



NEAR EAST UNIVERSITY

ACADEMIC REGULATIONS FOR UNDERGRADUATE STUDIES

Academic Year

Article 1

An academic year consists of two semesters of approximately 17 weeks each, including enrolment and examination periods. The University Senate may, when it deems necessary, extend or reduce the length of semesters. Summer semesters may also be offered, the terms and conditions of which are determined by the decision of the University Senate.

Curriculum

Article 2

Undergraduate curriculum is arranged by the Department concerned and becomes effective upon the decision of the Faculty Board and approval of the University Senate.

Required, Elective and Pre-requisite Courses

Article 3

Each semester's curriculum is decided by the Department concerned. Courses are divided into two groups, either required or elective.

Each student has to take the required courses of the department. Elective courses are decided on by the Department concerned, taking into account the wishes of the student. However, the department concerned may administer an exemption examination for the courses determined by the University Senate. Successful completion of the exemption examination will exempt the student from taking the courses in question upon his/her request. Students will receive a grade of (EX) for the exempted courses.

A prerequisite course is the one which must be successfully completed before a specified course may be attempted. Prerequisite courses and their requirements are determined upon the recommendation of the Department offering them and the approval of the Faculty Board.

Credit Value of Courses

Article 4

The credit value of a course is the sum of the weekly theoretical course hours plus half of the weekly laboratory and practicum hours. Non-credit courses specified by the University Senate are not counted in grade point average calculation; and only the weekly theoretical and practicum hours of those courses are stated.

Course Load

Article 5

The normal course load of one semester consists of the courses listed in the curriculum of the Department concerned. Based on the credit value of courses, the course load is determined by the University Senate upon the recommendation of the Department and Faculty Board.

A Student's course load for one semester may be reduced by a maximum of 2 courses with the approval of the Department Chairperson when necessitated by the course program or justified by an acceptable and valid reason or upon the request of a student whose cumulative grade point average is below 2.00. In such cases, the student must register for the courses missed in the next available semester. Students with a cumulative grade point average of at least 2.00 may increase their course load by a maximum of 2 courses upon the recommendation of their advisor and approval of the Department Chairperson. This limit may be exceeded for the students mentioned in the Articles 6, 7 and 19. The course load of a student with a grade point average or cumulative grade point average below 2.00 cannot be increased.

Double Major Programs

Article 6

Students may be permitted to pursue a double major with other undergraduate programs in disciplines relevant to their own both within and without the Faculty. Programs thus undertaken are called Double Major Programs. In order for students to be considered for

admission into a Double Major Program, they must be in their third semester of study at the earliest and must have a good academic standing. The regulations concerning Double Major Programs are made by the Senate upon the recommendations of the Faculties concerned.

Minor Programs

Article 7

Students may be permitted to pursue a minor with other undergraduate programs in disciplines relevant to their own, both within and without the Faculty, by taking the core courses of the program concerned or with another undergraduate program offered by their own department by taking a minimum of 6 elective courses of the program concerned. Programs thus undertaken are called Minor Programs. In order for students to be considered for admission into a Minor Program, they must be in their third semester of study at the earliest and must have a good academic standing. The regulations concerning Minor Programs are made by the Senate upon the recommendations of the Faculties concerned.

Attendance

Article 8

Students are required to attend classes, practicums and examinations. Students' attendance is monitored by the Instructor.

Examinations and Assessment

Article 9

Students are required to take a final examination in addition to mid-term examinations and other means of assessments. A minimum of one mid-term examination is given during each semester. The dates of mid-term examinations are announced by the Departments concerned in the first month of the semester. The timetables of mid-term examinations are announced by the Department Chairperson during the first month of the semester. They may be rescheduled with the approval of the Department Chairperson. Occasional short tests may also be held without prior notice. The times and places of final examinations are scheduled and announced by the University. Students are awarded a final course grade by the instructor based on their

mid-term examination and final examination scores as well as their semester's work and attendance.

Students who are unable to take any exam may take a make-up exam provided that they have a reasonable excuse accepted as valid by the Department Chairperson.

Courses with no mid-term and/or final examinations are specified by the Department concerned and the Registrar's Office is informed accordingly. In these cases, the final course grade is assigned on the basis of the course work done during the semester.

The practical and/or laboratory components of a course may be graded separately. In these cases, the above rules apply separately to the course and its practical and/or laboratory components.

Final course grades become official when reported to the Registrar's Office by the Department Chairperson.

Grades

Article 10

Each course taken by the student will be assigned a letter grade by the instructor.

The letter grades, coefficients and percentage equivalents are given below:

PERCENTAGE	COURSE GRADE	COEFFICIENT
90-100	AA	4
85-89	BA	3.5
80-84	BB	3
75-79	CB	2.5
70-74	CC	2
65-69	DC	1.5
60-64	DD	1
50-59	FD	0.5
49 and below	FF	0

I-Incomplete; **S**-Satisfactory; **P**-In Progress; **EX**-Exempt; **W**-withdrawn

A grade of (I) is awarded by the instructor when a student has completed most of the semester's work satisfactorily but is unable to finish due to illness or other valid reasons. Students receiving a grade of "I" must make up the missing work and earn a grade within 15 days from the day of submitting the grades to Registrar's Office. Otherwise the (I) grade will automatically become an (FF). In cases of prolonged illness or other incapacity, this period can be extended until the next registration period upon the recommendation of the Department Chairperson and approval of the Administrative Committee of the Faculty.

The grade (S) is given to those students who are successful in non-credit courses. Students who have transferred from other universities or who previously attended a higher education institution are also granted the grade (S) for the courses that they have taken before and that are accepted as equivalent upon the recommendation of the Department Chairperson and approval of the Administrative Committee of the Faculty. Transfer students who are required by the Regulations to repeat a course will not be granted the grade (S). The grade (S) is not included in the computation of grade point average.

The grade (P) is assigned to those students who progress through non-credit courses extending over more than one semester.

The grade (U) is assigned to those students who are not successful in non-credit courses.

The grade (EX) is awarded to those students who have been exempted from the courses determined by the University Senate through the successful completion of the exemption examination administered by the department concerned. The grade (EX) is not included in the computation of grade point average. But it is shown on the transcript.

The grade (W) is given to those students who have withdrawn from a course after the add-drop period and within the first ten weeks of the semester upon the recommendation of the advisor and permission of the instructor. The following rules govern students' withdrawal from courses:

a) Students cannot withdraw from the courses of the first two semesters of undergraduate programs.

b) Students cannot withdraw from the courses which they have to repeat, in which they obtained the grade (W) before or which are not included in the computation of the grade point average.

c) A Student will not be allowed to withdraw from courses to the extent that his/her course load falls below the $\frac{2}{3}$ of the normal course load.

d) A student is allowed to withdraw from a maximum of one course per semester and a maximum of six courses throughout his/her undergraduate program upon the recommendation of the advisor and permission of the instructor.

The letter grades will be announced by the Registrar's Office.

Errors in Grading

Article 11

If a clerical or procedural error has been made in assigning or reporting a letter grade, the request for change of grade by the instructor will be decided by the Department Board concerned. Clerical or procedural errors should be corrected no later than the registration period of the following semester.

Grade Point Average

Article 12

A student's academic standing is determined by calculating the grade point average and cumulative grade point average and is announced at the end of each semester by the Registrar's Office. The total credit point for a course is obtained by multiplying the course's credit hours by the final grade's coefficient. The grade point average of any semester is obtained by dividing the semester's total credit points by the number of credit hours taken by the student for that semester. The obtained average is calculated to two decimal points. The cumulative grade point average will be computed by including all courses taken since admission to the University and recognized as valid by the Department with which he/she is registered. Both the grade point average and the cumulative grade point average will be based on the letter grades from AA to FF. The most recent grade earned in a repeated course will be

used in computing the cumulative grade point average. All the grades are shown on the students' transcript.

Honor and High Honor Students

Article 13

Students who carry a normal course load and earn a semester grade point average of 3.00-3.49 are considered honor students while those with a semester grade point average of 3.50-4.00 are considered high honor students for that semester.

The list of these students is announced at the end of each semester.

Academic Standing

Article 14

In order for students to successfully complete the undergraduate program, they are required to obtain a Cumulative Grade Point Average of 2.00 or above and to earn a grade of DD or higher in each course they have taken.

In order to continue in their course of study, students must meet the minimum “cumulative grade point average” requirement for each semester as follows:

The end of the Forth Semester 1.50

The end of the Fifth Semester.1.60

The end of the Sixth Semester 1.70

The end of the Seventh Semester 1.80

The end of the Eighth Semester and After.2.00

Students are placed on academic probation at the end of any semester for which their cumulative grade point average falls below the above-mentioned minimum cumulative grade point averages. Academic probation is the official notice to students that they will be dismissed from the University if they also fail to meet the minimum requirement of the cumulative grade point average for the following semester.

Dismissal Procedures

Article 15

In order to continue in the program, the students placed on academic probation must meet the minimum requirement of the cumulative grade point average for the following semester.

Undergraduate students are dismissed from their programs for the following reasons:

- (a) If a student's cumulative grade point average is less than 1.00 at the end of the third semester,
- (b) If a student's cumulative grade point average is less than 1.40 at the end of the fourth semester,
- (c) If a student fails three times to earn a passing grade in any of the required courses of the first two semesters,
- (d) If a student who is in the fifth semester or thereafter and who is on probation earns a cumulative grade point average below the minimum requirement of the cumulative grade point average for that semester mentioned above.

A student whose grade point average is 2.00 or above will not be dismissed and will be kept on probation even if he/she fails to meet the minimum requirement of the cumulative grade point average for that semester.

Course Repeat Policy

Article 16

A student who has earned a grade of (FF), (FD), (W) or (U) or who has not taken a course in the normal semester must take it the next semester it is offered. If the course is an elective one or has been removed from the curriculum, the department specifies another course as its equivalent.

Students may repeat courses in which they have earned a passing grade on the condition that a maximum of three semesters have elapsed since they first earned a passing grade. In such cases, the most recent grade shall be the grade of record.

Students Failing in their Final Semester

Article 17

A student is considered to be a final semester student if he/she will have fulfilled all the requirements for Bachelor's degree when he/she successfully completes the courses during the semester enrolled.

Students who have earned a grade of (FF) or (FD) from a maximum of two credit courses or a grade of (U) from a maximum of one non-credit course will be granted an additional time until the beginning of the following semester at the latest in order to complete their course work or to take an extra examination. The grade received in this examination replaces the final examination grade. Students' academic standing is computed by including the grades earned during the additional time.

Students whose grade point averages remain below 2.00 even if they have not earned a grade of (FF) or (FD) in their final semester may be granted an additional time for a maximum of two courses they received the grades of (DD), (DC) or (CC) under the conditions stated above.

Students who meet the conditions of this article should petition the Department Chairperson within one week after the final examination scores are announced. After examining the student's academic record, the Department Chairman will inform both the student and the instructors concerned about the courses for which an additional time is granted.

Additional time and the right to extra examination mentioned in this article will be granted to students only once.

Conditions for the Award of the Bachelor's Degree

Article 18

In order to earn a Bachelor's Degree, students must have completed all the courses in the undergraduate program they are enrolled in and must have earned a cumulative grade point average of 2.00 or above. Students with a cumulative grade point average of 3.00-3.49 graduate with honors, and students with a cumulative grade point average of 3.50-4.00 with high honors. Honors and High Honors will be indicated on the diploma.

In order to earn a Bachelor's degree, students who have transferred from other universities must have studied a minimum of two semesters at Near East University.

Period of Study

Article 19

The normal period of undergraduate study at Near East University is four years. Those students who have successfully completed all the required courses with a cumulative grade point average of at least 3.00 can graduate in a shorter period of time. Undergraduate students are required to complete their study in 7 years except with a valid excuse specified by the regulations. Students who have not graduated within 7 years will be dismissed from the university. However those students who have to take a maximum of three credit courses to graduate will be granted an extension of two semesters, all other stipulations in the regulations remaining in effect. The Stipulations concerning grade point averages will continue to apply during the period of extension. Students who fail to graduate at the end of this period will be dismissed from the University.

Conditions for the Award of the Pre-degree Certificate

Article 20

The conditions for awarding pre-degree certificates to those students who have not completed or have failed to complete the undergraduate program will be governed by separate regulations. In order to be eligible for the pre-degree certificate, students must have received at least a grade of (DD) or (S) in all the required courses.

Implementation of the Regulations

Article 21

These regulations are implemented by the President of Near East University.