

3. Academic Institutions/ should be selected as "Koç University".
4. View All / in order to list all options.
5. Koç University Executive Council Petitions option should be selected.
6. The petition is to be typed within the Word processor. Additional documents such as health reports may be attached.
7. Requests for a leave of absence, course overload (2 additional courses) and scholarships and other requests should be addressed to University Executive Council.
8. The decisions of your petitions are shared via KUSIS the week following the meeting.

Additional Notes:

- Requests for course overload (one additional course) and course substitution requests 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 and Student Affairs Directorate.

[Frequently Asked Questions](#)

[Academic Planning and Development Directorate \(APDD\)](#)