**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 the course quota is unavailable or undefined, you should contact the instructor**. It is up to them to allow you to register. If your request is approved, the course status 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 may 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> . 1st-year courses / 1xx courses of other departments are not accepted as TE courses.

| **Student information** |
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| Name |  |
| Student ID |  |
| The list of all TEs (including graduate courses) previously or currently enrolled, and the letter grades. |  |

| **Course to be taken as technical elective** |
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| 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.  |

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

| **Approval of the Department** |
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| 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.* |