

APPLICATION PRINCIPLES OF COURSE LOADS THAT UNDERGRADUATE STUDENTS CAN TAKE IN ADDITION TO THE NORMAL SEMESTER COURSE LOAD AND COURSE SELECTION RULES

Additional Course Loads:

1. In addition to the normal course load, two (2) FF, FA, W or lower semester courses can be taken. No additional course fee is charged for the courses taken within this scope.
 - This process will be monitored by the student information system and in addition to the course load of the student, he / she will be able to select 2 courses in the category defined above.
2. If they are able to graduate, students who were registered in 2014 or before can take +2 non-overlapping courses in addition to the +2 course load that fulfills the above requirements.
 - This process will be managed by the relevant student and the dean / vocational school directorate.
3. TKL, HTR, HUM and free elective courses can be chosen regardless of the semester in order to complete the course load in case the student cannot complete the normal course load in the current semester.
 - The current student information system allows the student who cannot complete the normal course load to select the courses that are open and can be selected to complete the normal course load. However, in case the student cannot complete the course load, the deanship / vocational school directorates will be able to use the courses within the scope of this article for the student to complete the normal course load.
4. Summer internship courses are not counted as the semester course load.
 - Summer internship courses in the academic program of the student are not counted as the normal course load of the student. For example, if a student has 6 course lines in one semester with one of them being internship within the scope of the above, then the course load of the student is evaluated as 5.
 - This process is managed by the current student information system.
5. The courses to be taken outside the curriculum within the extra courses (accept the foreign language courses) can be taken after the payment of the course fee determined by the Rectorate.
 - If students wants to take a course in this context, they'll have to make sure:
 - All eligible scholarships will not be valid for this course,
 - The financial registration in the relevant period is completed and financial approval date received,
 - to apply to the Directorate of Financial Affairs to pay the tuition fee for the number of courses they want to take,
 - to apply to the Directorate of Financial Affairs with a receipt to define the number of extra courses to the system after payment is made,
 - to apply to the Dean's Office / Vocational School Directorate for registration of courses,
 - The relevant department of the Dean's Office / Vocational School Directorate makes the registration of the course by checking that the number of extra courses that the student can take is defined in the system,
 - the course taken under this heading should be included in the student's transcript under the title Non Degree Courses and coded as ND together with the grade and be sure to not include it in the average and completed credits.
 - In case of failure of this course, it is ensured that the process is completed by checking the information that there is no obligation to repeat the course.
6. Students who have a GPA of 3.50 or higher after the first two semesters of the program can take a course in addition to the semester course load. The courses to be taken within this scope are determined by the decision of the Faculty Administrative Board.
 - The course and course registration procedures of the students who will take courses in this scope will be carried out by the Dean's Office / Vocational School Directorate.

7. If a withdrawal request is made from the course taken in the semester, no refund or deduction is made for this course.
 - This process will be administered 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 effectively and efficiently for the courses. For example, if the normal course load of our student his/her current semester is 5, and if he / she has not chosen 5 courses in the pre-registration and final registration period, he / she can add a maximum of 3 courses in the add / drop period and his/her course load will be incomplete for the normal semester.
9. With the decision of the Faculty Executive Boards, there is no attendance obligation in courses (provided that practicum courses have been passed) that have been taken in two consecutive semesters and were failed (provided that an FF grade was taken). In the Faculty of Medicine and Faculty of Dentistry, where an annual education program is applied, the provision of 2 semesters is applied as 2 years.
 - The Dean's Office / Vocational School Directorate will decide whether or not exemption from attendance to courses within the scope of this article will be granted.
 - In case of exemption, the student information system will provide the information about which student had failed the course twice by taking an FF to the instructor, and there will be no need for the advisor or dean / vocational school directorate to take any further action.

Miscellaneous

10. The course selection screen of double major students can be seen by the supervisor.
 - Work on such arrangements in the student information system are in progress and it will be ready for use.
11. If courses registered during the pre-registrations cause any conflicts during the registration period, the courses' day and time should be changed and then sent for approval to the advisor.
 - The courses selected by our students during the Pre-Registration period will be placed on the student's weekly schedule screen during the actual Course Registration period.
 - Before the weekly schedule is sent to the advisor, the selected courses will be checked by the students to make required arrangements such as conflicts or section changes.
 - In this way, the program made by the system will be sent to the advisor without any problem.