

**T.C.**  
**KADIR HAS UNIVERSITY**  
**REGULATION FOR DOUBLE MAJOR AND MINOR DEGREES**

**Foundation**

**Article 1** – This regulation stipulates the guidelines for double major and minor degrees within the framework of the following regulations: Transfer within Associate and Bachelor’s Degree Programs; Double Major Degrees; Minor Degrees; Inter-university Credit Transfer; and, Bachelor’s and Associate Degree Education.

**PART I**

**DOUBLE MAJOR PROGRAM**

**Aim**

**Article 2** - The aim of the double major program is to provide successful undergraduate students with the opportunity to attain a second bachelor’s degree in another field of study.

**Opening/ Creation of the Double Major Program**

**Article 3** – Double major programs shall be approved by the concerned department board and faculty/school board, as well as the university senate.

**Quotas, Application Procedures, Acceptance, and Registration for Double Major Programs**

**Article 4 - (1)** Quotas for the double major program shall be determined by the university board in light of proposals made by the chairs of departments and faculty board decisions; the Student Affairs Office shall announce these quotas one month prior to the start of the academic year.

**(2)** The number of students to be accepted into a double major program may not exceed 20% of the number of freshmen enrolled in a given program for the first semester of that year.

**(3)** Applications for double major programs shall be submitted to the Student Affairs Office by the deadline announced on the academic calendar; all application forms and other necessary documents must be submitted by this date.

**(4)** Students shall apply for a double major program during the registration renewal period; at the earliest they may apply at beginning of the 3<sup>rd</sup> semester and the latest they must apply at the beginning of the 5<sup>th</sup> semester.

**(5)** For a student to be eligible for the double major program, she/he must: have successfully completed all credit courses in her/his major program up until that semester; have a minimum of a 3.00 GPA; be in the top 20% of students in her/his class; and, meet any other criteria announced for entry into specific program.

**(6)** Applications meeting the requisite criteria shall be processed by the Student Affairs Office.

(7) Acceptance is deemed complete when the concerned department and faculty board approve the application.

(8) Students who have been awarded a full University Entrance Exam Merit Scholarship and who register for a double major or minor degree are not required to pay for courses in summer school. They will have to pay the relevant summer school tuition fees in all other classes if they are taking those courses for the first time.

(9) Students who have been awarded a 50% or 25% University Entrance Exam Merit Scholarship and who register for a double major or minor degree are to receive the same reduced summer school tuition fees for the courses they enroll for the first time. In all other cases of enrollment, these students shall pay full tuition as determined by the Board of Trustees.

### **Advising**

**Article 6** – A double major program coordinator shall be appointed by the related department/faculty to assist students in the selection of courses and course planning, and also to assist in the coordination of the program in that department. This coordinator shall collaborate with students' primary major advisors. Faculty double major coordinators shall be appointed by deans to assist in the coordination of the double major programs in each faculty.

### **Coordination between Primary and Secondary Major Programs**

**Article 7 – (1)** Enrollment in the double major program shall not affect a student's successful graduation from her/his primary major. There will be one transcript for double major student; showing all grades and separate GPAs.

(2) The requirements for completion of the primary and the secondary major shall be distinct; all requisite courses for the secondary major must be completed in addition to any other conditions required for graduation, such as internships and other requirements. Apart from any requisite courses that may overlap between the two programs, any courses which could be construed as equivalent shall be duly identified by the faculty boards.

(3) For a student registered in the double major program to graduate, she/he must take at least 36 credit hours of coursework offered by both programs, aside from courses which are accepted to be equivalent between the two programs.

### **Requirements for Completion of the Programs**

**Article 8** – Double major students who have been granted leave for the first major shall automatically be granted leave for the second major. The related departments could grant up to two semesters of additional study so that a student can make up classes which she/he could not take because courses were not offered or because of scheduling conflicts; in the case of such an extension, the student's primary degree advisor shall be notified.

**Article 9** – Double major students’ grades shall be calculated separately for each program, and students enrolled in the double degree program must have a minimum GPA of 2.80/4.00 to graduate.

**Article 10 - (1)** For students who withdraw from the double major program, any courses which were successfully passed in the secondary major may be used to fulfill the elective course requirements for the primary major upon advisor suggestion and approval by the Faculty Board.

**(2)** Grades of courses other than those used to fulfill elective course requirements shall not be calculated into the student’s GPA.

**Article 11** – Students shall not be awarded their graduation diploma for the second major until all graduation requirements for the primary major have been fulfilled.

### **Temporarily or Permanently Withdrawing from the Double Major Program**

**Article 12 - (1)** Students may withdraw from the double major program at any time.

**(2)** If they meet all necessary criteria, double major students may apply to other double major programs, and by withdrawing from the initial secondary major, register for the other.

**(3)** Double major students may, on condition that they fulfill all requirements, transfer within the university to his/her second major program to make it his/her primary major.

**(4)** Students who have fulfilled the requirements for graduation for the primary degree but not for the secondary degree might be given two additional semesters to complete their coursework, pending approval from the relevant faculty board. Such students shall pay tuition based on the fees required for the primary degree.

**(5)** Double major students who fail to register for second-major courses for two consecutive semesters (without being granted leave) shall be dropped from the double major program.

**(6)** During the entire extent of double major studies, a student’s GPA may drop to 2.50/4.00 just one time. Any student whose GPA falls below 2.50/4.00 more than once shall be removed from the second major program.

## **PART II**

### **MINOR DEGREE PROGRAM**

#### **Aim**

**Article 13** – This regulation stipulates the guidelines for a minor degree program through which eligible students are awarded a minor degree if they successfully complete the required courses for that program.

## **Offering Minor Degree Programs**

**Article 14 - (1)** A minor degree program shall be offered upon proposal by the boards of the related department/faculty/vocational school and with approval of the university senate.

**(2)** The quotas for minor degree programs shall be determined by the related board of faculty/school that offers the minor program.

**(3)** Students who wish to complete a minor degree must complete a minimum of 18 credit hours for that program.

## **Requirements for Application, Acceptance and Registration for a Minor Degree**

**Article 15 - (1)** Applications for minor degree programs must be submitted by the deadline announced in the academic calendar, and all application forms, transcripts and any other necessary documentation must be submitted by this date.

**(2)** To be eligible to apply, students must: have successfully passed all major-degree courses by the time of application; have a minimum GPA of 2.50/4.00; and, meet any other criterion which has been announced for the specific minor program.

**(3)** Students shall apply for the minor degree program during the registration renewal period as stipulated in the academic calendar; at the earliest, they may apply at the beginning of their 3<sup>rd</sup> semester and the latest at the beginning of their 6<sup>th</sup> semester.

**(4)** Applications meeting the relevant criteria shall be processed by the Student Affairs Office.

**(5)** Acceptance is deemed complete when the concerned department proposes the applicant and the faculty board approves the application.

**(6)** A student who has been dropped from a minor program may not apply for that program again.

## **Advising**

**Article 16** – A minor-degree program coordinator shall be appointed by the related department/faculty to assist students in the selection of courses and course planning, and also to assist in the coordination of the program in that department. This coordinator shall collaborate with students' primary major advisors. Faculty minor-degree coordinators shall be appointed by deans to assist in the coordination of the program in each faculty.

## **Coordination between Major and Minor Programs**

**Article 17 – (1)** Enrollment in a minor degree program shall not affect successful graduation from the primary major. The transcripts of minor degree students shall show separate GPA and the coursework for both major and minor degrees.

Courses used for both the major degree and the minor degree shall be independently registered by the student for each of the programs during course registration. Any such courses which are used for both the major degree and minor degree shall appear in the transcripts for both the major and minor; however, these courses shall appear as one course during course load calculation.

When a student wishes to drop a course that is being used for both the major and the minor degrees, this drop shall be executed for both programs.

For a student registered in a minor program to receive her/his minor degree, she/he must take at least 12 credit hours of coursework offered by the minor program aside from courses which are accepted to be used for both programs.

## **Requirements for Completion of the Program**

**Article 18 - (1)** A student must achieve a minimum GPA of 2.00/4.00 to be awarded a minor degree.

**(2)** There will be no class ranking list for minor degree classes.

**(3)** Students must have successfully completed all requisite coursework for their major degree and have a GPA of at least 2.00/4.00 in his/her minor program to be awarded their minor degree certificate.

**(4)** A student who has successfully completed all requisite coursework for her/his major degree but has not completed all coursework for her/his minor degree is eligible for an extension of one semester to complete the coursework for the minor degree upon approval by the faculty/school governing board. Such students shall be awarded their diploma for the major degree at the end of the semester in which they complete major-degree coursework. Tuition fees shall be applied to any additional semesters of coursework the student undertakes to complete the minor degree, and if he or she is enrolled in a graduate program, graduate tuition shall be paid in addition to undergraduate tuition; any decisions concerning such students shall be made by the concerned Faculty Board.

**(5)** Students who have completed a minor degree are not awarded the same rights as students who have completed a major degree or associate's degree (Ön lisans ) in that field.

## **Temporary or Permanent Withdrawal from the Minor Degree Program**

**Article 19 - (1)** Students may withdraw from a minor degree program at any time they so choose.

(2) Students registered for a minor degree may apply for another minor degree if they meet the criteria; upon withdrawal from the former program, such students may then register for the new minor degree.

(3) Students granted leave from their major degree shall automatically be granted leave for the minor degree. Consideration of leave for students who have completed their major degree but not the minor degree and who are registered for graduate studies shall be conducted independently for the minor degree and graduate studies.

Students who are unable to take courses for the minor degree due to scheduling conflicts or unavailability of classes may be awarded an additional semester in which to complete those courses upon relevant faculty board approval.

(4) Students who have not been granted academic leave and who have not taken a course for the minor degree for two consecutive semesters shall be dropped from the program.

(5) Students whose GPA has fallen below 2.50/4.00 in their major degree may not register for minor-degree courses for the following term.

(6) Students whose minor-degree GPA has fallen below 2.00 for two consecutive semesters shall be dropped from the program.

### **Instatement of Regulation**

**Article 20** - With the enactment of these regulations, the previous Kadir Has University Double Major Program Regulation number 15, passed by the Board of Trustees on 15.11.2002/71 and dated 6.11.2002, and the previous Kadir Has University Minor Degree Program Regulation dated 29.04.2010/04 are hereby null and void. The regulations in this code were proclaimed valid on the 27<sup>th</sup> of December, 2010, by decision of the University Senate.

**Article 18** - This regulation is hereby instated by the Kadir Has University Rectorate.

“This text is a translation of the original Turkish regulation, and is solely intended to provide information concerning that regulation. The terms, conditions and stipulations in the original Turkish-language regulation shall be legally binding if any disputes of meaning should arise.”