

5. Koç University Executive Council Petitions/ The petition is to be typed within the Word processor. Additional documents such as health reports may be attached.

6. The Executive Council meets monthly. Meeting dates are available at <https://registrar.ku.edu.tr/en/academic-calendar/>; listed as “**The University Board of Executive Meeting**” in the calendar.

7. In addition to the academic calendar dates available above, a monthly **KU Daily** announcement is sent to all students reminding the deadline for submitting a petition, before each respective Meeting. Petitions written after the deadline may be evaluated at the following monthly meeting.

8. Requests for a leave of absence, course overload (**2** additional courses) and scholarships and other requests should be addressed to University Executive Council.

9. The decisions of your petitions are shared via KUSIS the week following the meeting.

Additional Notes:

- Requests for course overload (one additional course), withdrawal from a course, course substitutions and internal transfer applications should be addressed to the **respective College** based on your major, via KUSIS.
- Students who wish to write a petition about course overload should include section information of the courses.
- Double Major and Minor applications within the regular application window should be addressed to **the Registrar's Directorate**.

[Frequently Asked Questions](#)

Academic Planning and Development Directorate (APDD)

<https://apdd.ku.edu.tr/en/>