1. PURPOSE

The purpose of this guideline is to regulate the principles for the execution of minor programs that will be opened in order to ensure that students who successfully enroll in their major undergraduate programs are registered with a limited number of courses within the same higher education institution to receive a certificate (minor certificate) that does not replace a 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 on the Transition Between Associate Degree and Undergraduate Degree Programs in Higher Education Institutions, Double Major, Minor and Inter-Institutional Credit Transfer (Official Gazette No. 27561)

Regulation to change the regulation on the transition between associate and undergraduate programs in Higher Education Institutions, double major, minor and ınter-ınstitutional credit transfers. (Official Gazette Publications No. 30985, 30743, 30091, 29657, 28988, 28772, 28027)

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

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, and School of Nursing

6.BASIC PRINCIPLES

Within the content of the minor program, it is compulsory to take the courses determined by the senate decision and to succeed these courses. These courses are decided among the relevant departments and submitted to the approval of the relevant faculty committees and the university senate.

7.METHODS

7.1 Conditions for application and admittance into the Minor Program

7.1.1 Students can apply to the minor programs at the beginning of the first academic semester of the second year and at the beginning of the second academic semester of the third year at the latest, considering the number of credits they have completed in the major program.

7.1.2 Students who want to start the minor program can start in the period when they apply for the minor program provided that they have the success requirements by examining the last semester courses they have completed.

7.1.3 Students whose GPA is at least 2.50 over 4.00 can apply to the minor program.

7.1.4 Students who have successfully completed all credit courses in the undergraduate program until the semester they apply for, can apply to the minor 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 the minor programs.

7.1.5 A student cannot register for more than one minor program at the same time.

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7.2 Standing and Program Completion Conditions

7.2.1 In order to qualify for the minor, the average of the courses taken by the student within the minor program must be at least 2.29 / 4.00.

7.2.2 Minor certificate does not replace diploma.

7.3 Leaving the Minor Program, Dismissal

7.3.1 Students can leave the minor program at their own request.

7.3.2 Students enrolled in the minor program can start another minor program provided that they provide the starting time and success conditions specified in Article 7.1.

7.3.3 To continue the minor program, the GPA of the students must be at least 2.29 in the major program.

7.3.4 Students leaving or dismissing from minor programs do not have to repeat the minor program courses they have failed.

7.3.5 The success in the minor program does not affect the graduation from the major program.

7.3.6 Students who are considered to be on leave from the major program, are deemed to be on leave from the minor program without requiring an additional decision.

7.3.7 Students who have completed their major requirements but failed to complete the minor program are given an additional two-semester period to meet the requirements for graduation, depending on the decision of the board of directors. Scholarship rights of the students with this scholarship do not continue.

7.3.8 Students who have the right to graduate from the major program but cannot complete the minor program are given an additional period of maximum two semesters upon the decision of the relevant board of directors.

7.3.9 Students who do not take courses from the minor program for two consecutive semesters are deregistered this program.

7.4 Other Terms

7.4.1 With the decision of the Academic Council, new conditions may be introduced in addition to those specified in this guideline regarding the minor programs, and the predicted minimum success criteria can be changed.

7.4.2 "Koç University Undergraduate Education Regulation" is valid for the subjects that are not included in this guideline.

7.4.3 Our all students are responsible for following the current version of this guideline, which will be published on KU Registrar's office web pages.

8.RECORDS

The relevant application forms are archived by the Registrar's Office.

9.REVISIONS

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

10. CHANGES/DISTRIBUTIONS/APPROVALS CHART

Date	Changes	Changed By
09.03.2011	New Publish	VPAA
10.02.2012	Adding the article that students who want to start the minor program and provide the necessary conditions can complete the application process by applying to the Registrar's Office before the fall or spring academic semester they will start the minor program.	VPAA
11.05.2012	To remove the statement of the guideline in the article 5.4; "**Students who do not take courses from the specialization / minor / double major program for two consecutive semesters are deleted from this program**"	VPAA
08.06.2012	It was removed ın article 7.1.5, "A student cannot register for more than one minor program at the same academic affairs. A student whose registration has been deleted from a minor program cannot register for the same minor program again." It was removed in article 7.2.1, "The students must have achieved all of the courses in the minor program with a minimum grade of C in order to qualify for the minor certificate" and was added , "The average of the courses taken by the student in the minor program must be at least 2.00 / 4.00".	VPAA
21.05.2013	7.2.2. has been added to 7.2. "Success and Program Completion Requirement" 7.3.2. has been added to 7.3. "Leaving the Minor Program, Dismissing". "Additional period of at most one semester" has been changed as	VPAA

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	"maximum one semester additional scholarship period in article 7.3.7 "Students who do not complete the minor program at the end of the additional periods given to them are dismissed from the minor program" ın article 7.3. "Leaving the Minor Program, Dismissing" has been changed as "Students who fail to complete the major program at the end of the additional periods given to them can continue the program by paying the tuition fee."	
22.08.2013	Regulation in article 7.1.2 "Students can apply to the minor programs at the beginning of the first academic year of the second year and at the beginning of the second academic year of the third year at the earliest, considering the number of credits completed in the major program of their education at the earliest third and the fifth semester at the earliest."	VPAA
17.03.2014	Regulated article7.3.,dismissed article 7.3.8.	VPAA
21.11.2014	2.70/4.00 average rule was updated as 2.60/4.00 in articles 7.1.3 and 7.3.3	VPAA
07.02.2014	If the students studying in minor programs have not completed the minor or track programs when they have completed their major obligations, an additional period of 1 semester is given to fulfill the graduation requirements depending on the decision of the board of directors.	VPAA
28.02.2014	Adding regulations: Students who are not enrolled in any second major, minor or track programs are graduated if they meet the minimum graduation requirements for their major programs, no additional period is given The education period of the students who have the right to graduate from the major diploma program but cannot complete the second major diploma program can be extended for a maximum of two semesters upon the decision of the faculty, the faculty is related the second major diploma program.	VPAA

	The scholarship and education period is extended for two semesters without the decision of the faculty board for the students who are studying double major. The education period of the students who have the right to graduate from the major diploma program but cannot complete the minor or track programs can be extended for a maximum of one semester upon the decision of the faculty, the faculty is related the minor or track programs.If the scholarship students studying in minor and track programs are extended for one semester, the continuity of the scholarship is evaluated by the faculty board of directors by the Rectorate. "If the obligations of the second major / minor / track programs cannot be completed after the additional period given, the student's registration from the secondary major /track programs are deleted."	
28.05.2014	Regulated as: "Students who have successfully completed all credit courses in the undergraduate program until the semester they apply can apply to the minor program. With the notable exception of UNIV101, ALIS and CPAP 150 courses, receiving "unsatisfactory" grades from 1-credit courses are not constitute an obstacle to application to the minor programs." in article 7.1.4.	VPAA
21.11.2014	Regulated as: "Students whose GPA is **2.60** / 4.00 or above can apply during the application to the minor program." in article 7.1.3.

"With the notable exception of UNIV 101, ALIS 100 and CPAP 150 courses, receiving "unsatisfactory" grades from 1-credit courses are not constitute an obstacle to application to the minor programs." in article 7.1.4.

"Students whose general grade average falls below 2.60 consecutive semesters while they are registered in the minor program are dismissed from the minor program." in article 7.3.3. | VPAA |
| 18.08.2016 | Regulations: | VPAA |

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	"Students who have successfully completed all credit courses in the undergraduate program until the semester they apply for, can apply to the minor 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 are not constitute an obstacle to application to the minor programs." in article 7.1.4. "Students who have completed their major program but failed to complete the minor program are given an additional semester to meet their graduation requirements, depending on the decision of the board of directors. Scholarship rights of students does not continue." in article 7.3.7.	
06.09.2019	Adding article 7.3.3. "To continue the minor program, the GPA of the students must be at least 2.4 in the major program."	VPAA
08.05.2020	Updating references in article 3 Abolition of the term Higher School from article 4.4 Adding the article 7.3.8. "Students who have the right to graduate from the major program but cannot complete the minor program are given an additional period of maximum two semesters upon the decision of the relevant board of directors." Adding the article 7.3.9. "Students who do not take courses from the minor program for two consecutive semesters will be deregistered from this program."	VPAA