**Important Notes Regarding the Course:** University rules and regulations are applied to this course. For details, please see <http://mevzuat.emu.edu.tr>

**Exam and Quiz Policy:**

The midterm and final exams are Closed book

**Makeups:**

1. There is no make-up or resit for the Quiz and Labs.
2. A student who fails to sit for an examination for a valid reason is given a make-up exam. Within three working days after the examination, students who wish to take a make-up must submit a **written statement** to the course instructor explaining the reason(s) for his/her request.
3. Eligibility to take a **Make-Up Exam**:
   1. Student must contact the Instructor immediately within “**three working days**” after the examination when (s)he has missed the mid-term exam or final exam and to discuss with the faculty about the date and time to take the make-up exam.
   2. Student must secure a “**Make-Up Exam Form**” from the department Office or from instructor website & fill-out the Form. For each Make-Up Exam, please use separate Form.
   3. Student must secure the approval from the instructor for taking the Make-Up Exam.
   4. Failure to take the Make-Up Exam at the agreed date and time will lead to a “NG” Grade for the Make-Up Exam, midterm or final.

**NG Policy:**

1. **“NG” Nil Grade/ Failing from Absenteeism:** Students who do not comply with the required level attendance and/or not fulfilling the requirements for the evaluation of the course are given the “NG” grade by the Instructor of the Course based on the criteria determined by the Faculty/School Academic Council. Students are informed about the criteria for receiving the “NG” grade by the related course instructor at the beginning of the semester. “NG” grade is included in the computation of GPA and CGPA.
2. Student attendance is monitored and assessed by the course instructor. A student who fails to meet the requirements of a course or who is absent more than the limit specified by the Faculty is considered to be unsuccessful in that course.
3. Students who do not attend any of the above assessment activities (such as mid-term exam, final exam, lab exam, design project report etc.) will be given NG (Nil Grade).
4. Late Submissions of the Assignments, Lab Reports and Project will be graded as zero.

**Appeals:**

Any appeal against the marks of any assessment component must be made to the course instructor within one week following the announcement of the marks. Any appeal concerning a semester grade must be made to the course instructor no later than the end of the registration period of the following semester.