1. PURPOSE

The purpose of these procedures is to organize the principles concerning the execution of the track programs to be offered to students who successfully continue their education in the undergraduate programs where they are registered, with a view to allow them to take a limited number of courses in another area of their interest.

2. SCOPE

These procedures shall cover all undergraduate-level students registered at Koç University, as well as units and persons responsible for the execution of the process.

3. REFERENCES

University Academic Board Decision Document of 14 March 2012, Number 03—Article 7.3
University Academic Board Decision Document of 11 May 2012, Number 05—Article 2
University Academic Board Decision Document of 8 June 2012, Number 06—Article 4
University Academic Board Decision Document of 21 May 2013, Number 05—Article 3 and Addendum 3

4. RESPONSIBLE PARTIES

4.1 The President is responsible for the execution of these procedures.

4.2 The Vice President for Academic Affairs is responsible for the preparation and the revision of these procedures.

4.3 Students are responsible for monitoring the process and are expected to comply with all rules covered by these procedures.

4.4 Deans of Colleges and Directors of Schools are responsible for the application of these procedures.

4.5 Registrar’s and Student Affairs Directorate is responsible for monitoring whether rules are being followed for application to, attendance to and completion of the program.

5. DEFINITION OF TERMS

5.1 President
   The President of Koç University

5.2 Vice President for Academic Affairs
   Koç University’s Vice President for Academic Affairs.

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5.3 **RO**
Koç University Registrar’s and Student Affairs Directorate.

5.4 **Students**
Students pursuing undergraduate-level diploma programs at Koç University.

5.5 **Colleges and Schools**
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 connected to Koç University.

6. **BASIC PRINCIPLES**

Track programs shall be made up of a minimum of 12 credits and shall be organized upon the proposal of the relevant College Council and upon the approval of the University Academic Council.

7. **METHODS**

7.1 **Requirements for Application, Admission and Registration to Track Programs**

7.1.1 Students can apply to the track programs—according to their year by considering the number of credits they completed in their major program—earliest in first semester of the second year.

7.1.2 Students with grade point average of 2.00 out of 4.00 or above shall qualify for application to the track program.

7.1.3 Students who have successfully completed until the semester they apply all credit courses they have taken in the undergraduate program can apply to the track program. With the 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 for application to the track programs.

7.1.4 A student who has been dismissed from a track program can re-register to the track program.

7.2 **Requirements for Standing and for Program Completion**

7.2.1 To qualify for the track program certificate, students must have earned a minimum grade point average of 2.00 out of 4.00 for courses they took as part of the track program.

7.2.2 The track program certificate does not count as a diploma.

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7.3 Leaving the Track Program, Dismissal

7.3.1 Students can leave the track program on their own volition.

7.3.2 Students whose grade point average falls below 2.00 out of 4.00 two consecutive semesters while they are registered to the track program shall be dismissed from the track program.

7.3.3 Students registered to the track program can start another track program so long as they satisfy requirements stipulated in Article 7.1.

7.3.4 Students who leave or who are dismissed from track programs shall not be required to repeat track program courses that they have failed.

7.3.5 Standing in the track program shall not affect graduation from the major program.

7.3.6 A student considered to be on leave from the major program, shall be considered on leave from the track program as well without requiring an additional decision.

7.3.7 Those students who have completed their major program requirements but not completed the track program shall be given by University Executive Council decision a maximum of one additional semester to satisfy graduation requirements. Scholarship students who are in this situation shall no longer qualify to receive scholarship.

7.4 Other Provisions

7.4.1 In addition to those requirements specified in these procedures, through Academic Council decisions it shall be possible to establish new requirements concerning track programs, and it shall be possible to change the minimum standing criteria stipulated.

7.4.2 For issues not covered in these procedures the “Koç University Regulation for Undergraduate Teaching and Learning” shall be in effect.

7.4.3 All Koç University students are required to follow up the current version of these procedures that shall be published on the Internet pages of the Registrar’s and Student Affairs Directorate.

8. RECORDS

The relevant application documents shall be archived by the Registrar’s and Student Affairs Directorate.

9. REVISIONS

The responsibility of revising and updating these procedures falls on the Office of the Vice President for Academic Affairs. The revision shall take place in the month of April of every year.

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