

PRINCIPLES FOR MODERN LANGUAGE COURSES OFFERED BY THE UNDERGRADUATE PROGRAMS AT OZYEGIN UNIVERSITY

- 1- Modern language courses are offered by the School of Languages. To this end, Arabic, German, Chinese, French, Italian, Russian, and Spanish courses may be offered.
- 2- In programs which offer foreign language courses as required electives, it is ensured that students take these courses in compliance with the rules set forth hereunder, in consideration of the following learning objectives:
 - To give students the opportunity to learn another language,
 - To bring students to at least A2 level in the respective language,
 - To make sure that students take these courses consecutively (without interruption) in 4 successive semesters for the integrity of learning,
- 3- Students may not take the foreign language courses in their mother languages or the official language of their home countries. The School of Languages determines which courses the students are not allowed to take based on their nationalities, and notifies Student Services prior to course registrations.
- 4- Students who graduated from high schools whose language of instruction is a foreign language or students who completed their secondary education in a foreign county cannot take the foreign language courses in the respective languages during their studies at the University. To that end, the School of Languages determines which courses the students are not allowed to take based on their alma maters or their secondary education, and notifies Student Services prior to course registrations.
- 5- Students who do not fall within the scope of the aforementioned limitations **but take second foreign language courses as free electives**, can ask for course exemptions if they have learned the respective language from their parents, while living abroad, or in a foreign language course. The exams and certificates which would be used for course exemptions are determined and announced by the School of Languages. Course exemptions may be granted as long as the results of these examinations are submitted to the Modern Languages Coordinator.
- 6- **Students registered on academic programs which offer foreign language courses as required electives** in their curricula must complete 4 consecutive courses in the same foreign language. Students cannot register for another foreign language course in order to fulfill their free/non-faculty elective course requirements before completing these 4 consecutive courses. This decision applies to all students in the programs. However, should there be any students who previously registered for another foreign language course before completing all of their required foreign language courses due to any reason, the final decision about their situation is taken by the respective faculty/school executive board. The advantages of taking these courses in successive semesters are explained to the students by their departments and advisors.
- 7- **Students registered on academic programs which offer foreign language courses as required electives** in their curricula may change the course they chose only once in the following semester, regardless of the course repetition rules in the rules and regulations. **The following rules apply to course changes:**
 - a) If the student completes the first level, but withdraws (W) from the second level in the following semester, the student may change the foreign language course in the following semester.

- b)** If the student withdraws (W) from the course in the first semester s/he took the course, it will not be considered course repetition in the following semester. In order to be eligible to change the course, the student should have received a grade from that course that contributes to his/her GPA.
 - c)** When the student changes the course, it will not be considered course repetition, unless s/he failed (F) the first course. If the student wishes to have it counted as course repetition, the student may personally do so by completing the “course repetition (substitution)” process via the SIS. If the course changed is counted as an elective in the graduation requirements of the respective academic program, the course is directly added to the electives pool.
- 8-** A quota is set for programs which offer foreign language courses as required electives. The quotas, branches, and programs, are mutually determined with the respective academic units before course registrations. Students register for the courses during the course registration period based on the available quotas. The courses are offered to all programs regardless of the available quota during the add/drop week.
- 9-** In the absence of any provisions hereunder, the decisions of the School of Languages or the University Executive Board will prevail.
- 10-** These directives were accepted by the University Senate on August 24, 2016, during its meeting no: 2016/10.