

ÖZYEĞİN UNIVERSITY

MINOR DIRECTIVES

(Senate Date: 29.05.2013; Senate No: 2013/04)
(Senate Date: 28.04.2025; Senate No: 2025/05)

Purpose

Article 1 -The purpose of these directives is set out the principles and procedures for minor programs offered to allow distinguished undergraduate students at Özyeğin University to take a limited number of courses from another undergraduate program of interest within the University in order to receive a minor certificate from the respective program.

Scope

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

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 – For the purpose of these Directives, the following terms shall have the following meanings hereinafter:

- a) Major: The undergraduate program in which the student is enrolled at the time of the minor application.
- b) Faculty: Faculties of Özyeğin University,
- c) Senate: Senate of Özyeğin University,
- d) Faculty Executive Board (FEB): Executive Boards of the Faculties at Özyeğin University
- e) Faculty Board (FB): Boards of the Faculties at Özyeğin University,
- f) Student Services: Student Services Unit at Özyeğin University
- g) Minor: An academic program that allows students to obtain a minor certificate, which is not a substitute for a diploma, by taking a limited number of courses on a specific subject from an undergraduate program other than their major within Özyeğin University, provided that they meet the required conditions.

Offering a Minor Program

Article 5 – A minor program is offered upon the recommendation of the respective Faculty Board and the decision of the Senate.

Quotas

Article 6 – Quotas are determined upon on the Faculty Executive Board decision of the faculty offering the minor program and the approval of the Senate.

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's board and the approval of the Senate. Common courses which are offered by both the major and minor programs are counted towards the 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 applying for a minor program must have a minimum cumulative GPA of 2.50 and must have successfully completed all courses taken in their major up to the semester of application with at least a passing grade.

(3) Students who had previously transferred to undergraduate programs at Özyeğin University from other universities 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 English-medium minor programs unless they satisfy the English proficiency requirements which are applicable to new students admitted to English-medium undergraduate programs at OzU.

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

(6) 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's executive board and the approval of the Senate.

(7) 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'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.

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

(9) 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 load limits stipulated in the Rules and Regulations for Undergraduate Programs at Özyeğin University.

Academic Standing and Continuity Requirements

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 order to be eligible to pursue their studies in the minor programs. Failure to fulfill the GPA requirement will result in the expulsion from the minor program.

(2) Failure to take courses from the minor program for two successive semesters will result in expulsion from the minor program.

(3) Expulsion from the minor program is subject to the decision of the offering faculty's executive board.

Minor Certificate

Article 12 -

(1) A minor program student is responsible for all courses, coursework, and any additional requirements specified in both the graduation requirements of their major and the certificate requirements of their minor. Students who meet the following requirements qualify for the minor certificate:

- a) To be eligible for graduation from their major,
- b) To have duly completed all of the requirements in their minor,
- c) To have a minimum grade point average of 2.00 in their minor. If the minor courses have additional prerequisites, the grades obtained in the prerequisite courses will not be included in the calculation of the student's GPA.

(2) The minor certificate does not substitute for the diploma.

(3) Students who withdraw or are expelled from a double major can be awarded minor certificates, in addition to the undergraduate diplomas awarded for their majors, upon their applications and the decision of the offering faculty'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 major but have not yet completed their minor program are granted a grace period of up to two semesters to complete their minor program, subject to the decision of the offering faculty's executive board.

Withdrawal from a Minor Program

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

(2) Students' academic standing in their minor does not affect their graduation from their major. Students who withdraw or are expelled from their minors are not required to repeat the courses they failed in their minors, unless such courses are also in the curricula of their majors. The contribution of courses taken and successfully completed in the minor program will be determined by the respective faculty executive board, upon the student's application to the faculty offering the major program.

(3) In the event of withdrawal or expulsion from the major program, the student's enrollment in the minor program will also be terminated.

Tuition and Scholarships

Article 15 - All procedures pertaining to tuition and scholarships are completed as per the decision of Özyeğin University's Board of Trustees.

Student Formalities

Article 16 - All student formalities for minor programs are completed by the faculty offering the minor program.

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.