1. PURPOSE

The purpose of the Double Major Program is to make it possible for successful students continuing their major undergraduate program to concurrently receive education in a second major and to earn another diploma.

2. SCOPE

This regulation covers all undergraduate-level students registered to Koç University, as well as the units and the individuals responsible for performing the procedures.

3. REFERENCES

Regulation Concerning Transfer between Undergraduate and Associate Degree Programs, Double Major, Minor, and Principles Concerning Credit Transfer among Institutions of Higher Education

13 April 2011 University Academic Board Decision Document Number 04, Article 3, Addendum-2
11 May 2012 University Academic Board Decision Document Number 05, Article 2
17 July 2012 University Academic Board Decision Document Number 07, Article 6
21 May 2013 University Academic Board Decision Document Number 05, Article 3, Addendum-1

4. RESPONSIBILITIES

4.1 The President is responsible for the execution of this regulation.

4.2 The Vice President for Academic Affairs is responsible for the preparation and the revision of this regulation.

4.3 Students are responsible for keeping themselves informed of the procedures and are expected to follow all rules covered by the regulation.

4.4 College Deans are responsible for the application of the regulation.

4.5 The Registrar’s and Student Affairs Directorate is responsible for ensuring that conditions for application to, attendance to and completion of the program are met.

5. DEFINITIONS

5.1 President
Koç University President

5.2 Vice President for Academic Affairs
Koç University Vice President for Academic Affairs

5.3 Registrar’s Office
Koç University Registrar’s and Student Affairs Directorate

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5.4 **Students**  
Students conducting their undergraduate studies at Koç University

5.5 **Colleges and Schools**  
Koç University’s College of Administrative Sciences and Economics, College of Sciences, College of Social Sciences and Humanities, College of Engineering, Law School, School of Medicine, School of Nursing and College of Nursing

5.6 **Double Major Program**  
The program which enables students who satisfy the academic standing and other requirements to take courses concurrently from two diploma programs of the same university and to earn two separate diplomas

5.7 **Major**  
The undergraduate program that the student is registered to at the time of application to the Double Major Program

5.8 **Second Major**  
The second undergraduate program where the student is admitted

5.9 **Major Program Period**  
The semester in which the student is situated according to the curriculum of the student’s department

6. **BASIC PRINCIPLES**

Double Major Programs are offered upon the proposal of the relevant College Academic Council with the approval of the University Academic Council.

7. **METHOD**

7.1 **Conditions for application and admittance into the Double Major Program**

7.1.1 Students can apply to the Double Major Program earliest by the beginning of the first semester of the second year, latest by beginning of first academic semester of the third year (for the School of Medicine, latest by the beginning of the first semester of the fifth year) considering the credit number they have completed in their current Major Program year.

7.1.2 Students who want to begin the Double Major Program need to complete their procedures at the Registrar’s Office before the beginning date of the semester. Students who apply after the beginning of the semester can begin the program in the following semester, if they satisfy the application and standing conditions as of the end of the semester in progress.

7.1.3 Students whose cumulative grade point average in the Major Program is a minimum of 2.80 over 4.00 can apply to the Second Major Diploma Program.

For students who want to start the Double Major Program in the programs listed below, the success rank established in the ÖSYS (Student Selection and Placement Examination) capacity handbook of the relevant year will also be considered:

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7.1.4 To begin the Double Major Program, the student must have successfully completed successfully all graded courses taken until they start the Second Major Program. With the notable exception of UNIV 101, ALIS 100, CPAP 100, CPAP 150 and HIST 100 courses, receiving “unsatisfactory” grades from 1-credit courses shall not constitute an obstacle to application to Double Major Programs.

7.1.5 A student cannot register for more than one Double Major Program at the same time.

7.1.6 Acceptance of students into the Second Major Program shall occur upon the proposal of the relevant department that runs the program with the approval of the College Executive Council.

7.1.7 Students who at the time of application have a cumulative grade point average of 70 out of 100 and whose success ranks in the top 20% of the cohort of the relevant major program can apply to the second major diploma program. The capacity of students to be admitted shall be determined by the University Academic Council. Among those students who do not possess this ranking, those who have a University Entrance Exam score that is not lower than the threshold score of the double major program in the relevant year can apply.

7.2 Credit Load

7.2.1 Students registered in the Double Major Programs need to take at least 36 credits of courses for completing these programs. Credits for course that feature in both programs or that have identical descriptions count towards course completion requirements of both the Major and the Second Major.

7.3 Standing and Program Completion Conditions

7.3.1 Students who complete a Double Major Program successfully and earn two undergraduate degrees shall be provided with two undergraduate diplomas.

7.3.2 Students who complete a Second Major Program shall receive their diplomas for the program in question only after they graduate from the Major Program they are pursuing.

7.3.3 Students who have completed the Major Program and who continue in the Second Major Diploma Program, shall be given their Major Program diploma if they so wish. In this situation, all courses that the student took until graduation are shown on the transcript. If the student does not request a Major diploma, the two undergraduate diplomas shall be given to the student at the same time upon successful completion of the Second Major. In both cases, to graduate from the Double Major Program, the student shall be responsible for meeting the cumulative grade point average conditions stipulated in Article 7.4.

7.3.4 In case scholarship students registered in the Double Major Program do not complete their Major or Second Major programs within 8 semesters, the duration of their scholarship shall be extended by a maximum of 2 semesters.

7.3.5 In case program requirements are not met at the end of this duration, students may continue to attend the program by paying the non-scholarship tuition fee.
7.3.6 Students who complete the Major program and continue the Second Major Program, during the extended duration, continue to pay the undergraduate tuition fee belonging to the Double Major program they are pursuing considering the total number of semesters they spent in the undergraduate program, and considering the extension situation of their scholarship, if applicable. And in case they register in a graduate Program, they shall additionally pay the graduate tuition fee.

7.4 Leaving the Double Major Program, Dismissal

7.4.1 Students of a Double Major Program can leave the Second Major Program education in any semester on their own will.

7.4.2 So long as they meet the application deadline and the standing conditions, students registered to a Double Major Program can move to a new Double Major program on condition that they leave the previous program.

7.4.3 The standing in the Double Major Program has no effect on graduation from major program.

7.4.4 To graduate from the Double Major Program, the student needs a minimum cumulative grade point average of 2.80 over 4.00. During the entirety of the Double major education, the cumulative grade point average of the student can for one instance fall below 2.60 over 4.00. The student whose cumulative grade point average falls below 2.60 for the second time is dismissed from the Second Major Program.

7.4.5 A student who is on leave of absence from their major program is also considered on leave of absence from the Second Major Program without requiring an additional decision.

7.4.6 In case the student leaves the Second Major Program on their own volition or is dismissed, if conditions for a Minor or a Track program have been met, by decision of the relevant College Executive Council, a Minor or a Track certification can be provided.

7.5 Other Terms

7.5.1 For issues not covered by this regulation, the document titled “Regulation Concerning Transfer between Undergraduate and Associate Degree Programs, Double Major, Minor, and Principles Concerning Credit Transfer among Institutions of Higher Education” appearing on YÖK (Higher Education Council) website “Legislation for Higher Education” which is available at http://www.yok.gov.tr/web/guest/mevzuat shall apply.

8. RECORDS

The relevant application forms shall be archived by the Registrar’s Office.

9. REVISION

The responsibility of revising and updating this regulation falls on the Office of the Vice President for Academic Affairs. The revision shall be performed every April on a yearly basis.