

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

**3.REFERENCES**

There is no reference.

**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. 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**

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Koç University Registrar's and Students 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**

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. Conditions for application and admittance into the Track Program.

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 / DOS 171, 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.

7.1.5. If a double major student graduates from the major program but continues on his/her double major, the student is allowed to complete the track courses until graduation from the Double Major program.

7.2. Standing and Program Completion Conditions

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 at their own request.

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

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

7.3.4. Standing in the track program does not affect graduation from the major program.

7.3.5. 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.

### 7.4. Other Terms

7.4.1. In addition to those requirements specified in these procedures, through Academic Council decisions it can be possible to establish new requirements concerning track programs, and it can 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 are 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 is performed every April on a yearly basis.

## 10. CHANGES/DISTRIBUTIONS/APPROVALS CHART

Date	Changes	Changed By
14.03.2012	New Publish	APDD
11.05.2012	Removed ““Students who do not take courses from the major track program for two consecutive semesters will be deregistered from this program” in article 7.3.4 of Track Program Procedures.	APDD



08.06.2012	“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.”	APDD
21.05.2013	<p>“Responsible Rector” has been added article 7.1.4. and 7.1.5. to the title of "Application to track programs, Admission from Academic Affairs and Registration requirements".</p> <p>Adding article 7.3.3.”Leaving the track program,dismissal”</p> <p>The article 7.3.7. should include the expression "maximum one semester additional scholarship period" and should remove "approval of the University Administrative Board."</p> <p>“Dismissal from the track program” is changed as “Students can continue the program by paying the tuition fee without scholarship” in the article 7.3.8.</p> <p>The proposal to decrease the GPA required for admission to track programs from 2.50 to 2.00 is accepted by majority.</p>	APDD
20.08.2013	Regulation of article 7.1.2 “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.”	APDD
28.02.2014	The education period of the students who have the right to graduate from the major diploma program but cannot complete the minor or track program can be extended for a maximum of one semester by the decision of the faculty.The faculty is related the minor or track program. If the scholarship students study in minor and track programs are extended for one semester, the continuity of the scholarship	APDD



	<p>is evaluated by the Faculty Board of Directors by the Rectorate.</p> <p>In case the obligations of the second major / minor / track programs cannot be completed after the additional period given, the student's deregistration from the second major / major programs.</p>	
28.05.2014	<p>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 and CPAP 150 courses, receiving “unsatisfactory” grades from 1-credit courses shall not constitute an obstacle for application to the track programs.</p>	APDD
18.08.2016	<p>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.</p> <p>7.3.7. Students who have completed their major obligations but failed to complete the track program are given an additional semester at most, depending on the decision of the board of directors. To/not to continue scholarship rights.</p>	APDD
05.01.2018	<p>“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.”</p>	APDD
06.09.2019	<p>Removed article no 7.3.2.</p>	APDD



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08.05.2020	Updating references in article 3 Abolition of the term Higher School from articles 4.4 and 5.5.  7.3.6 to remove “additional period for track programs”	APDD
09.10.2020	Added article 7.1.5	APDD
15.09.2023	Added “DOS 171” course name to 7.1.3. article.	APDD