

(Senate Resolution dated 08.07.2025 no. 06)  
(Senate Resolution dated 28.06.2024 no. 07)  
(Senate Resolution dated 14.03.2017 no. 03)

## **ATILIM UNIVERSITY**

### **DIRECTIVE ON MINOR PROGRAMS**

#### **SECTION ONE**

##### **Purpose - Scope – Basis**

##### **Purpose**

**ARTICLE 1-(1)** The purpose of minor program is to ensure that successful undergraduate students receive education in another field in line with their interests.

##### **Scope**

**ARTICLE 2-(1)** This Directive covers the provisions concerning application and admission conditions, study and achievement of Atılım University students in minor programs.

##### **Basis**

**ARTICLE 3 - (1)** This Directive is based on Article 14 of Higher Education Law no. 2547, and Regulations on Transfer among Associate and Undergraduate Degree Programs of Higher Education Institutions, Double and Minor Major Programs, and Inter-Institutional Credit Transfer, published in the Official Gazette No: 27561, dated April 24, 2010.

#### **SECTION TWO**

##### **Minor Program Application and Admission Conditions**

##### **Minor programs**

**ARTICLE 4- (1)** Minor programs are opened with the approval of the Senate upon the proposal of the relevant executive boards. A separate transcript is prepared for the minor program. Chairpersons of departments shall assign a Minor Program Coordinator to assist the students in choosing minor program and to ensure that minor program is carried out appropriately. The Coordinator shall cooperate with advisors of students in their major program.

(2) A minor program consists of a minimum of six courses not less not 30 ECTS.

(3) **(Senate Resolution dated 08.07.2025 no. 06)** There may be common or equivalent courses between major and minor programs of students. From these common or equivalent courses, students are required to take at least four different courses, with a minimum of 20 ECTS credits, from all courses within the scope of the minor program, excluding the courses they have taken or will take in their major programs.

(4) The academic success of students in minor programs does not affect graduation status from major programs. Students may terminate minor program at their own request. Upon termination, students are not required to repeat the failed courses of their minor program. Students who disenroll from a minor program may not register in the same minor program again.

(5) Students may register in only one minor program during their undergraduate education. Registrations of students who have not taken any courses from minor program in two semesters consecutively shall be deleted.

(6) **(Senate Resolution dated 28.06.2024 no. 07)** Students who are unable to take courses in their minor program for reasons such as courses not present in the relevant semester may be granted a semester leave with the recommendation of the department offering the minor program, and the decision of the School Board of Directors to which the minor program is affiliated. This period does not count towards the period of study for the minor program, and the time limitation provided in the fifth paragraph of this article is not taken into account for students in a such situation.

(7) **(Senate Resolution dated 28.06.2024 no. 07)** Minor program students may not take any courses from minor programs in the relevant semester when they are involved in a full-time education effort outside the university, such as a national or international exchange program or a Cooperative Education program in their major or double major programs. This period does not count towards the period of study for the minor program, and the time limitation provided in the fifth paragraph of this article is not taken into account for students in a such situation.

### **Application and admission conditions**

**ARTICLE 5-** (1) Relevant departments determine the minor program quotas to be presented to the executive board, when a semester begins. Upon their discussion at the Executive Board meeting, the quotas are announced to students.

(2) Students are required to complete minimum two and maximum five semesters in their own undergraduate programs to apply for an available minor program. Applications to minor programs are evaluated and determined by the relevant department boards. **(Senate Resolution dated 28.06.2024 no. 07)** Applications are made through the Student Information System until the deadline specified in the relevant year's academic calendar. A student may apply to multiple minor programs simultaneously, subject to an order of preference.

(3) Students must have minimum GPA of 2.50/4.00 and have passed all credit courses of undergraduate program taken until relevant semester.

(4) Withdrawn (W) courses are included in the list of courses to be completed.

(5) Courses taken in major and/or double major programs may be recognized in minor programs upon the proposal by the minor program department and the decision by the relevant executive board. In course recognition transactions:

- a) A semester assignment form is issued;
- b) The courses to be exempted in the double major program are determined in line with the provisions of the Atılım University Directive on Recognition of Previous Education,

Exemption, and Assignment Transactions among those taken and/or are exempted from, as shown on the assignment form (**Senate Resolution dated 28.06.2024 no. 07**),

c) Recognized courses are included in the GPA calculations for minor programs.

(6) Students are expected to meet the prerequisites of the courses in their minor programs. If prerequisite courses are not taken in major program before, they are taken in minor program in (NI) status and included in the transcript of minor program.

(7) (**Senate Resolution dated 28.06.2024 no. 07**) For applications to start a minor program in the Fall semester, applicant students' GPA at the end of the Spring semester of the previous academic year shall be taken into account.

### **SECTION THREE**

#### **Success Conditions and the Minor Program Certificate**

##### **Success Conditions**

**ARTICLE 6-** (1) Students admitted to a minor program must successfully pass the courses determined by the relevant departments upon the proposal by the executive board of the relevant School and upon Senate resolution.

(2) Students must have a minimum GPA of 2.29/ 4.00 in major program in order to continue their minor program (**Senate Resolution dated 28.06.2024 no. 07**). Otherwise, their minor program is canceled.

(3) Students who have completed their major programs successfully but not completed their minor program are given a maximum of two-semester additional period with the decision of relevant executive boards. Registrations of students who cannot graduate from minor program at the end of additional period shall be canceled.

(4) Students who have completed their own major program successfully and their minor program with a minimum GPA of 2.00/ 4.00 receive a minor program certificate. However, the certificate does not constitute a diploma.

(5) Courses passed by dismissed students in their minor program but not recognized in their major programs are included in transcript and the diploma supplement but not included in their CGPA.

### **SECTION FOUR**

#### **Miscellaneous Provisions**

##### **Period extensions and scholarship students**

**ARTICLE 7 -** (**Senate Resolution dated 28.06.2024 no. 07**) For those who registered to the

undergraduate degree programs of Atılım University with scholarships or discounts on the grounds of their ÖSYM placement results, and continuing with a minor program, the scholarship or discount status of the students ends when they graduate from their major programs.

### **Repealed directive**

**ARTICLE 8-** Atılım University Directive on Minor Programs accepted with the Senate Resolution dated 22.06.2010 no. 06 has been abolished.

**PROVISIONAL ARTICLE 1 - (1)** This item has been repealed (**Senate Resolution dated 28.06.2024 no. 07**).

**PROVISIONAL ARTICLE 2 - (1) (Senate Resolution dated 28.06.2024 no. 07)** The second paragraph of Article 6 of this directive does not apply to students who registered in a minor program before 28.06.2024. These students are subject to the provisions of the directive that came into effect upon Senate Resolution dated 14.03.2017, no. 3.

### **Effective Date**

**ARTICLE 9-**This Directive shall take effect after its approval by the Senate.

### **Execution**

**ARTICLE 10 -** This Directive is executed by the President of Atılım University.