Dr. Ali Hakan Ulusoy | Signature |  | | Date |  |

**VI. Approval of the Registrar’s Office**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Notes |  | | | Evaluation Result | | Approved  Not Approved |
| Registrar  Name |  | Signature |  | | Date |  |