**Application Form for Non-Departmental Technical Elective**

Department of Computer Engineering, METU

This form must be completed by students seeking approval to take non-CENG courses as technical electives. The form should be approved by the course’s instructor (for Category 3) and student’s advisor. Digital (PDF) signatures are also accepted.

You should first add the course yourself as a Free Elective. If your request is approved, it will be converted into a TE by our secretary of student affairs. **The department will not add the course for you.**

Please note that if you have previously taken or are applying to take a large number of non-CENG TEs, your request can be rejected by your advisor or the department administration. For the list of Category 2 & 3 Technical Electives, visit: <https://ceng.metu.edu.tr/technical-electives>

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| **Student information** |
| Name |  |
| Student ID |  |
| The list of all technical electives previously taken & letter grades |  |

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| **Course to be taken as technical elective** |
| Course code |  |
| Course title |  |
| Category ("Cat. 2” or “Cat. 3”) |  |
| Instructor's Name and Signature | Note: Instructor’s signature is not required for Category 2 courses. However, if the course quota is unavailable or undefined for CENG students, you should contact the instructor (it is up to them to decide on this).  |

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| **Approval of the Advisor** |
| Name & signature of the advisor |  |

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| **Approval of the Department** |
| After obtaining the approval(s), email your request to the current CENG Vice-Chair of Student Affairs using the format below:* Subject: “*[Your Full Name]* – Non-CENG TE Application”
* Body:
	+ A simple letter describing your request
	+ Your name, your student ID
	+ Link(s) to the course homepage and syllabus (if available), and course catalog page
* Attach:
	+ A scanned copy of the fully-signed form
	+ Syllabus of the course as a pdf file

*Expect a reply within 2 business days. If there are delays, follow up with the Vice-Chair of Student Affairs to ensure your request is processed. You do not need to submit a physical copy of the form, unless requested.* |