

OZYEGIN UNIVERSITY
MINOR DIRECTIVES

(Senate Date: 29.05.2013; Senate No: 2013/04)

Purpose

Article 1 -The purpose of these directives is set out the principles and procedures for minor programs which are offered to allow distinguished undergraduate students at Özyeğin University to take a limited number of courses in a specific field of interest offered by another undergraduate program at OzU in order to receive a minor certificate, which does not substitute for a diploma.

Scope

Article 2 - These directives cover the provisions for minor programs offered by the Özyeğin University faculties or schools.

Legal Ground

Article 3 - These directives are prepared pursuant to the Higher Education Council's "Rules and Regulations on the Principles of Transfers between Associate and Bachelor's Degree Programs, Double Major and Minor at Higher Education Institutions, and Credit Transfers between Higher Education Institutions".

Definitions

Article 4 - A "major" is the academic program in which the student is enrolled at the time of the minor application. A "minor" is a certification program with a limited number of courses in a specific field of interest, offered by an undergraduate program other than the student's major.

Offering a Minor Program

Article 5 – A minor program is offered upon the recommendation of the respective Faculty/School Board and pursuant to the approval of the Senate.

Quotas

Article 6 – Quotas are determined upon the resolution of the offering faculty/school's executive board and the approval of the University Executive Board.

Minor Courses

Article 7 - Minor programs offer courses that provide the necessary knowledge and competence in a specific subject field. These courses are determined upon the recommendation of the offering faculty/school's board and pursuant to the approval of the Senate. Common courses which are offered by both the major and minor programs are counted towards the graduation requirements of both programs.

Minor Program Applications, Admissions, and Registrations

Article 8 - (1) Students may apply for a minor program at the earliest at the beginning of the third, and at the latest at the beginning of the sixth semester of their major.

(2) Students wishing to apply for a minor program must have at least a cumulative GPA of 2.50, and must have completed all of the courses they have taken in their majors until the semester in which they apply to the minor program with at least a minimum passing grade.

(3) Students who had previously transferred to Özyeğin University's undergraduate programs from other institutions through horizontal or vertical transfers must have spent at least a semester in their majors in order to apply for a minor.

(4) Students enrolled in Turkish-medium undergraduate programs cannot apply to any minor program unless they satisfy the English proficiency requirements which are applicable to new students admitted to partially or fully English-medium undergraduate programs at OzU.

(5) International students whose native language is not Turkish cannot apply to partially or fully Turkish-medium minor programs unless they satisfy the Turkish proficiency requirements which are applicable to new students admitted to such programs.

(6) In case of minor programs offered by undergraduate programs that admit students through Special Talent Examinations, students must also pass the Special Talent Examination in order to qualify for admission to the respective minor.

(7) In addition to the requirements specified in these directives, students must also satisfy any additional application and admission requirements which may be set out upon the recommendation by the offering faculty/school's executive board and pursuant to the approval of the Senate.

(8) Applications for minor programs are submitted to the Student Services unit within the periods announced on the academic calendar. Applications of eligible students are evaluated and concluded by the offering

faculty/school's executive board. Students admitted to minor programs must apply to the Student Services unit in order to complete their enrollments in their minors within the announced periods on the academic calendar.

(9) Students can concurrently pursue both a double major and a minor, or multiple minors.

(10) A student who drops his/her minor cannot re-enroll in the same minor.

Academic Advising

Article 9 - Minor students are offered academic advising by their major academic advisors in order to help them plan their academic studies and successfully pursue their minors.

Course Load

Article 10 - Minor program students are subject to the maximum credit-hour limits stipulated in the Rules and Regulations for Undergraduate Programs at Özyeğin University. Failure to take courses from the minor program for two successive semesters will result in the termination of enrollment in the minor program.

Academic Success Criteria

Article 11 - Minor students are issued with a single transcript documenting all courses taken in both their majors and minors. Students must achieve a minimum cumulative GPA of 2.30 in their major programs in order to be eligible to pursue their studies in the minor program. Failure to fulfill the GPA requirement will result in the termination of enrollment in the minor program.

Minor Certificate

Article 12 - In order to be eligible to graduate from their minor programs, a) students must qualify for graduation from their majors, and b) achieve a minimum cumulative GPA of 2.00 in their minor programs. Minor students who successfully complete their minor programs are awarded minor certificates in addition to the diplomas conferred for their majors at the end of the semester in which they graduate from their majors. Minor certificates do not provide any rights and privileges which are normally granted by the associate and bachelor's degrees obtained from the same program.

(2) Students who withdraw or are expelled from a double major can be awarded minor certificates, in addition to the diplomas awarded for their majors, upon their applications and the approval of the offering faculty/school's executive board, so long as they fulfill all of the graduation requirements of the respective minor program.

Period of Study for Minor Programs

Article 13 - Students who have qualified for graduation from their majors but have not completed their minor programs yet are granted a grace period for at most a semester to complete their minor program, subject to the offering faculty/school's executive board decision. Students who complete their programs at the end of this grace period are awarded minor certificates.

Withdrawal from a Minor Program

Article 14 - (1) Students may withdraw from their minors at any time by submitting an application to the Student Services unit.

(2) Students' academic standing in their minors does not affect their graduation from their majors. Students who withdraw or are expelled from their minor programs are not required to repeat the courses they failed in their minors, unless such courses are also in the curricula of their majors.

Tuition and Scholarships

Article 15 - Minor students are not charged any additional tuition.

Student Formalities

Article 16 - Student formalities for minor students are completed by the faculty/school that offers the primary major.

Miscellaneous Provisions

Article 17 - In the absence of relevant provisions in these directives, the relevant provisions of the Rules and Regulations for Undergraduate Programs at Özyeğin University will prevail.

Effectiveness

Article 18 - These directives shall take effect on the date that they are approved by the Özyeğin University Senate.

Execution

Article 19- These directives are executed by the Özyeğin University Rector.