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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 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 inter-institutional 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

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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, and School 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.

All undergraduate students who specified double major conditions in the regulation on the transition between Associate and undergraduate programs, double major, minor and Inter-Institutional credit transfer and the additional conditions determined by the faculties, can apply for a double major program except for the major programs.

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 according to the class they are in, considering the number of credits they completed in the major Program, at the beginning of the first academic semester of the second year at the earliest, at the beginning of the first academic semester of the third year at the latest. (For the Faculty of Medicine, at the beginning of the first academic semester of the fifth year at the latest.)
- 7.1.2** Students who want to start the double major program can start in the period when they apply for the double major program provided that they have the success requirements by examining the last semester courses they have completed.
- 7.1.3** 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.

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7.1.4 A student can not register for more than one double major program at the same time.

7.1.5 Acceptance of students into the second major program occur upon the proposal of the relevant department that runs the program with the approval of the College Executive Council.

7.1.6 Students who at the time of application have a cumulative grade point average of 70 out of 100 (2.72/4.00) 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.

7.1.7 Students whose GPA is at least 2.72 over 4.00 can apply to the second major diploma program. The student who wants to do double major in the programs that require success ranking must have the success ranking requirement determined by the Higher Education Council of the related program in the year of enrollment among other conditions.

For students who want to start a 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 be considered. The success ranking information that appears in the 2019 handbook is listed below: Law: 190,000 Medicine: 50,000 Engineering: 300,000 Starting with 2020-2021 academic year however, the success rank for Law School will be updated to read as 125,000.

7.2 Credit Load

The courses and credits to be taken in the double major program of the student are determined with the approval of the senate with the recommendation of the relevant departments and faculty boards, taking consideration the Higher Education Program Competencies determined by the Higher Education Council. The credits of the courses in either program or of the associated courses are counted to the amount of credit that must be completed for both the major and the second major programs.

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, are given their major program diploma. In this situation, all courses that the student took until graduation are shown on the transcript. To graduate from the double major program, the student are responsible for having 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 is 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 additionally pay the graduate tuition fee.

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7.3.7 Students do not take courses from the double major program for two consecutive semesters are deregistered from this program.

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 2.72 over 4.00. To be applicable before Fall 2020, during the entirety of the double major education, the cumulative grade point average of the student can for one instance fall below 2.50 over 4.00. The student whose cumulative grade point average falls below 2.50 for the second time is dismissed from the second major program. To be applicable after Fall 2020, during the entirety of the Double major education, the cumulative grade point average of the student can for one instance fall below 2.72 down to 2.5 over 4.00. The student whose cumulative grade point average falls below 2.72 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

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> apply.

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8.RECORDS

The relevant application forms shall be 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 shall be performed every April on a yearly basis.

Date	Changes	Changed By
06.12.1996	New Publication	
25.09.2009	Students who study double major must complete their course requirements within a maximum of 5 years provided that they provide the required grade averages for the double major. Among the scholarship students, those who carry their double major course loads to the 5th year are also considered to be scholarship during this period.	VPAA
13.04.2011	Revision of the guideline	VPAA
27.10.2011	7.4. to changed as: "The students who have obtained the right to graduate from the major program but cannot complete the second major program can be extended for two semesters."	VPAA
11.05.2012	7.3 to removed from the guideline as: "Students who do not take courses from the double major program for two consecutive semesters are dismissed from this program"	VPAA
08.06.2012	4.5. to added as: "Student cannot register for more than one double major program at the same time"	VPAA
17.07.2012	To changed as: The principles of transition, double major, minor and inter-institutional credit transfers between associate and undergraduate programs in Higher Education Institutions, which is included in the double major program guideline and which requires 3.00 / 4.00 GPA for application to the double major program. Pursuant to article 17, sub-clause 2 of the related regulation, students who have a grade point average of at least 2.80 out of 4.00 in the major program and who are in the top twenty percent of the relevant class	VPAA



	in the major program can start the second major diploma program. "	
20.08.2013	<p>7.1.1. Students can apply to the double major program according to the class they are in, considering the number of credits they completed in the major program, at the beginning of the first academic semester of the second year and at the beginning of the first academic semester of the third year at the latest.</p> <p>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 is dismissed from the Second Major Program. The student whose cumulative grade point average falls below 2.80 for the second time is dismissed from the Second Major Program.</p>	VPAA
29.11.2013	<p>7.1.6. Admission of the students to the second major program, upon the recommendation of the related department where the program is conducted with the approval of the Faculty Administrative Board</p> <p>7.3.4. The scholarship rights of the scholarship students enrolled in the double major program, extended for a maximum of 2 semesters with the decision of the University Administrative Board, provided that the students cannot complete their major or second major programs within 4 years.</p>	VPAA
28.05.2014	<p>To begin the double major program the students must have successfully completed all credit courses taken in the major program until the semester when they started the second major program. With the notable exception of UNIV 101, ALIS 100, CPAP 150 courses, receiving “unsatisfactory” grades from 1-credit courses shall not constitute an obstacle to application to double major programs.</p>	VPAA
12.09.2014	7.4.4. Regulation of the subjects:	VPAA



	<p>“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 one time or 2.60 for the second time is dismissed from the Second major program.</p>	
15.01.2016	Adding CPAP 100 course to the article no 7.1.4. of the double major guideline	VPAA
21.07.2016	Adding success sequences to the article no 7.1.3.	VPAA
18.08.2016	Updating the subject of courses that should have been successfully completed in the article no 7.1.4.	VPAA
07.10.2016	Updating the conditions of dismiss in the article no 7.4.4.	VPAA
13.07.2017	Adding article no 7.1.7 subject about application double major programs and admission requirements.	VPAA
09.01.2020	<p>Adding explanation to article no 7.1.3. “The student who wants to do double major in the programs that require success ranking must have the success ranking requirement determined by the Higher Education Council of the related program in the year of enrollment among other conditions.”</p> <p>Adding the conditions to article no 7.4.4. minimum average required before and after Fall 2020 to continue the program</p>	VPAA
08.05.2020	<p>Updating of references in article 3.abolition word of the Higher School from article 4.4</p> <p>Adding to article no 5 students can do double major programs with all undergraduate programs.</p> <p>7.3.7. Adding the subject: Students who do not take courses from the double major program for two consecutive semesters will be deregistered from this program.</p>	VPAA
12.03.2021	Changing the numbered 7.1.3 article order after the numbered article 7.1.7	VPAA