METU NCC SFL MODERN LANGUAGES PROGRAM
RULES AND REGULATIONS

COURSES

The courses offered by MLP are as follows:

FALL SEMESTER	SPRING SEMESTER
ENG 101: A must course for all programs **ENG 102:** A must course for all programs **ENG 211:** A must course offered to the BUSD; CHME; CNG; EFL; GPC; PSIR; PNGE; PSYC; ECO; EEE; SNG programs **ENG 311:** A must course offered to the ASE; BUS; CVE; EEE; GPC; EFL; PSIR; SNG; CVE; MECH; CHME; CNG programs **Elective English Courses** **Elective Language Courses**	**ENG 101:** A must course for all programs **ENG 102:** A must course for all programs **ENG 211:** A must course offered to the ASE; BUS; MECH; INE; CVE programs **ENG 311:** A must course offered to the ECO; PNGE; PSYC; INE programs **Elective English Courses** **Elective Language Courses**

Compulsory English Courses

- All students who pass the EPE with 59.5 (69.5 for EFL students) and above must take the ENG 101 course. Students can be exempt from ENGL 101 if they score 84.5 and above on the EPE.
- Students who come from a country where English is considered an official language or those with a valid high school diploma from an English-speaking country are eligible to take the ENGL 101 Exemption Exam (except for EFL students). Students can be exempt from ENGL 101 if they score 60 or above on ENGL 101 Exemption Exam.
- Students cannot be exempt from ENGL 102, ENGL 211, and ENGL 311.
- Students must take the compulsory English courses in the following order as each course is a pre-requisite of the next one: ENGL 101, ENGL 102, ENGL 211, ENGL 311.

Elective English Courses

Students should follow the announcements at the beginning of each semester to learn which elective English courses are offered in that term and registration information (criteria, pre-requisites, etc.) about each course.

Registration Requirements for Elective Language Courses

1. **2nd, 3rd, and 4th-year students** who have taken and passed 1st year English courses (ENG 101 and ENG 102) are eligible to take elective language courses. Those who are exempt from English courses can only apply for language courses in their 2nd year.
2. The minimum GPA to be able to register for an elective language course at MLP is as follows:
   201: 2.00
   202 and higher levels: 2.00
3. Courses with 201 and 202 codes **cannot be taken as Not Included (NI status).**
4. Courses with 201 and 202 codes are for **undergraduate students**.
5. In a semester, students **can take only one** elective language course (CHN; FRN; GRM; SPN) from MLP; they cannot take two language courses at the same time.
6. With the exception of elective ENG courses, students cannot take a different elective language course without first completing **the first 2 levels** of the language course they have previously taken.
7. Students who have previously learned a language **in secondary/high school** and/or in **Tömer/language schools/institutions/cultural centers** cannot take the beginner level of that specific language. Students who register for a beginner-level course despite having learned that language previously will have given a false declaration and thereby violate disciplinary rules.

8. Students who are **zero beginners** must take courses with **201 codes**. These students cannot enroll in 202 or higher-level courses.
9. Students cannot take elective language courses with 201 code in their **final semester**.
10. There should be no course conflicts. Students are obliged to attend minimum 80% of the classes. **All Courses will be held face-to-face except for Chinese courses.**
11. Students who are from countries where the native language is the same as the language they would like to enroll in are not allowed to take the course. For instance, students whose native language is French, or students from Rwanda cannot take French courses.

SUMMER SCHOOL

Not all courses are offered in summer school. The courses offered, the capacity of the sections and the criteria for registration can be different in different semesters. Students should follow the announcements at the beginning of each summer term.

REGISTRATION PROCEDURES

- The entire registration process for the courses is managed by the MLP Administration. Instructors do not sign registration-related petitions/forms and/or increase the course capacity.

- Students are responsible for making sure there is no clash in their schedule with other courses. If there is a conflict, it is the student's responsibility to change sections and solve the problem.

Compulsory English Courses

- All registration process is administered online (for more information, see https://register.metu.edu.tr).
- The course sections, capacities, and criteria are determined by the Modern Languages Program. The changes in these criteria are announced timely.
- Students need to follow the announcements regularly during the registration days to be informed about the criteria changes and fill in **CET Problem Forms** if need be.

Elective English Courses

Students should follow the announcements at the beginning of each semester to learn which elective English courses are offered in that term and registration information (criteria, pre-requisites, etc.) about each course.

Elective Language Courses

- The registration for these courses is administered online **during the interactive registrations**.
- To confirm their eligibility (see the registration requirements), students **must attend the first class** with their printed **unofficial transcripts** which can be obtained from https://student.metu.edu.tr/ *(Student Information (61)),* and fill out and sign the **application form** which will be provided by the instructor at the first class meeting.
- The instructors evaluate the application forms and transcripts
- By the end of the first week, the instructor will announce the finalized version of the student list.
- The students whose names **are not** on the **finalized list** (because they do not meet the registration requirements or failed to submit the documents to confirm their eligibility) must **drop the course** on the first day of **the add-drop week**. For those who fail to do so, a **forced drop will be initiated** by the Registrar's Office.

ATTENDANCE

Attendance is taken in all courses offered by MLP. Students must attend at least 80% of the classes. Exceeding this limit results in an NA grade.

MEDICAL REPORTS

- See METU NCC Directive for Student Heal Care Services and Medical Reports at https://ncc.metu.edu.tr/ro/medical-reports-directive for valid medical reports and procedures.
- Only the medical reports defined in the above directive are accepted as valid excuses when students miss an exam or due task date.   It is at the discretion of MLP and/or the relevant instructors to decide how to make up the missed exams or due task dates.

MID-TERM AND FINAL EXAMS AND ASSIGNMENTS

- Information about the exams, assignments, and performance tasks is included in the course syllabus provided at the beginning of each semester. The dates and the places of the exams and task details are announced later during the semester.
- Students who miss an exam or the due date for the submission of an assignment without a valid excuse will not be given a make-up.
- Students can appeal their written exam grades **within <u>five working days</u> after the grades are announced** by submitting **a petition** to MLP administration (the same rule applies to student appeals on graded assignments).

MAKE-UP EXAMS

- Students who miss an exam with a valid excuse can take the makeup exam. The dates of the makeup exams are announced during the semester.
- It is the student's responsibility to follow the announcements about the makeup exams.
- There are no makeups for the makeup exams.

GENERAL RULES ABOUT THE EXAMS

- Students who cheat in examinations and who conspire with others to procure such a result will become subject to disciplinary procedures.
- No electronic devices such as computers or cell phones can be used during the exams. Invigilators can collect these devices during the exams if they see fit.
- Invigilators will not answer any questions about the exam content during the exams.
- Invigilators have the right to check the students' ID, arrange or re-arrange the class seating plan, give all kinds of instructions, and warn students when necessary.
- Invigilators or the MLP administration can cancel the student's exam, take off points from their final grade, or start a disciplinary procedure if the students violate any rules.

PASS/FAIL

Grading in all the courses is done based on the catalog system. Letter grading is as follows:

SCORE	LETTER GRADE	SCORE	LETTER GRADE	SCORE	LETTER GRADE
90-100	**AA**	75-79	**CB**	60-64	**DD**
85-89	**BA**	70-74	**CC**	50-59	**FD**
80-84	**BB**	65-69	**DC**	0-49	**FF**

- The criteria for the NA grade for each course are explained in the course outlines provided at the beginning of each semester. **For compulsory English courses**, the grade NA is designated to no-show students and to those who (1) do not meet the **attendance** requirements; (2) have not submitted **any** of the graded assignments or participated in **any** of the performance tasks (**Important Note:** If a student submits **at least 1 graded task**, but does not attend the classes throughout the semester, this does not require an NA grade.

They will receive a grade according to the catalogue system).

- The grade I (incomplete) is designated to students who are not able to complete the course requirements by the end of the semester or the summer school for a reason found valid by the course instructor. The dates concerning the letter grade "I" are indicated in the academic calendar.
- The grade W (Withdrawn) is designated to students who withdraw from a course.

ACADEMIC MISCONDUCT

It is the responsibility of students to avoid unethical practices. Students who engage in unethical practices; who cheat in examinations, essays, or any other assessable work; and who conspire with others to procure such a result will become subject to disciplinary procedures and/or will be penalized based on **MLP Plagiarism Policy**. Modern Languages Program administration and instructors reserve the right to further question students on the content of the responses submitted for assignments and exams in order to verify that the work they have submitted is their own.

LATE SUBMISSION

If a student fails to submit his/her assignment on the due date, s/he will be able to submit it in "The Late Submission Period" in return for deducting 20 % of the points assigned to that assignment.

"The Late Submission Period" **ends in 2 days starting from the due date**. If the student fails to submit his/her task within "the late submission period," his/her score for that assignment will be "0".

ACADEMIC ADJUSTMENTS FOR STUDENTS WITH DISABILITIES

To obtain disability-related academic adjustments and/or auxiliary aids, students with disabilities must contact the course instructor and the METU NCC Disability Support Unit as soon as possible. If any student needs any accommodation because of their disabling condition, please visit: https://ncc.metu.edu.tr/disabilityunit/metu-ncc-disability-support-unit

COMMUNICATION

- The formal communication channels of the Modern Languages Program with the students are as follows:
- Important announcements, documents, and materials related to each compulsory English course are posted on **Odtuclass in the "All Sections"** class created for each course. Students should follow this class regularly not to miss any important information.
- Students can find information about the courses, instructors, rules and regulations, as well as announcements, at **the program webpage**: https://ncc.metu.edu.tr/modern-languages-program-mlp.
- Students are required to check their **Metu mail accounts** regularly not to miss any important information.