

# Academic Policies for Dual-Diploma Program<sup>1</sup>

The academic policies document contains academic regulations and other information of interest to all students pursuing an undergraduate Dual-Diploma degree at Binghamton University and their respective Turkish universities. In addition to the all-University regulations discussed here, regulations specifically pertaining to the Dual-Diploma Programs will be stated in specific sections of the document. With the support of the Dual-Diploma office, all Dual-Diploma students are expected to be familiar with the regulations in this section and in the regulations of their home campus in Turkey, and are responsible for their observance. For interpretations of these regulations or for answers to questions about specific points of academic policy, students should consult the Dual-Diploma office, their academic advising office of the related major and the program coordinators at each Turkish university.

Students whose circumstances or aspirations are not covered by standard academic policies, or who wish to request exceptions to standard policies, may seek a waiver by filing a petition in the Dual-Diploma office or Turkish university in which they are enrolled. If the initial petition is not resolved to their satisfaction, they may appeal according to guidelines available in each dean's office.

## **Admissions Criteria**

Turkish high school preparatory work is rigorous; therefore applicants to the Dual-Diploma degree program are generally well prepared for study in the program. Applicants must meet both the Turkish university's and Binghamton University's admissions standards. At the Turkish end, admission to the program is granted to applicants with a minimum Turkish university Student Selection Examination (ÖSS, <http://www.osym.gov.tr/>) score of 130 (at or above the 85th percentile), and a composite score (based on ÖSS score, high school weighting, and high school performance) of 150 (at or above the 80th percentile). On the basis of a careful review of the secondary-school graduation requirements, the ÖSS/SAT equivalencies, and the percentile distributions of ÖSS and composite scores, Binghamton's Office of Admissions has concluded that applicants who meet the Turkish standard will almost certainly meet Binghamton admissions standards. However, the academic particulars of every applicant must be sent to Binghamton for review prior to the admission of students to this program. Furthermore, prior to enrollment at Binghamton additional information will be required from each student for the issuance of visas and travel documents by the U.S. government, whose approval cannot be guaranteed by Binghamton University at the time of admission to the program.

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<sup>1</sup> *This document is adapted from the general University-wide academic policies for undergraduate students. For the original version or further clarification of the academic policies, please refer to the Bulletin at <http://bulletin.binghamton.edu>.*

Students who qualify for admission to our two Turkish English-medium university partners (Istanbul Technical University and Middle East Technical University) sometimes do not have strong enough English to enroll, specifically a 557 or better on the U.S. Test Of English as a Foreign Language (220 on the electronic version, 83 on the internet-based version), or a 6.5 or better on the International English Language Testing System. In this case, they must defer admission for one year to study English intensively and achieve this score. Such students come to Binghamton only after they have attained the minimum TOEFL or IELTS score and successfully completed the first full year of English-medium study in the program.

## **Undergraduate General Education Program**

Convinced that there are several areas of knowledge and experience that ought to be central to the academic experience of every undergraduate student, Binghamton University has adopted a comprehensive General Education curriculum. This curriculum is composed of five categories as follows:

### **Category 1: Language and Communication**

*Composition (C)* courses are courses in any of the departments or divisions of the University. They require a process of revision and a minimum of 20 pages of expository prose. Students will perform the basic operations of personal computer use; understand and use basic research techniques; and locate, evaluate and synthesize information from a variety of sources. At least 50 percent of the course grade is based on student writing.

*Oral Communication (O)* courses involve at least two oral presentations and evaluation of speaking that count for at least 15 percent of the final course grade.

Note: Composition and Oral Communication components may be combined to create Joint (J) courses.

By the approval of the Dual-Diploma academic policies committee, all Dual-Diploma students are exempt from the Foreign Language requirement.

## **Category 2: Creating a Global Vision**

*Pluralism in the United States* (P) courses consider three or more cultural groups in the United States in terms of their specific experiences and how they have affected and been affected by the basic institutions of American society.

Most P courses assume a basic knowledge of United States history, as measured by demonstrating a level of proficiency equivalent to a score of 85 or above on the Regents examination on United States History and Government. Since Dual-Diploma students do not go through the Regents examination process, they must meet the P requirement by choosing from among a designated group of P courses that pay significant attention to a broad span of United States history.

The list of P courses appropriate for Dual-Diploma students will be announced by the Dual-Diploma office prior to the advance registration process.

*Global Interdependencies* (G) courses consider how one or more of the regions of the world have influenced and interacted with the West and with one another, and how the West has affected and been affected by these regions and their distinctive cultures or civilizations. Additionally, major portions of the course content focus both on broad, foundational aspects of the long-term development of distinctive features of Western civilization in Europe and North America and on the distinctive features of one or more non-Western civilizations, such as those of Asia, Africa or the indigenous peoples of the Americas.

## **Category 3: Natural Sciences, Social Sciences and Mathematics**

*Laboratory Science* (L) courses emphasize the formulation and testing of hypotheses and the collection, analysis and interpretation of data. Each course includes a minimum of 10 laboratory meetings, exercises, field studies or practica.

*Social Science* (N) courses emphasize the major concepts, models and issues of at least one of the social sciences.

*Mathematics/Reasoning* (M) courses include any course in the Mathematics Department numbered 130 or above, any of several designated statistics courses, or any of several designated logic courses.

## **Category 4: Aesthetics and Humanities**

*Aesthetics* (A) courses enhance students' understanding of the creative process and the role of imagination in it. Students study or practice artistic expression and production in such fields as art, art history, cinema, creative writing, dance, graphic design, music and theater.

*Humanities* (H) courses enhance students' understanding of human experience through the study of literature or philosophy.

### **Category 5: Physical Activity/Wellness**

*Physical Activity* (Y) courses devote at least 50 percent of their time to the performance of physical exercise designed to develop one or more of the following attributes: neuromuscular skill, muscular strength and endurance, cardiovascular endurance, flexibility.

*Wellness* (S) courses deal with such topics as diet and nutrition, physical development, substance abuse, human sexuality, relaxation or physical, mental and emotional fitness. Their focus is on developing a healthy lifestyle rather than on simply providing information about the human body.

*Physical Activity* (Y) and *Wellness* (S) components may be combined to create Physical Activity/Wellness (B) courses.

The Physical Activity/Wellness requirement may be fulfilled in any of the following ways:

- Completion of a one-credit (or more) Physical Activity (Y) course and a one-credit (or more) Wellness (S) course.
- Completion of a one-credit Physical Activity/Wellness (B) course and a one-credit Physical Activity (Y), Wellness (S), or Physical Activity/Wellness (B) course.
- Completion of a two-credit (or more) course that combines a physical activity and wellness.

### **Restrictions and Exceptions for Dual-Diploma Students**

Some courses taken at students' home campus in Turkey meet Binghamton University's general education requirement. Dual-Diploma students may use appropriate transfer credits from their Turkish universities or any other institutions to satisfy particular course requirements. The determination of which transfer credits satisfy General Education requirements will be the responsibility of the Dual-Diploma office.

General Education courses may also be counted as satisfying college and major requirements.

Certain courses are designated as meeting the criteria for more than one of the General Education categories. When a course is so designated, students may use it to satisfy only one of the General Education course requirements. There is an exception to this rule: Composition (C), Oral Communication (O) and Joint (J) courses may satisfy either one or both of these requirements and also satisfy one other General Education requirement.

General Education courses may not be taken Pass/Fail unless that is the mandatory grade option in the course.

Credits earned towards International Baccalaureate (IB) diploma, in some instances, may be used to satisfy the following General Education requirements: Composition, Foreign Language, Mathematics/Reasoning or Social Science.

For all General Education requirements, a “course” is understood to be four credits. There are exceptions to this rule:

- Transfer courses from Turkish universities that earned three credits
- Physical Activity/Wellness courses (the specific credit-hour criteria for these courses are defined above);
- Laboratory Science courses of one and two credits that have a four-credit pre- or co-requisite;
- Oral Communication courses of varying credits;
- Schools or programs in which three-credit courses are the norm.

### **Summary of General Education Requirements**

Courses that satisfy General Education requirements are so designated in the Schedule of Classes each semester. The code letter attached to a course in the Schedule of Classes means that the course fulfills the particular General Education requirement that follows.

1a. Composition (C)\* - 4 Credits

1b. Oral Communication (O)\* - 1-4 Credits

2a. Pluralism in the U.S. (P) - 4 Credits

2b. Global Interdependencies (G) - 4 Credits

3a. Laboratory Science (L) - 4-6 Credits

3b. Social Science (N) - 4 Credits

3c. Mathematics/Reasoning (M) - 4-8 Credits

4a. Aesthetics (A) - 4 Credits

4b. Humanities (H) - 4 Credits

5. Physical Activity (Y), Wellness (S), or Physical Activity/Wellness (B) – 2 Credits

Totaling 35-60 credits

\* Joint Oral Communication/Composition (J) courses satisfy both the C and O requirements simultaneously.

## **Approved Courses from Turkish Universities**

Program or campus coordinators from Turkish partner universities may submit courses for approval for the general education requirements. In such cases, the course description and syllabi should be forwarded to the Dual-Diploma office.

## **Overall Program Requirements and Guidelines**

Students in the Dual-Diploma programs are subject to the standards for “good academic standing” and all other academic and non-academic rules and regulations at both of their institutions for the duration of their enrollment in the program. For example, the rules that Binghamton applies regarding a minimum grade point average of 2.0 for graduation and for good academic standing will hold for all students in this program, as will the rules regarding the counting of credits toward the degree. In addition, students who fail to stay “on track” with regard to meeting program requirements in accordance with the year-by-year demands of the program, through failure to successfully complete required courses as they are offered, are subject to dismissal from the program.

## **Rules Governing Academic Life**

### **Academic Integrity**

The faculty assumes that themes, essays, term papers, studio work, results of laboratory experiments, examinations and computer-generated material submitted by the student represent the student’s own work. The presentation for academic credit of the same work in more than one course is prohibited, unless a joint project receives the express and prior consent of the instructors involved. The following remarks are intended to clarify this for all students:

### **Cooperation in Preparing Course Material**

Cooperative study of coursework is one of the legitimate ways to master a subject. Joint discussion of problems is, therefore, encouraged. Sometimes instructors encourage collaborative methods of learning, including peer review of papers. This too can be a productive way of mastering material and promoting one’s writing abilities. Students should be aware that wherever such learning results in an instructor’s evaluation, they are responsible for acknowledging their membership in the group fostering their learning.

### **Written Work**

Much coursework is assigned to students individually rather than in groups. In carrying out such assignments, a student may ask others for criticism of a piece of writing. Effective learning is often fostered by cooperation and assistance. Nonetheless, such assistance should never be so complete or so detailed that the piece of writing becomes more the work of the person assisting than of the student. That would be a form of

misrepresentation. Similarly, a student may occasionally feel the need for preliminary aid in understanding the principles involved in various problems and the methods to be used in solving them (for example, in mathematics and foreign language courses). Such aid is legitimate, but in every case the student must be responsible for the preparation and presentation of assignments. Without these precautions, the student may unwittingly become involved in collaborative work so extensive that it may be considered plagiarism.

### **Laboratory Experiments**

Although students may be permitted or required to cooperate with one or more other students in a laboratory experiment, many experiments are to be done by the students independently, and all require some independent work. For students to submit the results of another's experiment as their own, or to accept unauthorized help in an experiment, constitutes academic dishonesty.

### **Credit**

All sources of assistance — published or unpublished — are to be scrupulously acknowledged in every piece of writing and in oral reports.

## **Academic Progress and Standing**

### **Academic Standing**

To remain in good academic standing, students must demonstrate that they are passing courses at a satisfactory rate to earn a bachelor's degree in a reasonable period of time; that is, they are required to show a reasonable rate of progress toward their degree. Students in all schools must maintain a satisfactory grade-point average. Academic progress is reviewed at the end of the fall and spring semesters. If students fail to maintain satisfactory academic standing, they are subject to dismissal. Detailed discussion of how academic standing is computed in each Dual-Diploma major is stated below:

### **Academic Progress**

Academic progress is determined by grade-point average (GPA) calculation, in which:

A	=	4.0	C+	=	2.3
A-	=	3.7	C	=	2.0
B+	=	3.3	C-	=	1.7
B	=	3.0	D	=	1.0
B-	=	2.7	F	=	0.0

GPA is based on all Binghamton University courses taken for credit, except for courses with the grade of P or notations of W, I, MG and AU. Physical education activity (HPEY) courses are not included in the GPA calculation.

To maintain satisfactory academic progress, students are required to earn a minimum cumulative GPA of 2.0 in all Binghamton University courses taken for credit. Students who fail to meet this requirement are placed on probation and are expected to raise their average to a 2.0 level or better within a reasonable period of time. Students on probation may not elect to use the Pass/Fail grading option. Academic probation does not imply dismissal and does not preclude students from registering or from receiving financial aid.

While students may carry an overall GPA slightly below a 2.0 and be allowed to continue their studies “on probation,” those who fall considerably below a cumulative GPA of 2.0 are subject to dismissal.

**Information Systems** students on academic probation who again fail to meet both the 2.0 cumulative GPA and the last-semester GPA\* are suspended. Students who meet the last-semester GPA requirement but still post a cumulative GPA under 2.0 remain on academic probation. The duration for academic suspension is one semester.

\*Last-semester GPA varies, based on the number of attempted credits:

Attempted	GPA
0-16	2.0
17-48	2.1
49-64	2.2
65+	2.3

### **Readmission after Academic Dismissal**

Students who have been dismissed by the college may apply for readmission, in writing, through the Admissions Office. Students are not eligible for readmission until at least two semesters have passed since their notification of dismissal. If readmitted, students continue on probation until their overall GPA is a 2.0 or better. Readmitted students who fail to achieve an overall 2.0 in a reasonable period of time are dismissed permanently.

### **Repeating Courses**

All **Global and International Affairs** students must repeat political science and history courses if they receive a “D” grade at Binghamton. In addition because macroeconomics, microeconomics and statistics are required courses in the major, they must be repeated if a D grade is received at Binghamton. When a student repeats a course previously failed, both grades appear on the transcript, and both are counted in the GPA. When a student repeats a course previously passed, both grades appear on the transcript, but only the first grade is counted in the GPA calculations for rate-of-progress purposes.



All **Information Systems** students must repeat the following courses if they receive a “D” grade at Binghamton:

- CS 120: Computer Systems I: Machine Organization
- CS 140: Programming with Objects
- CS 220: Computer Systems II: Architecture and Programming
- CS 240: Data Structures and Algorithms

When a student repeats a course previously failed, both grades appear on the transcript, and both are counted in the GPA. When a student repeats a course previously passed, both grades appear on the transcript, but only the first grade is counted in the GPA calculations for rate-of-progress purposes.

Students may retake courses in which they have received a failing grade; they are not required to do so by Binghamton University, although major requirements may dictate otherwise.

When a student retakes a course in which the content remains essentially the same, the transcript will bear a footnote reading “course retaken” for the first grade.

### **Notation of Incomplete**

A notation of Incomplete, rather than a grade, may be reported by the instructor when a student has not been able to complete a course for what, in the instructor’s judgment, is a compelling reason. The submission of an Incomplete means that a student has made a substantial commitment to the course, but some remainder of the work must still be accomplished before an evaluation may be made.

Students must determine with the instructor what work is necessary for completion of the course and when the work must be submitted.

Ordinarily, all Incomplete notations must be replaced with grades by the end of the next semester, whether or not the student is in college. Incomplete notations change to an F grade at the end of the next semester unless an official extension has been filed with the Office of Student Records. It is the student’s responsibility to initiate a request for an extension, having reached agreement with the instructor for an alternate completion date. The appropriate form, Request for Extension of Incomplete Grade in an Undergraduate Course, may be obtained from the academic advising office of the college or school in which the student is enrolled, or from the Office of Student Records.

## **Classification of Students**

A student must pass a minimum of 24 credits to be classified a sophomore; 57 credits to be classified a junior; and 88 credits to be classified a senior. For this purpose, Incompletes are counted as credits passed.

## **Program Load**

The term “full-time student” is applied to a person carrying 12 or more credits, excluding audited courses. Full-time Dual-Diploma students majoring in Global and International Affairs, Information Systems and Management normally enroll in four courses each semester. In order to comply with the federal regulations, Dual-Diploma students have to maintain their full-time status by enrolling in at least three four-credit courses. All courses, except where indicated in the *Bulletin*, carry four credits. Outside reading and study are required to complete classroom assignments. Students are also expected to meet several times each semester with the instructor to obtain supervision and periodic evaluation of work done outside of regularly scheduled classes.

## **Progress Toward Degree (DARS) or Degree Works for Dual-Diploma Students**

All Dual-Diploma students at the University are encouraged to request a Progress Toward Degree report through the online Degree Audit Reporting System (DARS) or Degree Works. This report is available on the BU BRAIN (Binghamton University Student Information) Web Center ([my.binghamton.edu](http://my.binghamton.edu)). The report shows students what program requirements have been completed and what requirements are remaining for their degrees. If students have questions regarding the Progress Toward Degree report, they should consult with the Dual-Diploma office or their professional adviser in their college or school or with their major departmental adviser.

## **Course Offerings**

The *Schedule of Classes*, available online at [my.binghamton.edu](http://my.binghamton.edu), is the final list of courses for each semester. This schedule includes course meeting days and times, instructors, number of credits, General Education indicators, special notes, course descriptions and prerequisite/corequisite listings.

## **Binghamton University Student Information (BU BRAIN) System**

All students at Binghamton University have access to an online information service through the Binghamton University Student Information (BU BRAIN, [my.binghamton.edu](http://my.binghamton.edu)) system. Through BU BRAIN, students may register for classes, change grading options, check their course schedules to verify registration, view their final examination schedules, check their grades, check for any financial obligations to the University and make payment, review their financial aid status and manage their computer accounts.

## Registration and Changes in Program

Dual-Diploma office registers all Dual-Diploma students for classes based on the requirements of each student's major or school. Currently enrolled students may access the BU BRAIN system to review their assigned courses.

Before each registration period, Dual-Diploma office prepares specific list of courses for each major and creates course selection surveys for each group of students. Based on students' response to the course selection, students are registered for courses.

Students cannot be registered if they have outstanding debts with the University. Students are not officially registered until all tuition and fees are paid or arrangements for such payments have been approved by the Student Accounts Office. Students who have not made financial arrangements with the Student Accounts Office by the first day of classes are subject to a late registration fee.

Binghamton University also conducts an add/drop period during each semester. Students may add a course to their schedule until the add deadline. Students may drop a course without having a grade recorded until the drop deadline. A course-withdrawal period extends from the drop deadline until the announced course withdraw deadline (around the ninth week of classes). Students who drop courses during this period receive a grade of W. The course-withdraw deadline is also the deadline for changing grading options for individual courses. These policies apply to courses offered on a full-term basis. Deadlines for courses offered for a half-semester or less are adjusted accordingly.

All course adds or drops before the deadline require approval of the Dual-Diploma office. In order to add or drop courses, students have to notify the Dual-Diploma Programs. Based on the students' add/drop requests, staff at the Dual-Diploma office completes the add/drop process on behalf of Dual-Diploma students.

If students wish to add or drop a course after the deadline, they have to get approval of their faculty members or individual schools and pay the associated late fee.

Students can find instructions on late add/drop here:

[www.binghamton.edu/registrar/pdf/Student-Add-Drop-instructions.pdf](http://www.binghamton.edu/registrar/pdf/Student-Add-Drop-instructions.pdf).

Students must cite *extraordinary* circumstances to justify a late drop, that is, circumstances beyond their control and beyond their ability to foresee. Poor judgment or academic incompetence *does not* qualify as extraordinary circumstances.

## **Involuntary Medical or Psychological Withdrawal of Students**

Students may be involuntarily withdrawn from the University based on the recommendation of the medical director of the University Health Service or the director of the University Counseling Center without academic penalty; that is, they may continue as students in good academic standing and are eligible to return upon clearance by the associate vice president and dean of students. Efforts are made to preserve a student's academic progress with Incompletes and/or withdrawals through consultation with faculty. If there are irreconcilable disagreements in these discussions, the provost will make the final decision(s) about the disposition of the student's academic records.

Recommendations for involuntary withdrawals are submitted to the associate vice president and dean of students for appropriate action. Students are sent written notification of the intended action. Appeals may be made in writing to the vice president for student affairs within 10 business days.

Students who are involuntarily withdrawn from the University for medical or psychological reasons are not readmitted without a recommendation from either the medical director of the University Health Service or the director of the University Counseling Center.

## **Official Transcripts**

Complete academic records of students are maintained by the Office of Student Records. An official transcript is a student's complete listing of all coursework taken at the University. Students may obtain copies of their transcripts, or request that the University send them directly to other institutions, provided the students are in good financial standing (free of outstanding debts) with the University. For a transcript to be considered official it must be sent to a third party; those transcripts sent directly to students will be in a sealed envelope that carries the notation "issued to student; unofficial if opened."

Dual-Diploma students may visit the Office of Student Records to make a request online, in person, or by mail. Telephone and e-mail requests cannot be accepted. Requests for transcripts may be sent to the Dual-Diploma office or by mail to the Office of Student Records, Binghamton University, PO Box 6000, Binghamton, New York 13902-6000 or by fax to 607-777-6515. All requests for transcripts must include the student's name, B number, daytime telephone number, dates of attendance, number of transcripts being requested, destination address(es) and the signature of the student. A transcript request instruction is available at the following Web address:

[www.binghamton.edu/registrar/services/transcripts.html](http://www.binghamton.edu/registrar/services/transcripts.html).

## **Program Details and Determination of Graduation Requirements**

Because the Dual-Diploma Programs are based on a single, integrated set of academic courses, it is a single rather than a double degree. That is, students do not receive degrees in two different fields from the two universities. At the same time, because this academic work satisfies all of the degree requirements for each of the two institutional partners, graduates receive two diplomas, one from Binghamton University and the other from one of the two Turkish partner universities.

### **Specific Course Requirements**

The Turkish partner and Binghamton University specify which courses are to be made available to students in this program in a given semester during the preceding semester. Binghamton provides advising prior to students' arrival in Binghamton and during their stay to ensure that they enroll in courses appropriate to their individual academic and personal backgrounds, needs, and interests.

Graduation requirements for each Dual-Diploma major listed in the curriculum document for each program. Below please find the details of graduate requirement for each specific major:

### **Global and International Affairs (GIA)**

**Minimum Credits for GIA Majors:** 126 credits (minimum of 50 credits from each partner).

**Minimum Residence at Binghamton University:** One full year (32-36 credits) in the student's first two years – typically the second year – and one full term (16-18 credits) in the student's second two years – although typically students spend the entire fourth year in Binghamton.

### **Minimum-Credit Breakdown By Category:**

#### Political Science

- Minimum of 32 credits in total, at least 12 credits completed at Binghamton, Middle East Technical University must complete a minimum of 12 Political Science credits at Binghamton.
- At least 20 credits must be above the 100 (first-year) level.
- At least 4 credits must be in 400-level senior seminars.

#### History

- Minimum of 26 credits in total, at least 16 credits completed at Binghamton (4 courses),
- At least 4 credits must be in 400-level senior seminars.

### Economics

- One introductory course in macroeconomics
- One introductory course in microeconomics

### Research Methods

- One course in statistical methods for the social sciences

### Harpur Writing Requirement

In addition to the single C course listed above for General Education, students must complete 3 more C courses, or 2 Cs and a W (a course providing considerable experience in and feedback on writing), or 1 C and 3 Ws); this requirement is likely to be met with courses required for the program.

### Upper-division credits

A minimum of 44 credits must be above the 200 level; 8 credits in above list (Political Science and History seminars) are already required to be at this level; the rest can in principle be met with courses that also meet other listed program or general education requirements, though students and advisers must exercise considerable care to achieve this (0-36 credits)

## Information Systems (IS)

**Minimum Credits and Name for the Dual-Diploma Bachelor's Degree in (IS):** 142 credits (66 credits from Binghamton and 76 from Istanbul Technical University), see details in table below.

### Curriculum

The table below provides a sample list of courses students would take in each semester of the four-year program.

<b>SUNY-YÖK Information Systems Curriculum</b>		
<b>Year</b>	<b>Fall</b>	<b>Spring</b>
<b>I</b>	Calculus I (4) Physics I (4) Linear Algebra (3) Intro to Information Sys. and Tech. (4) Turkish I (2) Orientation (1) <b>18 credits</b>	Calculus II (4) Physics II (4) Gen Ed "G" (3) Discrete Mathematics (3) Programming I (4) Turkish II (2) Turkish History (2) <b>22 credits</b>
<b>II</b>	Computer System I (4) Programming w/ Objects (4) Gen Ed: Oral Commun'n & Composition (4) Probability and statistics(4) <b>16 credits</b>	Data Structures and Algorithms (4) Computer System II (4) Gen Ed "B" (2) Intro to Mgmt Info. Systems (3) Operation Management (3) <b>16 credits</b>
<b>III</b>	Analysis of Algorithms (4) Operating Systems (3) Numerical Math (3) Software Engineering (3) Technical Elective (3) Turkish History (2) <b>18 credits</b>	Database systems (3) Computer Networks(3) IT system analysis and design(3) Technical Elective (3) Gen Ed "H" (3) Gen Ed "A" (3) <b>18 credits</b>
<b>IV</b>	Program Design Patterns (4) Gui & Windows Programming(4) Senior Project I (3) Technical Elective (4) Gen Ed "P" (4) <b>19 credits</b>	Technical elective (4) Software and Eng. Project Management (4) Senior Project II (3) Enterprise Network Security (4) <b>15 credits</b>

**Business Management**

**Minimum Residence at Binghamton University:** One full year (32-36 credits) in the student’s second year, and one full year (32-36 credits) in the student’s fourth year.

Note: Most courses in the School of Management (SOM) are worth four credits, while most courses at the Middle Eastern Technical University are worth three credits.

**Curriculum**

The table below provides a sample list of courses students would take in each semester of the four-year program.

<b>METU – SUNY Binghamton Business Administration Curriculum</b>		
<b>Year</b>	<b>Fall</b>	<b>Spring</b>
<b>I</b>	Dev. Of Reading and Writing Skills I Calculus I Principles of Macroeconomics Fundamentals of Business Business Statistics Turkish I Intro. To Info. Technology and Application Principles of Kemal Ataturk I Seminar in Business Administration	Dev. of Reading and Writing Skills II Principles of Behavioral Sciences Info. Sys. and Prog. Business Computing Lab Financial Accounting Microeconomics for Business Turkish II Principles of Kemal Ataturk II Seminar in Business Administration
<b>II</b>	Managerial Accounting Legal Environment of Business Gen Ed “P” Gen Ed “L” Gen Ed “B”	Operations Management Management Info Systems Adv.Tools for OPM &MIS Gen Ed “A” Gen Ed “H”
<b>III</b>	Business Communication Business Law Organizational Behavior Principles of Finance Elective	Organization Theory * Human Resource MGMT * Management Science * Principles of Marketing Business Elective
<b>IV</b>	Concentration Elective 1 * Intro to International Business Non-Intro Elective Concentration Elective 2 *	Global Strategic Mgmt Non-Intro Elective Concentration Elective 3* (if needed) Concentration Elective 4* (if needed)

\*These courses would count as Concentration courses under a General Management concentration. Selection of another concentration would require up to 4 electives in that discipline. **A minimum of 2 concentration courses must be taken in Binghamton.**

Use of Online courses taken from schools other than METU and Binghamton are limited to no more than 2 non-business courses. Typically these are GenEd courses.

**For additional Binghamton University academic policy clarification please see the Binghamton University bulletin <http://bulletin.binghamton.edu/> or the Dual Diploma Office.**