

CODE OF PRACTICE FOR UNDERGRADUATE STUDENTS REGARDING
ADDITIONAL COURSE LOADS AND COURSE SELECTION RULES
ALONGSIDE NORMAL SEMESTER COURSEWORK

Additional Course Load:

1. In addition to the normal course load, FF, FA, W or 2 courses that could not have been taken from a semester below can be taken. No additional course fee is charged for the courses taken within this scope.

- This process will be followed by the student information system and in addition to the semester course load of the student, the student will be able to select 2 courses that fall into the category defined above.

2. Students who matriculated in 2014 and earlier can take +2 more courses without overlapping the courses in addition to the +2-course load that meets the aforementioned conditions if they are to graduate in said term.

- This process will be managed by the respective student and the dean's office/school directorate.

3. TKL, HTR, HUM and free elective courses can be chosen regardless of the semester to fulfill the course load if the student cannot fulfill the regular course load in the current semester.

- The current student information system allows the student, who cannot fulfill their normal semester course load, to choose the available and selectable courses to fulfill the regular course load. Despite this, if the student cannot fulfill the course load, the deans/school directorates will be able to utilize the courses within the scope of this article so that the student can fulfill the normal course load.

4. Summer internship courses are not considered part of the semester course load.

- Summer internship courses in the student's academic program are not counted as part of the student's regular semester course load. For example, if a student has 6 course lines together with the internship in a semester and if one of them is an internship within the scope of the circumstance mentioned above, the course load of the student for that semester is evaluated as five.
- This process is managed by the current student information system.

5. Extra-curricular courses, with the exception of foreign language courses, may be attended upon payment of the course fee, which is set by the Rectorate.

- In case our student wants to take a course in this context;
 - o Not all earned scholarships will be valid for the courses,
 - o Financial registration must be completed for the relevant semester and financial approval must be received,
 - o Application to the Financial Affairs Directorate to pay the tuition fees for the number of courses they wish to take,
 - o Application to the Financial Affairs Directorate with the receipt obtained to define the number of additional courses in the system after the payment is made.
 - o Application to the Dean's Office/School Directorate for the registration of the courses,
 - o The relevant unit in the Dean's Office/School Directorate makes the course registration by checking that the number of additional courses that the student can take is defined in the system,
 - o In this context, the course taken will be recorded under the heading of Non-Degree Courses in the student's transcript together with the grade of the course as ND, and will not be included in the grade point average or in the number of completed credits,
 - o In case of failure of this course, the process is completed by checking the information that there is no obligation to repeat the course.,

6. Students with a cumulative grade point average (cGPA) of 3.50 and above after the first two semesters of the programme can take one course in addition to the semester's course load. Courses taken in this context are to be determined by the decision of the relevant Faculty Administrative Board.

- In this context, the course and course registration procedures for students who are to attend courses will be carried out by the Dean's Office/School Directorate.

7. If a withdrawal request is made from the course taken during the semester, no refund or deduction will be made for the course.

- This process will be followed administratively by the Rectorate.
8. A maximum of 3 courses can be processed during the add/drop week.
- Within the scope of this article, our students are required to use the Pre-Registration and Final Registration periods for the courses with utmost effect and efficiency. For example, if a student's normal course load is 5 courses per semester, and if they did not choose 5 courses in the pre-registration and final registration period, they can add a maximum of 3 courses during the add/drop period and take the regular semester course load unfulfilled.

9. Attendance is not required for courses that have been taken for two consecutive semesters and have not been successfully completed (if they received an FF grade)(provided that they have been successful in the applied part of the courses if they have one) with the decision of the Faculty Administrative Boards. In the Faculty of Medicine and the Faculty of Dentistry, where the annual education programme is applied, the provision of 2 semesters is applied as 2 years.

- The Dean's Office/Higher School Directorate concerned will decide whether to grant an exemption for the courses to be evaluated within the scope of this article.
- In the case of exemption, the student information system will provide which student had failed by taking the relevant course twice in the list of the instructor who teaches the course, and the advising faculty member or the Dean's Office/School Directorate will not need to take any further action.

Other matters

10. Visibility of both of the major course selection screens of the Double Major student to the advisor.

- Work on this implementation in the student information system is currently underway and will be ready to use.

11. The courses registered during the pre-registration are displayed on the student screen during the registration period and in case any courses overlap, the student will be redirected to the advisor by changing the time and day of the courses in question.

- The courses selected by our students during the Pre-Registration period will be displayed on the screen of our students during the actual Course Registration period as published in the weekly course schedule.
- Before the selected courses are sent to the advisor, the weekly programme will be checked by the student and sent to the advisor after the necessary adjustments such as overlaps or section changes are made.
- Therefore, the programme made by the system will be sent to the advisor without any problems.