



Bayan College

# **BAYAN COLLEGE**

**Under the Supervision of the  
Ministry of Higher Education**

**Affiliated with Purdue University Northwest –USA**

# **Student Handbook**

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## **Message from the Dean**

Dear students,

Welcome to Bayan College. We are happy to know that you have shown an interest in and chosen Bayan College to be your learning and academic platform.

We are confident that Bayan College with its relevant academic programs, highly experienced faculty members and state of the art teaching and training facilities is the perfect choice to help you build up your knowledge and proficiency in your chosen field. We will be your partners in developing your professional and artistic skills, enhancing your capabilities and making you competent in meeting your personal and career challenges with a view to serving your family and the society.

This handbook aims to provide you with details about the College's vision, mission and objectives; as well as the regulations and rules that govern students' activities and information about our academic programs and courses.

We hope you enjoy your time with us while pursuing one of the most important goals in your life and wish you all the best in your future endeavors.

**Dean of the College**

GENERAL TERMS

<b>Academic Year</b>	An academic year consists of two 16- weeks semesters (compulsory) and one 8-weeks Summer Semester.
<b>Academic Number</b>	A number that refers to the academic year and semester in which a student joins the College.
<b>Study Plan</b>	A list of the courses a student should successfully complete to earn diploma or bachelor degree in his/her major.
<b>Compulsory Courses</b>	Must-study courses listed in the study plan of the student.
<b>Elective Courses</b>	Courses the student can choose from a number of optional courses outside the main core academic subject area.
<b>Academic Advisor</b>	A faculty appointed to counsel a student on all study-related matters.
<b>Student Credit Load</b>	Number of credit hours registered by a student in a semester.
<b>SGPA</b>	The Semester Grade Point Average (SGPA) is determined by dividing total grade points earned by the total credit hours attempted in any semester.
<b>AGPA</b>	Accumulative Grade Point Average (AGPA) is determined by dividing total grade points earned by the total credit hours attempted from the first semester up to the current semester.
<b>Passing Mark</b>	The number of points that must be achieved in order to be successful in an exam.
<b>Under Academic Probation</b>	A student is under probation if his/her AGPA is less than 2.0 at the end of a semester, excluding the first semester and summer semester.
<b>Study Postponement</b>	A student's request for a temporary withdrawal for one or more semesters. The postponement period is not counted in the maximum period of study allowed to complete the degree requirements.
<b>Add &amp; Drop</b>	Dropping a course means to delete already registered course in the Add/Drop period. Adding a course means to add new course to the already chosen courses.
<b>Withdrawal</b>	If a student drops course/courses after the last day of Add/Drop period the process is referred to as withdrawing from a course. The course is marked "W" in the mark sheet and will not be included in the student's AGPA.

## **1. A Brief Note about Bayan College and its Mission**

### **1.1 Bayan College**

Bayan College operates under the supervision of the Ministry of Higher Education and is affiliated with Purdue University Northwest, USA. We are the first private college in Oman offering diploma/bachelor degree in Media studies and English Studies.

Bayan College, based on its belief in the role it plays in community service offers both morning and evening academic programs to facilitate the enrolment of those who wish to work and study at the same time.

Our highly professional, multi-culture faculty, affiliation with a well-reputed American university, and advanced academic programs provide students with an excellent learning opportunity and enable them to earn skills necessary to enter the labor market.

### **1.2 Mission:**

- To provide an appropriate academic environment to ensure quality education.
- To prepare well-qualified and experienced graduates.
- To interact with the society and offer services to it.

## **2. Vision, Core Values and Objectives**

**2. 1. Vision:** To be a key part of the higher education infrastructure in Oman and to make a major contribution to the development of human resources in the Sultanate and the region. We aim to create students who are renowned for their ability to think, achieve and excel.

### **2. 2. Core Values**

Bayan College will be guided by the following core values:

#### **a. Excellence in Teaching, Learning & Facilities**

Delivering excellent teaching and learning experience coupled with modern facilities to ensure that graduates are well prepared for the world of work.

#### **b. Loyalty**

Dedicated to meeting our commitments and obligations.

#### **c. Social responsibility**

Dedicated to improving the lives of others through professional and community services

#### **d. Accountability & Transparency**

We assume and demonstrate responsibility for our decisions & actions.

## 2.3. Goals and Objectives

- a. To offer curriculum that meets the needs of the industrial and social developments in Oman and the region, and accelerate Omanization.
- b. To provide educational programs that enable students to enter the professional world equipped with the necessary skills to compete in the labor market and the service of the community.
- c. To support students in order to achieve their educational goals, plan their careers and be leaders in their field of expertise.

## 3. Academic Departments

Bayan College hosts two major academic departments: Department of Media Studies & Department of English Studies.

### 3.1. The Department of Media Studies

The Department of Media Studies offers Bachelor and Diploma Degrees in:

- **Journalism:** This program introduces the various types and techniques of press editing. It provides the students with the real capabilities to practice journalism through offering a variety of courses that deal with press and its history, media theories, techniques of press editing, professional writing for various mass media, and other courses that help in developing the students' cultural skills. These courses have been carefully selected to meet the actual needs of the Omani labor market.
- **Broadcasting:** This program focuses on acquiring the scientific and practical skills in the field of Radio and Television; providing the students with sufficient experience that qualifies them to practice professional newswriting for Radio and Television; in addition to preparing and presenting Radio and Television programs. Moreover, this program is designed to teach students how to use modern technical equipment such as cameras and recorders, and how to edit through various courses and training programs that have been designed to enhance the students' scientific and practical skills that qualify them to get involved in the labor market.
- **Public Relations:** It is a fact that institutions, organizations and companies rely on public relations as it is the backbone of their success and strength in building up mutual trust with the public. Due to the growing importance of public relations, Bayan College has given special attention to this major by preparing a standard program based on scientific courses that have been carefully selected. These courses spot light on public relations: theories, aims, practices, roles, and the ways in which the concerned people deal with them. Moreover, these courses introduce the basics and techniques of writing for public relations, terms, requirements

and forms that enable the students to gain all the skills needed for working in this field.

- **Advertising:** Advertising program aims at acquainting students with the principles of advertising and the role it plays in both media and society. It also prepares them to be active in the modern work environment of advertising focusing on the relationship between the advertising agency and its clients, work ethics, consumers' behavior, researches and planning advertisements, in addition to writing and producing highly effective and attractive commercials.

### 3. 2. The Department of English Studies

The Department of English Studies offers Bachelor and Diploma Degrees in:

- **English Literature:** This program aims at developing the students' knowledge of English language and literature, their language skills and ability of critical thinking. The Department offers rich and varied courses that cover all literary genres such as novel, drama, poetry, and criticism. Surveys of both English and American literature, linguistics, translation, and many other courses. The courses have been carefully selected from the curriculum of the Purdue University- Calumet-USA with which Bayan College is affiliated—in order to meet the needs of the Omani labor market in the fields of: teaching, media, translation, and many other varied jobs in the Sultanate's ministries, banks, companies, and tourism sector.
- **English Professional Writing:** Professional English Writing is an ideal specialization for the students who are interested in writing and want to master different types of writing. The program focuses on teaching the practical aspects of functional writing in different contexts to qualify students to work in the field of publishing, editing, and professional writing that is needed by public and private institutions like companies, newspapers, Radio and Television. Through this specialization, the students will study several subjects including rhetoric and effective techniques of persuasion covered by a range of courses. In addition to the major courses of professional writing, there are other courses offered by both English and Media departments. Hence, the graduate will have the chance to join any of the specialized jobs available at the labor market.

#### 4. Career Opportunities

The Programs being offered by Bayan College are designed to prepare students for many professions, including but not limited to:

#	Career		Career		Career	
	Reporter		Public Relations Manager		Alumni Relations Officer	
	Social Media Specialist		Communications Specialist		Advertising Manager	
	Sales Representative		Market Researcher		Relations Officer	
	Blogger		Media Relations Coordinator		Public Relations Assistant	
	Event Coordinator		News Editor		Columnist	
	Promotion Coordinator		Copy Writer		Sub-Editor	
	Marketing Assistant		Copy Editor		Film/Video Editor	
	Publications Designer		Talk Show Host		Strategic Planning Executive	
	Marketing Coordinator		Translator		Writer	
	Campaign Officer		Sports Information Director		News Producer	
	Executive Director		Journalist Copy Writer		TV / Radio Correspondent	
	Executive Producer		Assistant Editor		Sales Coordinator	
	Radio Broadcast Assistant		Marketing Relations Officer		Internet Journalist	
	TV/ Radio Reporter		TV/Radio Anchor		Ad Writer	
	Videographer		Advertising Producer		Freelance Writer	
	Production Coordinator		Public Information Officer		Photographer	
	English Teacher		Sports Reporter		Digital Media Specialist	
	Investor Relations Executive		Camera Operator		Media Relations Officer	
	Media Planner		Director		Executive in Public and Private Sectors	
	Assistant Production Manager		Marketing Manager		Producer	

#### 5. Non-Academic Departments

The College hosts various non-academic departments such as: Admission and Registration, Students Affairs, Quality Assurance, Career Guidance, Human Resources, Finance, Marketing and Public Relations, Learning Resources, and Administration Services.

##### 5.1. Admission and Registration Department

Admission and Registration Department is one of the most important departments in the College. It represents a fundamental link between the students, the administration and instructors. It is the most frequented



department by the students during their period of study at the College, starting from their admission, through enrollment to their graduation.

Admission and Registration Department is concerned with follow-up procedures for admitting students, offering them admission and registration requirements, briefing them on academic regulations and procedures and helping them through the registration process.

Admission and Registration Department offers prospective students an array of services including but not limited to:

- a. Achieving the college goals and implementing its registration and admission policies;
- b. Regulating the execution of the student's admission process;
- c. Opening files for admitted students in order to keep all their documents;
- d. Preparing semester class schedule and mid and final exams schedules;
- e. Regulating and executing courses registration, add and drop, withdrawal, postponement and any other student related procedures;
- f. Receiving, entering and announcing the result of final exam;
- g. Providing the students with their grades, certificates, and all the necessary documents.

## **5. 2. Students Affairs Department**

Student Affairs Department is concerned with all matters pertaining to students' welfare. The Department contributes towards the refinement of each student's personality through a package of extra-curricular activities catering to a variety of tastes and interests. College life is not limited to lectures and classes but extends to hobbies and talent development that highlight a student's personality. The Department also plays an essential role in guiding students and preparing them for their entry into the labor market. It directs all its efforts towards producing a generation of young skilled talents with entrepreneurial abilities to cope with the challenges of modern times.

### **Students Affairs Department aims at:**

- a. Contributing to the preparation of balanced personalities of students;
- b. Providing scientific, cultural and sports activities both within and outside the college;
- c. Supervising the Students Advisory Council;
- d. Facilitating complaints process via complaint box (as pointed in the **Academic and Non-academic Appeals Procedures, No. 24**)
- e. Supervising students' election;
- f. Adopting and shaping talents in an integrated educational environment;
- g. Encouraging and inspiring gifted and talented students.

## **5. 3. Career Guidance Centre (CGC)**

The aim of the Career Guidance Center is to maximize the employment opportunities available to Bayan College graduates. It helps students in

designing, evaluating and implementing their career plans in relevance to the College's mission to serve the community and to join the local labor market.

CGC is responsible for the following:

- a. Provide information related to career choice and work performance;
- b. Provide relevant information (educational and occupational) to help students in career planning;
- c. Link with alumni, employers, professional organizations to optimize employment opportunities;
- d. Prepare students for finding suitable employment by developing (through workshops /short courses) job-search skills, and effective presentation skills.
- e. Strengthen links with alumni by organizing get-together, seminars and workshops to qualify them for distinction in the labor market.

## **6. Learning Resources**

### **6. 1. TV & Radio Production Studios**

The Department of Media Studies at Bayan College understands the need for an emphasis on applied and hands-on training required for a fast developing and evolving media industry in Oman. Bayan College's well-equipped studio has everything students, journalists and broadcasters need to create audio and visual productions which showcase their learning, abilities, and job-readiness. Equipment includes cameras for field and studio shoots, digital SLR cameras for still photography, blue/green screens, a range of professional-quality mixers, and a full editing suite. The studio not only caters to Broadcasting students, but its online as well as offline editing facilities are being used by Journalism and Public Relations students.

### **6. 2. Library**

Bayan College library has a huge collection of varied English and Arabic books, magazines and periodicals that cover the College's different specializations of Media and English studies. The College's mission is not confined to only providing the printed books for students and researchers, but also to build up an up-dated database that satisfies the student's needs. The College has already started establishing an electronic library that includes thousands of titles to stand as a source that no student or researcher, each in his/her field of specialization, can do without. The library provides an ideal quiet hall for reading, research-writing and self-study. It also provides computers that help students achieve their different assignments.

## **7. Degree Awarding Requirements**

To graduate a student needs to successfully complete all the courses listed in the diploma/bachelor study plan with a GPA not less than 2.0.

### **7. 1. Bachelor Degree**

All Bachelor degree students must complete 126 credit hours distributed as

follows:

- a. 42 Credit Hours/ General Requirements (College Requirements )
- b. 30 Credit Hours /Department Courses
- c. 36 Credit Hours /Major Courses
- d. 18 Credit Hours /Elective Courses

### **7. 2. Diploma Degree**

All Diploma students must complete 72 credit hours distributed as follows:

- a. 42 Credit Hours/ General Requirements (College Requirements)
- b. 24 Credit Hours/ Major Courses
- c. 6 Credit Hours/ Elective Courses

### **8. Medium of Instruction**

The medium of instruction for all courses in all programs of study at Bayan College is English. The medium of instruction for all educational work (lectures, class discussion, assignments, projects...) is also English, except Arabic language courses.

### **9. Admission Requirements**

**9. 1.** Students seeking admission to Bayan College must have successfully completed the General Education Diploma (Literary or Scientific Streams), or its equivalent.

#### **9. 2. Required Documents**

Admission requirements are as follows:

- a. A completed "College Application Form" obtained from Admission and Registration Department;
- b. A certified copy of the General Education Diploma;
- c. A copy of ID or passport;
- d. 4 passport-size photos;
- e. A completed "Sponsorship Card" to be obtained from the Admissions Office;
- f. Sponsorship letter from sponsors;
- g. R.O. 50 non-refundable application fee;
- h. R.O. 25 non-refundable placement test fee (applies to students required to take the placement test);
- i. R.O. 25 non-refundable credit-transfer fees for transferred students.

#### **9. 3. Placement Test**

All students must sit for the placement test (English, IT, Math) conducted by the College. The results of this test will determine the student level in the General Foundation Program. In case a student successfully passes this test he/she directly joins the academic program.

#### **9. 4. Admission to academic programs**

To be admitted to academic programs, a student is required to meet one of the following criteria:

- a. Pass the placement test administered by Bayan College
- b. Successful completion of Bayan College 3- level Foundation Program.
- c. TOEFL Test score of 500 or its equivalent in other recognized tests such as IELTS /5
- d. IC3 or ICDL will exempt students from computer course at the Foundation Program.

## 10. Tuition Fees

### 10. 1. General Foundation Program Tuition Fees

Fees applicable to the Foundation Program are as follows:

Level One	Level Two	Level Three
OR 750	OR 850	OR 850

### 10. 2. General Fees

Fees	Media Studies	English Studies
Registration fees (non-refundable) paid once	OR 50	OR 50
Placement test fees (non-refundable) paid once	OR 25	OR 25
Graduation fees paid once	OR 40	OR 40
Service charges per semester (Internet, printing, photocopying, studio)	OR 20	OR 20

### 10. 3. Academic Programs Fees

Tuition fees per credit hour	OR 70	OR 65
Tuition fees (one course/three credit hours)	OR 210	OR 195
Tuition fees (72 credit hours/ diploma )	OR 5040	OR 4680
Tuition fees (126 credit hours BA )	OR 8820	OR 8190
Studio security fees (refundable )	OR 150	-

**N.B:** Books and study accessories fees vary according to the semester.

### 10. 4. Payment Policy

Students or their sponsors are responsible for paying all fees. Bayan College's payment policy states that:

- a. 50% of the tuition fees should be paid on registration;
- b. 25% of the tuition fees should be paid one week before the mid-term exam that is week 8 for the Fall and Spring Semesters and week 4 for the Summer Semester;
- c. The remaining fees should be settled one week after the mid-term exams.

## **Important Note**

- a.** A student who withdraws, drops-out, or postpones his/her study two weeks after the beginning of the Semester has to pay the fees as detailed in **table 14.5, p. 16.**
- b.** Private & partial scholarship students failing to pay all their tuition fees during this period of time will have to face the consequences with any or all of the following:
  - 1.** Withholding of the student's transcript
  - 2.** Refusal to enroll the student for the next semester
  - 3.** Refusal to allow the student to graduate
  - 4.** Withholding of the student's diploma
  - 5.** Refusal of the student's request for official documents bearing the stamp of the college.

## **11. Period of Study**

A full time student can obtain his/her Diploma Degree in 2-3 years time depending on language proficiency (study or pass the General Foundation Program) and a Bachelor's Degree in 4-5 years depending on language proficiency. This approximation is based on 15 credit hours during normal semesters (Fall & Spring Semesters) and 6 credit hours during Summer Semesters. Some students might require more time if they do not work hard enough to fulfil the requirements of his/her study.

BA Second, third and fourth year students are those who have successfully passed 30, 60 and 90 credit hours alternately.

## **12. Academic Regulations**

### **12. 1. The Semester System**

Bayan College follows the semester based system. Under the semester system the academic year is divided into three semesters. Fall and Spring Semesters (registration obligatory) are each comprised of 16 weeks including exams period. The Summer Semester (registration optional) is comprised of 8 weeks including exams period.

### **12. 2. Credit Hour System**

Credit hours are not teaching or contact hours. Credits hours refer to the number of hours assigned to any given course and are awarded after the successful completion of any individual course. Credit hours might vary from one course to another. However, most courses at Bayan College are awarded total of (3) credit hours each. Teaching or contact hours refer to the number of hours a student spends in the classroom or labs. Teaching hours are not always equal to the credit hours. Practical courses might be taught in (4 or 6) hours, but they are awarded (3) credit hours only.

### **12. 3. Student Credit Load**

To complete a Bachelor Degree in four years (excluding the foundation) an average unit load of (15) credit hours per semester is advised. A student with full time status shall register for no less than (15) credit hours in the Fall and Spring Semesters, and not more than (9) credit hours in the Summer Semester.

A full time student may register for (18) credit hours in a given semester when the following conditions are met:

- a. The student has earned a Cumulative Grade Point Average CGPA (2.8) or higher in the previous semester.
- b. The student has completed minimum of (30) credit hours in the previous semesters.
- c. The student has obtained written consent from his/her academic advisor and approval of the Head of Department in which he/she is enrolled.

A graduating student may register for (21) credit hours in Fall and Spring Semesters and for (12) credit hours in Summer Semester. He/she should get permission from his/her academic advisors and Head of Department.

Under Probation students (with a GPA less than 2.00, *refer to No. 23, p. 22*) carrying full time status can only register for up to (12) credit hours in Fall and Spring Semesters, but (6) credit hours in Summer Semester.

## **13. Academic Advising Centre**

### **13.1 Academic Advising**

An academic advisor from the student's department is appointed to each student. The academic advisor participates in selecting courses, follows up the student progress and guides him in a way that helps him excel in his studies. Course registration form or Add/Drop form for the students at risk, will not be processed by the Admission and Registration Department unless signed by the academic advisor and the Head of Department. In addition, all students can seek the assistance of their academic advisor to find solutions to any academic or administrative problems.

### **13.2. Academic Under Probation Warning Letter**

Under probation student will be called by his academic advisor and will be given his warning letter to sign it. The academic advisor will explain to the student the consequences of remaining under probation and how to recover from the probation. If the under probation student refused to meet his academic advisor, a copy of a probation warning letter will be sent to the student Email-id from the advisor's official **Email-id only**. While sending email a copy (cc) will be forwarded to the Head of the respective

academic department (English Studies or Media), Head of Academic Advising Centre and Head of Admission and Registration Department. A hard copy will be filed in the student advising file.

### **13.3. 10% and 20% Warning Letter**

The instructors will inform the students on 10% and 20% absence warning **through the email** from the official Email-id of the instructors to the student Email-id keeping a copy (cc) to the Head of the respective academic department (Foundation Department, Media and English Studies), Head of Academic Advising Centre, Head of Admission and Registration Department and the student advisor. Even if a student fails to sign the warning letter with continuous absence the email will be sent in due time without delay.

The procedure of submitting a **hard copy** of the warning letter to the Admission and Registration Department and the respective advisor will also be followed.

### **13.4. Students at Risk**

The **Students at Risk** (CGPA below 2.20) and **Under Probation Students** (CGPA below 2.00) will be tracked and followed-up. There are certain steps mentioned below that will be followed by all instructors to ensure the quality of education.

**Remedial classes** will be conducted by all instructors for all weak students throughout the semester. All communication with the students regarding these remedial classes will be done through email (in addition to verbal communication). At the end of the semester a consolidated report for each course on remedial classes will be submitted by the instructors to the Academic Advising Centre.

### **13.5. Orientations**

The Academic Advising Centre along with all other Departments will be conducting different orientation programs such as: orientation for fresh students, bridging the gap between Foundation & Academics, Advising Day in addition to a workshop on advising for both staff and students.

## **14. Course Registration**

### **14. 1. Class Schedules**

Admission and Registration Department set all class schedules in coordination with academic departments. These schedules can be changed only by the College administration. The College does its best to design

schedules suitable to students and in accordance with the existing regulations. Some students, including course repeaters and postponers, may face some difficulties in their class schedules. They are advised to consult their academic advisors to find appropriate solutions to such difficulties in cooperation with the Admissions and Registration Department.

#### **14. 2. Registration Regulations**

- a. The college reserves the right to limit enrollment in any course and to cancel any course in which there is insufficient enrollment.
- b. A prerequisite is a course or additional preparation that must be completed before enrolling in an advanced course.
- c. Dates for the registration period shall normally be published in the Academic Calendar.
- d. A continuing student is not allowed to register for the next semester unless his/her outstanding balance has been paid in full.
- e. Registration for courses should be made in person, during the dates announced by the Admission and Registration Department, and on the official Course Registration Form to be obtained from Admission and Registration Department or from the College website. In case of in-person registration, students must secure all signatures required on the registration form.
- f. Registration is open only for courses offered in a particular semester. Lists of courses offered for a given semester will be posted on the “Students Bulletin Board” prior to the registration period.
- g. An academic advisor is responsible for counseling the student on courses that should be registered and suited to the student’s academic capabilities. The final decision is the student’s, and he/she should bear the responsibility for his/her own choice.
- h. A continuing student who registers after the pre-announced course registration period should get an approval from the academic advisor and respective HoD. He/she will be fined a R.O. 25 late registration fee.
- i. Registration priority in any course is for the students who come first.
- j. Change of section is not allowed once registration period is over.

#### **14. 3. Registration Procedures**

- a. Determine the list of courses you wish to register for in a semester and obtain a registration form from the Admission and Registration Department.
- b. Sign up for a consultation with your academic advisor. It is recommended you take your plan of study to your consultation.
- c. Fill in the form and obtain all the required signatures.
- d. Register online and obtain a copy of your schedule.



#### 14. 4. Add/Drop

- a. A student may add or drop courses during the first week of Fall/Spring Semesters, and three days in Summer Semester by submitting a completed form to the registration office. Unless a course change is made on an Add/Drop Form and in person, the expected changes will not be made. Courses dropped during this period do not appear on the student's transcript. In cases of Add seats availability is taken into consideration.
- b. A student cannot add a course after the Add/Drop period is over. If the need arises in exceptional cases, the student should obtain the approval of both the concerned Head of Department and the academic advisor.
- c. A student gets full refund for the course/courses he/she drops in the first week of Fall/Spring Semesters and the first 3 days in Summer Semester.

#### 14. 5. Withdrawal from a Course

- a. To officially withdraw from a course a student must return a completed Withdrawal Request Form to the Admission and Registration Department signed by the student and by the student's academic advisor. If the Withdrawal Request Form is formally received by the Admission and Registration Department prior to the end of week 8, this course will be given a grade of "W" and will not be calculated in his/her GPA.
- b. Unless a course withdrawal is handled in this manner, it has no official standing and will not be recognized by the College. The student will remain enrolled in the course and receive "F" grade which will be calculated into his/her GPA. Failing to attend classes will not result in a "W" grade being given. A student must officially withdraw from the course through the process described above.
- c. The table below indicates percentage of fees paid for a withdrawn course

Week	Fall & Spring Semester	Summer Semester
Week 3 & 4 in Fall and Spring Semesters , and the Second week in Summer Semester	60% of paid tuition fees	30% of paid tuition fees
Week 5-8 in Fall and Spring Semesters , and the Third week and after in Summer Semesters	20% of paid tuition fees	0
After week 8 in Fall and Spring Semester	0	0

#### 14. 6. Repeating Courses

- a. A student may repeat any course in which she/he earns a grade below "C".
- b. To repeat a course a student must return a completed repeating course request form to the Admission and Registration Department during the registration period.

- c. The original grade of a repeated course remains on the student's transcript till the new grade is approved.
- d. Only the second grade will apply toward the Cumulative Grade Point Average (CGPA) whether it is higher, lower or the same.
- e. A repeated course will appear on a student's transcript followed by the designation "R".
- f. Only courses originally taken at Bayan College shall be repeated.
- g. No course may be repeated more than twice.
- h. Payment of the tuition fee for the repeated course is the responsibility of the student.
- i. A student who fails a required course MUST repeat that course.
- j. A student who fails an elective course may repeat it or any other elective course relevant to his/her major.

#### **14. 7. Postponement of Studies**

- a. A student may postpone study for reasons determined acceptable by the College Council. The postponement duration cannot be more than two consecutive semesters.
- b. A student can postpone study for a third and final semester for reasons determined acceptable by the College Council.
- c. A student should fill in Postponement-of-Study Form (available at Admission and Registration Department) in consultation with his/her academic advisor only after a decision is made by college council.
- d. Not attending lectures does not mean that a student has postponed his/her study. The student should get the final decision from the Admission and Registration Department.
- e. If the student's study is postponed for more than three semesters and he/she would like to resume study, he/ she should re-register, and get new ID numbers.
- f. A fresh student can't postpone his/her study unless they successfully finish their first semester.

#### **14. 8. Dropping out**

- a. Dropping out is not to enroll for a semester or more without informing the Admission and Registration Department and without filling the postponement- of-Study Form .The admission of a drop out student is cancelled and he/she is not allowed to resume his/her study unless approved by the College Council.
- b. The College Council reserves the right to grant study- resumption permission if the student has had unavoidable conditions that prevented him from communicating with the College. The student's GPA and number of hours successfully completed will be taken into consideration when his case is reviewed.

- c. The student is responsible for any loss of courses in case a student resumes study and new study plans are in place. He/she should sit for the placement test if he/she drops out 2 years or more.

### **15. Change of Major**

- a. Students must obtain a change of major form from the Admission and Registration Department.
- b. Applications for major-change should be submitted to Registration Office before Fall or Spring Semester final exams.
- c. To change major, students must first consult their academic advisor about his/her intention.
- d. Change of major is subject to the approval of the Dean and the Head of Department offering the new program or major.
- e. Students must bear in mind that he/she must meet all requirements related to the new major or program.
- f. Students under scholarship support of any kind must obtain written approval from their sponsors.
- g. Change of program or major is considered official once a student submits a completed and approved form to the Admission and Registration Department for processing. Students are responsible to pay any fees related to the new major or program and losing courses already passed in the previous major.

### **16. Students Attendance Regulations**

Attendance for all classes is compulsory. Students are expected to attend all classes for which they are enrolled from the first day of the semester. Students are also expected to be punctual. Although lateness might sometimes be unavoidable, persistent lateness is not only disruptive to other students but is also harmful to student comprehension. A student who is 15 minutes late for his/her class will be recorded as absent and the teacher has the right to deny him access to the class.

Bayan College policy on students' attendance states that:

- 16. 1.** If a student misses classes he/she is warned as follows:
  - a. The first warning will be issued to the student if he/she misses 10% of the teaching hours.
  - b. The second warning is issued if the student misses 20% of classes.
- 16. 2.** If a student misses 20% of the teaching hours, he/she will be excluded from sitting the final exam.
- 16. 3.** A student who is absent from a pre-announced examination (quiz, mid-term -final) will receive a failing grade unless a legitimate excuse is presented and approved by the Grievance Committee.

16. 4. A student who misses a final exam for a legitimate excuse and approved by the Grievance Committee will be allowed to sit for a make-up exam while a grade of incomplete “I” will be posted on his/her record until the result of that exam is announced. He /she must sit for a make-up exam, as scheduled by the college. If a student fails to appear for the make- up exam within this period he will be given zero.
16. 5. Legitimate excuses do not cancel absences and are considered only when students apply for course withdrawal.
16. 6. We, at Bayan College, define a legitimate excuse as follows:
  - a. Illness of the student or serious illness of a member of the student’s immediate family.
  - b. The death of a member of the student’s immediate family.All legitimate excuses must be supported by written proof or evidence such as an official and original sick leave or certified death certificate of an immediate family member.

## 17. Teaching Hours

Classes are conducted Sunday through Thursday from 8AM to 9 PM.

## 18. Final and Make-up Exams Regulations

- a. Sitting for the final exam is compulsory in order to pass a course regardless of the total mark scored in the semester work and mid-term exam.
- b. If a student is absent from any exam without legitimate excuse he/she will receive “F” grade.
- c. The total mark for any course is 100, it is the sum total of the final exam, mid-term exam and semester work. Semester work is the sum total of quizzes, assignments, presentations and reports assigned and approved by the Department Council. These marks should be announced to the students;
- d. The Final Exam for each course is conducted once at the end of the semester. The questions should cover all the taught items.
- e. The final mark for any course cannot be modified except by the Grievance Committee, after obtaining the approval of the College Council. This should be done within a week after the results announcement (**as indicated in No. 24, p. 23**). The Dean notifies the Admission and Registration Department with the decision within two weeks after the end of the semester in which the student studied the course.
- f. The course is considered Incomplete and shows as “I” on the transcript if the student fails to show for the Final Exam for reasons beyond his/her control. The student has to apply to the Deanship requesting a make-up exam, attached with it certified documents. He/she has to show up for the make-up exam at the assigned date. If he/she fails to appear on that date he/she will be given “F” grade.

- g.** Students must repeat all the failed courses in accordance with the rules and regulations of the College. A student cannot repeat a course he has already studied and passed with “C” grade and above.
- h.** Make-up exams are conducted for students who didn’t show for the Final Exam based on the following:
  - The student’s absence from the Final Exam was due to an excuse accepted by the Grievance Committee;
  - This exam is conducted on the second week of the semester that follows the semester in which the student didn’t sit for the Final Exam;
  - Grade “I” is given to the student who missed the Final Exam and his excuse was accepted;
  - After sitting for the exam the instructor forwards the grade to the Registration and Admission Department.

Students must adhere to the following while sitting for the exams:

Students are responsible for checking that they are in the correct examination room;

- a.** Students must show College ID card and a “clearance receipt” to the invigilators on duty, sign in the attendance form provided;
- b.** Students are required to bring their own pens, pencils, and erasers. Sharing is not permitted;
- c.** Students must place all personal belongings in demarcated areas during exams, including mobile phones. Not doing so will be considered as a cheating attempt.
- d.** Students are expected to respect invigilators on duty and comply with all instructions announced by invigilators.
- e.** Students will be admitted to an examination room not earlier than 15 minutes before the examination is due to commence.
- f.** Late comers will only be admitted into the examination room if they show up during the first thirty minutes.
- g.** Latecomers are not granted extra time. All students must leave the examination room on the specified time.
- h.** Students **MUST** answer their exam questions on paper provided by the instructor or invigilator.
- i.** Students are expected to remain in the room during the exam and not leave except for absolute emergencies (i.e. bathroom or illness).

## **19. Final Exams Results and Degree Awarding**

- a.** Results of exams are released during the period specified by the college council after the final exams.
- b.** Results of make-up exams are released during the period specified by the college council after the final exams.

- c. Graduation certificates are awarded three weeks after the end of the exams attested by the College and MoHE.
- d. Convocation certificates are awarded on the day of the graduation ceremony, after getting appropriate approvals from MoHE and Purdue University Northwest.
- e. Graduation and convocation certificates are provided free of charge only once. For any additional copies, the student should pay the following after submitting a request form:
  - RO 15 for the Graduation certificate
  - RO 35 for the Convocation certificate.

## 20. Assessment Regulations

### 20. 1. General Foundation Program Assessment

Non-credit bearing courses (such as General Foundation Program courses) do not affect a student's GPA. However, it is considered a pre-requisite to pass all the Foundation courses (with a grade of 50% or higher) in order to progress to the next level of General Foundation Program.

### 20. 2. Assessment in Academic Departments

Continuous evaluation of a student's academic performance employs a variety of assessment tools such as homework, exams, quizzes, projects, research papers, written and oral presentation, class participation, etc. Successful completion of a course requires students to score a minimum of 50%. Students scoring lower than 50% in any given course will receive an F grade and must repeat the course.

## 21. Grading System

- a. A student has the right to get a detailed report from Admission and Registration Department of his GPA and AGPA.
- b. The report is free of charge for the first time. An additional copy will be charged OR (1) for each copy.

The following grading system shall be used to measure a student's achievement in any academic course and determine a student's Grade Point Average (GPA).

Marks (%)	Letter Grade	GPA points	Definition
95-100	A	4.0	Excellent
90- 94	A-	3.7	
85- 89	B+	3.3	Very Good
80- 84	B	3.0	
75- 79	B-	2.7	
70- 74	C+	2.3	Good
65- 69	C	2.0	

60- 64	C-	1.7	Satisfactory
55- 59	D+	1.3	
50- 54	D	1.0	

## 22. AGPA (Accumulative Grade Point Average)

- The AGPA (sometimes called CGPA which stands for Cumulative Grade point Average) is a figure that reflects the grade point average for all classes students have taken and for classes for which they have received credit (pass or fail). For incomplete student, an AGPA is calculated only after settling such course i.e. sitting for a make –up or missing the chance for doing that.
- A student’s AGPA upon graduation is decided by the average of all the study plan courses he successfully passed
- SGPA (Semester Grade Point Average) is the average of all course studied by the student in a semester.
- The average is calculated by multiplying mark obtained in each course by number of credit hours, then divided by total number of credit hours.
- Averages are rounded to the nearest fraction.

### GPA Calculation (Example)

#### First Semester

Course	Credit Hour	Grade	Grade Weight	Points
Course A	3	C+	2.3	6.9
Course B	3	A-	3.7	11.1
Course C	3	B+	3.3	9.9
Course D	3	B	3	9
	12			36.9

The total grade points earned divided by ( $\div$ ) the total hours attempted  
 $36.9 \div 12 = 3.07$  (first semester SGPA)

#### Second Semester

Course	Credit Hour	Grade	Grade Weight	Points
Course A	3	C	2.0	6.0
Course B	3	D+	1.3	3.9
Course C	3	B	3.0	9.0
	9			18.9

The total grade points earned divided by ( $\div$ ) the total hours attempted  
 $18.9 \div 9 = 2.1$  (second semester SGPA)

How to calculate GPA?

The total grade points of previous semesters divided by ( $\div$ ) the total hours attempted:  $(36.9+18.9) \div (12+9)$

$$55.8 \div 21 = 2.65 \text{ grade "C+"} = \text{Good}$$

### **23. Academic Probation**

- a.** All students are required to maintain a Cumulative Grade Point Average CGPA of 2.0 or higher. A student whose cumulative GPA falls below 2.0 at the end of a semester, except the first semester and Summer Semester, is automatically placed on **Academic Probation**. The Admission and Registration Department will inform the student and hand on to him/her their AGPA report. This report also shows how many times a student has been under academic probation. The student will receive a warning letter from his/her Academic Advisor. It is the responsibility of the student to inform his/her family.
- b.** In case the student is enrolled in the Academic Program during Summer Semester, the semester that follows it must be counted as the first semester in calculating the number of times he/she is placed under-probation.
- c.** The student who gets the first Academic Warning has to raise the CGPA within two successive semesters (excluding Summer Semester).
- d.** Failing to do that for two successive semesters (excluding the Summer Semester) after the semester when he was placed under probation, a student will be advised to change his/her major or go to another college.
- e.** The College Council has the right to grant a student the chance to continue his/her studies after being placed under-probation for three successive semesters. In case he/she gets a CGPA of at least 1.8, he/she can be granted one more chance.
- f.** A student is cleared off the under-probation status once his/her CGPA becomes 2 or more by the end of any semester.
- g.** Under probation student is only allowed to register 12 credit hours.
- h.** For graduation a student's AGPA must be 2.0 or more; otherwise he has to repeat courses he already passed with a grade less than "C".

### **24. Academic and Non-academic Appeals Procedures**

There are two types of appeal at Bayan College: academic and non-academic available to all students. They can use both according to the rules and procedures of the College.

#### **24. 1. Academic Appeal**

Students who feel that their academic performance has been impaired and are not satisfied with the explanation provided by the course instructor should submit an appeal and proceed as follows:

- a.** Complete the Appeal Form (this may be done either in English or Arabic). Attach any relevant original documents supporting his/her



appeal (e.g. medical reports / Doctor's notes etc.) and submit all of the above to the Head of Admission and Registration Department.

- b. Pay appeal fees, non-refundable (OR 5 per course).
- c. A student is allowed to check his/her exam papers in the presence of the examiner and the Head of the Department.
- d. A decision will be made within 7 days as to the outcome of the appeal. All decisions taken by the Appeals Committee are final.

#### **24. 2. Non-academic Appeal** (sometimes called grievance or complaint)

Bayan College admits that a student may have a difference of opinion with regard to policies, practices and procedures of the College. Should a genuine grievance arise, students adhering to the following procedures have the right to a hearing and resolution of complaints in a prompt and fair manner without fear of retribution. A student can file a hand-written complaint through the Students Affairs Department or the Academic Advisor. Every attempt will be made to resolve a complaint amicably at the point of origin. Students may file a complaint for the following issues:

- a. Academic regulations
- b. Privacy
- c. Administration of Bayan College policy, practices, or procedures
- d. Disciplinary penalties
- e. Complaints about treatment of students by College employees and teaching Staff
- f. Discrimination based on race, color, creed, sex, disability or national origin in regard to programs, courses, activities, facilities, financial aid, or student employment
- g. Sexual harassment

Students can use other channels for complaining such as the complaint box, usually opened once a week by the Grievance Committee, and Students Consulting Council.

#### **25. Transfer Students to Purdue University – 2+2 agreement**

This Program is an achievement to Bayan College, since it is the first time Purdue University Northwest offers such a program to overseas students. A student after finishing their first two years at Bayan College can transfer to Purdue University Northwest and finish the last two years to get BA there. A selection committee from PU will conduct interviews with the applicant either in person, or via video-conference or Skype, as part of the admission's process. Students should have at least "C" grade (2.4) in their first two years, to be eligible for application.

#### **26. Memorandum on Student Exchange with Freie Universität Berlin**

Within the framework of its constant efforts to develop relationships internationally with highly reputed institutions which enable students' exchange, Bayan College recently signed a Memorandum of Student Exchange

with Freie Universität Berlin. The Memorandum stipulates sending graduate or undergraduate students one semester or one year for the purpose of providing them with an opportunity to take advantage of the joint expertise of both institutions. The designated students must have completed at least four semesters (two academic years) of study before beginning the exchange period and have demonstrated superior academic achievements and fluency in the language of instruction.

Freie Universität Berlin is a public research university and one of the prestigious universities in the Federal Republic of Germany and Europe, with more than 34,000 students, including more than 10,000 in graduate studies, studying in more than 190 disciplines. It ranks 130 amongst the top universities in the world.

## **27. Transfer to Bayan College**

Transfer from another college is welcomed, provided that seats are available at Bayan College. The following conditions should be met:

- a.** A candidate should meet the College admission requirements;
- b.** A candidate should come from a college/ university recognized by MoHE in the Sultanate;
- c.** A candidate at the Foundation Program level is required to take Bayan College Placement Test to be placed in the appropriate level;
- d.** If the transferring student is coming from another college of good standing, the recognition and transfer of credits can be considered on a case by case basis where a “C” grade or more has been achieved;
- e.** The number of credit hours transferred should not be more than 40% for student seeking a degree from Bayan College;
- f.** Applicants transferring from another university or college must submit the following documents:
  - A certificate of Good Behavior and Conduct from his/her previous college/ university;
  - A completed transfer credit document to be obtained from the Admission and Registration Department;
  - Transfer Evaluation fee, non- refundable (R.O. 25);
  - Official transcripts and course description from his/her previous college/university.
- g.** Transferred hours will be included in the total number of hours needed for graduation. Marks of those courses passed in the previous college/ university will not be included in Bayan College AGPA.

## **28. Honors Program**

The Honors Program caters to the highly motivated student and offers rigorous academics, personal attention from professors and a starting point to the academic and professional dreams of the students. The Honors Program is

college-wide and compatible with all majors. Successful participation in the Honors Program gives highly qualified students the ability to become skilled in their specific disciplines and the personal satisfaction of having met and accomplished the most innovative and challenging program available in the college.

The Honors Program seeks to provide students who are both academically talented and highly motivated with an exceptional undergraduate study plans and learning environment that nurtures and promotes students' capacities to think competently, understand deeply and act ethically. It encourages love of writing and thinking, interdisciplinary as well as disciplinary learning, research, teamwork, leadership, and preparation for post-graduate and professional schools. Students choosing honors will enjoy the following benefits:

- Honors curriculum
- Dynamic instruction
- Small class size
- Honors Advisement
- Priority in registration
- Extended library privileges
- Special recognition at graduation
- Campus-wide support
- Priority in conferences, seminars, symposia inside and outside the Sultanate
- Paid Teaching and Research opportunities.
- Tours/meetings with senior officials/guest speakers

Students applying to the Honors Program should have:

- Cumulative GPA of 3.5 or more on a 4.0 scale
- Competency in English
- Recommendation from respective department
- Participation in student activities

## **29. Academic Distinction Regulations**

To encourage and reward academically outstanding students, the following rules are applied:

- a.** Admission and Registration Department prepares a list of outstanding students at the end of Spring Semester;
- b.** The first three outstanding students in each major are given a 10% discount on credit hours registered in Fall and Spring Semesters, in accordance with the College grant policy;
- c.** Names of outstanding students are posted on the College honour list if he/she obtains AGPA 3.5 or more;
- d.** The Dean's list includes the names of students who obtain AGPA 3.8 and above;

- e. A student eligible for honour list should have completed 24 credit hours of his/her major in first year's Fall and Spring Semesters.

### **30. Internship & Training Policy**

Bayan College believes that providing the students with opportunities to apply what they learn in the classrooms to practical situations is very essential to its overall teaching and learning strategy. It is difficult, though the teachers try their best to that end, to convey in a classroom the full experience of real work environment, particularly the practical wisdom and perspective that one gains only by spending time at the work site. This experience exposes them to the practical side of their theoretical knowledge base at an organization of their choice under the supervision of professionals (one from the College and one from the organization). At the end of the training period both supervisors provide a detailed report about the process of training and the student performance. This report is to be sent to the College.

In addition, because they are working with a supervisor as well, they integrate theory and practice in such a way that effectively contributes towards their academic and professional growth. Many students discover new career possibilities as a result of completing an internship program. We consider such a program not only as a learning opportunity for the participants but also a prospect for all employers in their continuous endeavor for talent hunt. The College is very keen on sending its best students to different firms as goodwill ambassadors who spread knowledge wherever they go.

#### **30. 1. Internship General Requirements**

Students should meet all the requirements below before applying for approval:

- a. GPA not less than 2.7;
- b. Finish all College Requirement and Department courses and 50% of the specialization courses;
- c. Computer competency;
- d. Company/Firm approval letter;
- e. Department approval letter;
- f. Place of internship within greater Muscat;
- g. A student should not take any other course during internship period (August);
- h. An internship is an integral part of a student's total program of study. Completing 120 hours of a supervised block internship during the summer months typically fulfills this major requirement.

### **31. Students Trips**

The trips organized by the College aim at the following:

- a. Enlightening students on historical and touristic locations in the Sultanate of Oman;
- b. Strengthening ties among faculty, staff and students;
- c. Developing students' inclinations of travelling and adventure;
- d. Providing opportunities to meet with students from other colleges and universities;
- e. Providing opportunities for outstanding students in student activities to represent the College in festivals, cultural and artistic events inside and outside the Sultanate;
- f. Exchanging student visits according to agreements with other educational institutions inside and outside the Sultanate;
- g. Arranging excursions for students who participate in different cultural, athletic, artistic activities and community service, with the purpose of achieving the goals of such activities.

### **32. Regulations on Academic Conduct**

#### **32.1. Cheating and Dishonesty**

Bayan College considers cheating and plagiarism unacceptable conduct and the College will impose sanctions on students who cheat or plagiarize. Students are expected to be honest in meeting the requirements of courses in which they are enrolled.

Students who engage in cheating or plagiarism will be subject to disciplinary actions including, but not limited to, failing or receiving a lower grade for the piece of work in question or overall course work. In serious cases, students' dismissal from a course, suspension from their studies, and/or expulsion from the College will be considered.

#### **a. Definition of Cheating**

Cheating is the act of obtaining or attempting to obtain credit for academic work by dishonest means which include, but not limited to:

- Consulting notes, books, or any course materials during quizzes, tests, or examinations which have not been authorized by the relevant instructor;
- Copying another person's answer(s) to an examination question(s);
- Consulting electronic devices during an examination without obtaining authorization from the relevant instructor;
- Helping another student during examination(s);
- Submitting as one's own work a research paper, a project or a presentation in part or whole which has been stolen or borrowed;
- Submitting a work that has been done for one class to a second class without informing the instructor of the second class and getting his/her consent;
- Changing academic record, falsifying transcript, grades, or an attendance roster.

## **b. Definition of Plagiarism**

Plagiarism is the act of using another person's words, ideas, writing, expressions, sentences, paragraphs, approach, or intellectual work in part or whole, and representing them as one's own work and/or ideas without appropriately citing that person. In other words, plagiarism is considered a form of cheating to obtain, or attempting to obtain, credit for someone else's academic work.

A student who downloads a text from the internet, re-writes a paragraph from a book or an article, or even uses a sentence to be incorporated in an assignment and hands it in to receive a credit or a grade without proper acknowledgement or referencing, is subject to disciplinary actions. However, students are encouraged to use the work of others with proper acknowledgement. Bayan College has made **Turnitin** software available to all the students so that they can check the authenticity of their assignments and research papers prior to submission.

## **c. Disciplinary Actions**

In case of an offence of cheating or plagiarism, Bayan College reserves the right to apply the following disciplinary measures:

- First offence: failing mark in an examination and "F" grade in a course, along with a written warning with copies to his academic file and his family
- Second offence: In case of a repeated offence, he/she will fail the whole semester.
- Third offence: He/she will be dismissed from the College.

## **33. Regulations on Social Conduct**

To maintain a healthy educational and academic environment students must adhere to the following rules:

- All students/visitors should abide by the College's regulations and show his/her ID when asked to;
- All students/visitors should abide by the instructions and procedures issued by the College and demonstrate decency and respect for feelings, traditions and beliefs of others and stay away from everything that might disrupt security and healthy learning environment;
- Students shall turn off or silence their cellular phones in class sessions, computer laboratory sessions, and in any administrative offices;
- The College will not tolerate clothing that goes against the culture of Oman. Also the College bans face veils (Burqaa, Niqaab) on College premises including, but not limited to, offices, classrooms, computer labs, and all College facilities;
- Non-compliant Students will be referred to the Disciplinary Council. This Council and the College Council have the right to permanently dismiss any student found violating these instructions from the College.

Every time a violation to the above mentioned rules is reported to the Student Affairs, the student will promptly be denied access to the College. Furthermore, the student will be subject to disciplinary actions which include, but not limited to:

- Warning: the student will be warned that he/she has violated the College dress policy and that subsequent violation may lead to more severe actions.
- Written Warning: the student will be given written warning notice that he/she has violated the college policy on dress. The warning notice will be placed in the student's academic record.
- If necessary, the student's family or relevant parties will be informed when violation occurs.
- The College reserves the right to ask the student to withdraw from the College permanently.
- Limited Suspension: a Burqua wearing student will be informed in writing that she will be denied access to the College facilities or services till she complies with the rules and stop wearing it.

### **34. Disciplinary Council**

Students are members of the College community and as such are expected to behave responsibly, to respect people and property, and to comply with the College rules and regulations, whether on College premises or elsewhere. The behavior of students should not interfere with the proper functioning or activities of the College, with those who work or study in the college or otherwise damage the College. Where there is reason to believe that a student has broken the College rules or regulations, assaulted any teaching Staff, Administrative or student, or their behavior does not meet the required standards, the College will take action as outlined in these regulations. If a student refuses to adhere to the decisions taken by the Disciplinary Council he will be expelled permanently from the College. The College Disciplinary Council, chaired by the Deputy Dean, is responsible for the maintenance of discipline in the College, as specified in the College statutes.

#### **34. 1. Disciplinary Council Duties**

- a. Serves as a hearing Council for alleged violations of college student regulations as specified in the College Bylaws;
- b. Serves as an appeal Council for decisions evolving from disciplinary hearings;
- c. Imposes sanction(s) if the alleged violator is found guilty which might be expelling the violator from the College after the decision is endorsed by the College Council;
- d. Follow up implementation of sanctions, in coordination with all relevant departments.

### **35. Bulletin Boards**

They are located at the College main gate and in the academic and administration buildings. They are for official use only. Students should obtain permission from Students Affairs Department for posting any notice on these boards. In order to maintain the orderly appearance of our building any notice must be posted on the appropriate bulletin board. The administrative staff may remove any notice posted on doors or walls or not bearing the College seal.

### **36. General Rules**

- a.** A graduating student should fill in a form available at the respected department, no later than 8 weeks from commencement of Fall and Spring Semesters and 4 weeks from Summer Semester. The department in coordination with Admission and Registration Department office will ensure that the student meets graduation requirements.
- b.** A student with Diploma or BA from Bayan College is allowed to enrol for another Diploma or BA. He/she should submit an application to the Admission and Registration Department. The application will be studied by the Equivalency Committee to decide which of the courses already covered fall within the study plan of the new major. Transferred courses are not included in the AGPA.
- c.** A graduating student should get a clearance certificate as part of the graduation procedure.
- d.** Graduation Certificate is given at the end of the semester and bears the date of that semester.
- e.** Students should read all the instructions, rules and regulations written in this handbook as well as those issued by the college or posted on the notice boards. It is the responsibility of the students to familiarize themselves with all instructions, rules and regulations. No excuses will be entertained.



# Study Plans

# Media Studies

## Bachelor Degrees

### BA STUDY PLAN, JOURNALISM MAJOR

<b>General Education Requirement Courses (42 Credit Hours)</b>				
			Prerequisite	
1	ENGL 104	English Composition I		3
2	ENGL 105	English Composition II	ENGL 104	3
3	COM 114 or COM 501	Fundamentals of Speech Communication Interpersonal Skills		3
4	STAT 130	Statistics & Contemporary Life		3
5	SCI 114 or COM 101	Introduction to Life Science Introduction to Communication		3
6	CIS 304	Advanced Computer Utilization		3
7	SOC 100 or ANTH 105	Introduction to Sociology Introduction to Cultural Anthropology		3
8	PSY 120	Elementary Psychology		3
9	PHIL 101 or PHIL 120 or PHIL 324 or COM100	The History of Philosophy Critical Thinking Ethics of the Professions Introduction to Research Methods		3
10	POL 202 or POL 130	Introduction to Political Thinking Introduction to International Relations		3
11	ECON 210	Entrepreneurship		3
12	THTR 201 or A&D 255 or COM 200	Theater Appreciation Art Appreciation Introduction to Graphic Design		3
13	HIST 309 or HIST 104 or HIST 110	The Middle East Introduction to the Modern World History and Society of Oman		3
14	ARAB 101 or  ENGL 231	Arabic Language Skills (only for Arabic Speakers) Introduction to Literature	ENGL 105	3

<b>DEPARTMENT COURSES (30 Credit Hours)</b>				
15	COM 201	Introduction to Media Studies		3
16	COM 203	Omani Media		3
17	COM 250	Mass Communication & Society		3
18	COM 255	Introduction to News Reporting & Writing	ENGL 105	3
19	COM 300	Introduction to Research in Communication		3
20	A & D 222	Introduction to Photography		3
21	COM 403	Media Ethics	COM 201 COM 250	3
22	COM 490	Internship		3
23	COM 202	Media technology "Electronic Media"	COM 201	
24	ENGL 435	Topics in Writing for Interactive Digital Media		
<b>MAJOR COURSES (36 Credit Hours)</b>				
25	COM 305	News Editing	COM 255	3
26	COM 306	Advanced News Reporting & Writing	COM 255	3
27	COM 309	Visual Communication		3
28	COM 327	International Communication		3
29	COM 352	Mass Communication Law	COM 201 COM 250	3
30	COM 451	Magazine Journalism	COM 255	3
31	COM 302	Publication Design		3
32	COM 325	Interviewing: Principles & Practice		3
33	COM 334	Journalism for Electronic Media	COM 201	3
34	COM 491	Special Topic in Communication		3
35	COM 536	Radio and Television Writing	COM 202	3
36	COM 452	Practicum in Journalism		3
<b>Elective Courses (18 Credit Hours)</b>				
37				
38				
39				
40				
41				
42				

## BA STUDY PLAN, BROADCASTING MAJOR

<b>General Education Requirement Courses (42 Credit Hours)</b>				
1	ENGL 104	English Composition I	Prerequisite	3
2	ENGL 105	English Composition II	ENGL 104	3
3	COM 114 or COM 501	Fundamentals of Speech Communication Interpersonal Skills		3
4	STAT 130	Statistics & Contemporary Life		3
5	SCI 114 or COM 101	Introduction to Life Science Introduction to Communication		3
6	CIS 304	Advanced Computer Utilization		3
7	SOC 100 or ANTH 105	Introduction to Sociology Introduction to Cultural Anthropology		3
8	PSY 120	Elementary Psychology		3
9	PHIL 101 or PHIL 120 or PHIL 324 or COM100	The History of Philosophy Critical Thinking Ethics of the Professions Introduction to Research Methods		3
10	POL 202 or POL 130	Introduction to Political Thinking Introduction to International Relations		3
11	ECON 210	Entrepreneurship		3
12	THTR 201 or A&D 255 or COM 200	Theater Appreciation Art Appreciation Introduction to Graphic Design		3
13	HIST 309 or HIST 104 or HIST 110	The Middle East Introduction to the Modern World History and Society of Oman		3
14	ARAB 101 or  ENGL 231	Arabic Language Skills (only for Arabic Speakers) Introduction to Literature	ENGL 105	3
<b>DEPARTMENT COURSES (30 Credit Hours)</b>				
15	COM 201	Introduction to Media Studies		3
16	COM 203	Omani Media		3
17	COM 250	Mass Communication & Society		3
18	COM 255	Introduction to News Reporting & Writing	ENGL 105	3
19	COM 300	Introduction to Research in Communication		3
20	A & D 222	Introduction to Photography		3
21	COM 403	Media Ethics	COM 201 + COM 250	3
22	COM 490	Internship		3
23	COM 236	Media & Culture		3
24	ENGL 435	Topics in Writing for Interactive Digital Media		3

<b>MAJOR COURSES (36 Credit Hours)</b>				
25	COM 242	Introduction to Broadcast News	COM 325	3
26	COM 331	Audio Production	COM 201	3
27	COM 332	TV Production	COM 331	3
28	COM 309	Visual Communication		3
29	COM 325	Interviewing : Principles & Practice		3
30	COM 347	Radio & TV Performance	COM 201	3
31	COM 353	Problems in Public Relations	COM 201	3
32	COM 434	Practicum in Radio& TV	COM 331 & COM 332	3
33	COM 436	Script Writing	COM 201	3
34	COM 445	TV Editing	COM 331 & COM 332	3
35	COM 533	Documentary Television		3
36	COM 536	Radio and Television Writing		3
<b>Elective Courses (18 Credit Hours)</b>				
37				
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39				
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41				
42				

## BA STUDY PLAN, PUBLIC RELATIONS MAJOR

<b>General Education Requirement Courses (42 Credit Hours)</b>				
			Prerequisite	
1	ENGL 104	English Composition I		3
2	ENGL 105	English Composition II	ENGL 104	3
3	COM 114 or COM 501	Fundamentals of Speech Communication Interpersonal Skills		3
4	STAT 130	Statistics & Contemporary Life		3
5	SCI 114 or COM 101	Introduction to Life Science Introduction to Communication		3
6	CIS 304	Advanced Computer Utilization		3
7	SOC 100 or ANTH 105	Introduction to Sociology Introduction to Cultural Anthropology		3
8	PSY 120	Elementary Psychology		3
9	PHIL 101 or PHIL 120 or PHIL 324 or COM100	The History of Philosophy Critical Thinking Ethics of the Professions Introduction to Research Methods		3
10	POL 202 or POL 130	Introduction to Political Thinking Introduction to International Relations		3
11	ECON 210	Entrepreneurship		3
12	THTR 201 or A&D 255 or COM 200	Theater Appreciation Art Appreciation Introduction to Graphic Design		3
13	HIST 309 or HIST 104 or HIST 110	The Middle East Introduction to the Modern World History and Society of Oman		3
14	ARAB 101 or  ENGL 231	Arabic Language Skills (only for Arabic Speakers) Introduction to Literature	ENGL 105	3
<b>DEPARTMENT COURSES (30 Credit Hours)</b>				
15	COM 201	Introduction to Media Studies		3
16	COM 203	Omani Media		3
17	COM 250	Mass Communication & Society		3
18	COM 255	Introduction to News Reporting & Writing	ENGL 105	3
19	COM 300	Introduction to Research in Communication		3
20	A & D 222	Introduction to Photography		3
21	COM 403	Media Ethics	COM 201 + COM 250	3
22	COM 490A	Internship		3
23	COM 236	Media & Culture		3
24	ENGL 435	Topics in Writing for Interactive Digital Media		3

<b>MAJOR COURSES (36 Credit Hours)</b>				
25	COM 253	Introduction to Public Relations		3
26	COM 305 or COM 333	News Editing Theories of Mass Communication	COM 255 COM 201	3
27	COM 314 or COM 326 or COM 343	Advanced Public Speaking Speech Writing Oral Interpretation		3
28	COM 225 or COM 319	Introduction to Rhetoric & Social Influence The Rhetorical Traditions		3
29	COM 320	Small Group Communication		3
30	COM 325	Interviewing: Principles & Practice		3
31	COM 353	Problems in Public Relations	COM 253	3
32	COM 460	Advanced Public Relations	COM 255	3
33	COM 491	Special Topics in Communication		3
34	COM 318	Principles of Persuasion		3
35	COM 420	Introduction to Organizational Communication		3
36	COM 536	Radio and Television Writing		3
<b>Elective Courses (18 Credit Hours)</b>				
37				
38				
39				
40				
41				
42				

## BA STUDY PLAN, ADVERTISING MAJOR

<b>General Education Requirement Courses (42 Credit Hours)</b>				
1	ENGL 104	English Composition I	Prerequisite	3
2	ENGL 105	English Composition II	ENGL 104	3
3	COM 114 or COM 501	Fundamentals of Speech Communication Interpersonal Skills		3
4	STAT 130	Statistics & Contemporary Life		3
5	SCI 114 or COM 101	Introduction to Life Science Introduction to Communication		3
6	CIS 304	Advanced Computer Utilization		3
7	SOC 100 or ANTH 105	Introduction to Sociology Introduction to Cultural Anthropology		3
8	PSY 120	Elementary Psychology		3
9	PHIL 101 or PHIL 120 or PHIL 324 or COM 100	The History of Philosophy Critical Thinking Ethics of the Professions Introduction to Research Methods		3
10	POL 202 or POL 130	Introduction to Political Thinking Introduction to International Relations		3
11	ECON 210	Principles of Economics		3
12	THTR 201 or A&D 255 or COM 200	Theater Appreciation Art Appreciation Introduction to Graphic Design		3
13	HIST 309 or HIST 104 or HIST 110	The Middle East Introduction to the Modern World History and Society of Oman		3
14	ARAB 101 or  ENGL 231	Arabic Language Skills (only for Arabic Speakers) Introduction to Literature	ENGL 104	3
<b>DEPARTMENT COURSES (30 Credit Hours)</b>				
15	COM 201	Introduction to Media Studies		3
16	COM 203	Omani Media		3
17	COM 250	Mass Communication & Society		3
18	COM 255	Introduction to News Reporting & Writing	ENGL 105	3
19	COM 300	Introduction to Research in Communication	COM 114	3
20	A&D 222	Introduction to Photography		3
21	COM 403	Media Ethics	COM 201 + COM 250	3
22	COM 490	Internship		3
23	COM 236	Media & Culture		3
24	ENGL 435	Topics in Writing for Interactive Digital Media		3

<b>MAJOR COURSES (36 Credit Hours)</b>				
25	COM 256	Introduction to Advertising	COM 114	3
26	COM 302	Publication Design		3
27	COM 331	Audio Production	COM 201	3
28	COM 332	Television Production	COM 331	3
29	COM 429	Advertising Campaign	COM 201, 443 or COM 446	3
30	COM 443	Advertising Media	COM 201	3
31	COM 446	Advertising Management	COM 201	3
32	MGMT 101or MGMT 421	Introduction to Business Promotion Management	MGMT 224	3
33	MGMT 224	Principles of Marketing	MGMT 224	3
34	MGMT 424	Consumer Behavior		3
35	A&D 204	Graphic Arts: Digital Imaging		3
36	A&D 290	Special Topics in Art and Design		3
<b>Elective Courses (18 Credit Hours)</b>				
37				
38				
39				
40				
41				
42				



## DIPLOMA STUDY PLAN, JOURNALISM MAJOR

<b>General Education Requirement Courses (42 Credit Hours)</b>				
			Prerequisite	
1	ENGL 104	English Composition I		3
2	ENGL 105	English Composition II	ENGL 104	3
3	COM 114 or COM 501	Fundamentals of Speech Communication Interpersonal Skills		3
4	STAT 130	Statistics & Contemporary Life		3
5	SCI 114 or COM 101	Introduction to Life Science Introduction to Communication		3
6	CIS 304	Advanced Computer Utilization		3
7	SOC 100 or ANTH 105	Introduction to Sociology Introduction to Cultural Anthropology		3
8	PSY 120	Elementary Psychology		3
9	PHIL 101 or PHIL 120 or PHIL 324 or COM 100	The History of Philosophy Critical Thinking Ethics of the Professions Introduction to Research Methods		3
10	POL 202 or POL 130	Introduction to Political Thinking Introduction to International Relations		3
11	ECON 210	Entrepreneurship		3
12	THTR 201 or A&D 255 or COM 200	Theater Appreciation Art Appreciation Introduction to Graphic Design		3
13	HIST 309 or HIST 104 or HIST 110	The Middle East Introduction to the Modern World History and Society of Oman		3
14	ARAB 101 or  ENGL 231	Arabic Language Skills (only for Arabic Speakers) Introduction to Literature	ENGL 105	3
<b>JOURNALISM MAJOR (24 Credit Hours)</b>				
15	COM 201	Introduction to Media Studies		3
16	COM 255	Introduction to News Report & Writing	ENG 105	3
17	COM 305	News Editing	COM 255	3
18	A&D 222	Introduction to Photography		3
19	COM 352	Mass Communication Law		3
20	COM 491	Special Topic in Communications		3
21	COM 236	Media & Culture	COM 201	3
22	ENGL 435	Topics in Writing for Interactive Digital Media		3
<b>Elective Courses (6 Credit Hours)</b>				
23				3
24				3

## DIPLOMA STUDY PLAN, BROADCASTING MAJOR

<b>General Education Requirement Courses (42 Credit Hours)</b>				
			Prerequisite	
1	ENGL 104	English Composition I		3
2	ENGL 105	English Composition II	ENGL 104	3
3	COM 114 or COM 501	Fundamentals of Speech Communication Interpersonal Skills		3
4	STAT 130	Statistics & Contemporary Life		3
5	SCI 114 or COM 101	Introduction to Life Science Introduction to Communication		3
6	CIS 304	Advanced Computer Utilization		3
7	SOC 100 or ANTH 105	Introduction to Sociology Introduction to Cultural Anthropology		3
8	PSY 120	Elementary Psychology		3
9	PHIL 101 or PHIL 120 or PHIL 324 or COM100	The History of Philosophy Critical Thinking Ethics of the Professions Introduction to Research Methods		3
10	POL 202 or POL 130	Introduction to Political Thinking Introduction to International Relations		3
11	ECON 210	Entrepreneurship		3
12	THTR 201 or A&D 255 or COM 200	Theater Appreciation Art Appreciation Introduction to Graphic Design		3
13	HIST 309 or HIST 104 or HIST 110	The Middle East Introduction to the Modern World History and Society of Oman		3
14	ARAB 101 or ENGL 231	Arabic Language Skills (only for Arabic Speakers) Introduction to Literature	ENGL 105	3
<b>DIPLOMA COURSES</b>				
<b>BROADCASTING MAJOR (24 Credit Hours)</b>				
15	COM 242	Introduction to Broadcast News	COM 325	3
16	COM 201 or COM 228	Introduction to Media Studies Introduction to Communication Studies		3
17	COM 331	Audio Production	COM 201	3
18	COM 332	TV Production	COM 331	3
19	COM 309	Visual Communication		3
20	COM 491	Special Topic in Communications		3
21	COM 202	Media Technology “Electronic Media”	COM 201	3
22	ENGL 435	Topics in Writing for Interactive Digital Media		3
<b>Elective Courses (6 Credit Hours)</b>				
23				3
24				3

**DIPLOMA STUDY PLAN, PUBLIC RELATIONS MAJOR**

<b>General Education Requirement Courses (42 Credit Hours)</b>				
1	ENGL 104	English Composition I	Prerequisite	3
2	ENGL 105	English Composition II	ENGL 104	3
3	COM 114 or COM 501	Fundamentals of Speech Communication Interpersonal Skills		3
4	STAT 130	Statistics & Contemporary Life		3
5	SCI 114 or COM 101	Introduction to Life Science Introduction to Communication		3
6	CIS 304	Advanced Computer Utilization		3
7	SOC 100 or ANTH 105	Introduction to Sociology Introduction to Cultural Anthropology		3
8	PSY 120	Elementary Psychology		3
9	PHIL 101 or PHIL 120 or PHIL 324 or COM100	The History of Philosophy Critical Thinking Ethics of the Professions Introduction to Research Methods		3
10	POL 202 or POL 130	Introduction to Political Thinking Introduction to International Relations		3
11	ECON 210	Entrepreneurship		3
12	THTR 201 or A&D 255 or COM 200	Theater Appreciation Art Appreciation Introduction to Graphic Design		3
13	HIST 309 or HIST 104 or HIST 110	The Middle East Introduction to the Modern World History and Society of Oman		3
14	ARAB 101 or  ENGL 231	Arabic Language Skills (only for Arabic Speakers) Introduction to Literature	ENGL 105	3
<b>PUBLIC RELATIONS MAJOR (24 Credit Hours)</b>				
15	COM 253	Introduction to Public Relations	COM 114	3
16	COM 201	Introduction to Media Studies		3
17	COM 255	Introduction to News Report & Writing	ENGL 105	3
18	COM 326	Speech Writing		3
19	COM 318	Principles of Persuasion		3
20	COM 491	Special Topic in Communication		3
21	COM 236	Media & Culture	COM 201	3
22	ENGL 435	Topics in Writing for Interactive Digital Media		3
<b>2 Elective Courses (6 Credit Hours)</b>				
23				3
24				3

## DIPLOMA STUDY PLAN, ADVERTISING MAJOR

<b>General Education Requirement Courses (42 Credit Hours)</b>				
1	ENGL 104	English Composition I	Prerequisite	3
2	ENGL 105	English Composition II	ENGL 104	3
3	COM 114 or COM 501	Fundamentals of Speech Communication Interpersonal Skills		3
4	STAT 130	Statistics & Contemporary Life		3
5	SCI 114 or COM 101	Introduction to Life Science Introduction to Communication		3
6	CIS 304	Advanced Computer Utilization		3
7	SOC 100 or ANTH 105	Introduction to Sociology Introduction to Cultural Anthropology		3
8	PSY 120	Elementary Psychology		3
9	PHIL 101 or PHIL 120 or PHIL 324 or COM100	The History of Philosophy Critical Thinking Ethics of the Professions Introduction to Research Methods		3
10	POL 202 or POL 130	Introduction to Political Thinking Introduction to International Relations		3
11	ECON 210	Principles of Economics		3
12	THTR 201 or A&D 255 or COM 200	Theater Appreciation Art Appreciation Introduction to Graphic Design		3
13	HIST 309 or HIST 104 or HIST 110	The Middle East Introduction to the Modern World History and Society of Oman		3
14	ARAB 101 or ENGL 231	Arabic Language Skills (only for Arabic Speakers) Introduction to Literature	ENGL 104	3
<b>ADVERTISING MAJOR (18 Credit Hours)</b>				
15	COM 256	Introduction to Advertising	COM 114	3
16	COM 331	Audio Production	COM 201	3
17	COM 332	Television Production	COM 331	3
18	COM 429	Advertising Campaigns	COM 201, 443 OR COM 446	3
19	MGMT 224	Principle of Marketing		3
20	COM 443 or COM 490	Advertising Media Internship	COM 201 COM 114	3
21	COM 202	Electronic Media	COM 201	3
22	ENGL 435	Topics in Writing for Interactive Digital Media		3
<b>2 Elective Courses (6 Credit Hours)</b>				
23				3
24				3

# English Studies

## BA STUDY PLAN, ENGLISH LITERATURE MAJOR

General Education Requirement Courses (42 Credit Hours)				
			Prerequisite	
1	ENGL 104	English Composition I		3
2	ENGL 105	English Composition II	ENGL 104	3
3	COM 114 or COM 501	Fundamentals of Speech Communication Interpersonal Skills		3
4	STAT 130	Statistics & Contemporary Life		3
5	SCI 114 or COM 101	Introduction to Life Science Introduction to Communication		3
6	CIS 304	Advanced Computer Utilization		3
7	SOC 100 or ANTH 105	Introduction to Sociology Introduction to Cultural Anthropology		3
8	PSY 120	Elementary Psychology		3
9	PHIL 101 or PHIL 120 or PHIL 324 or COM 100	The History of Philosophy Critical Thinking Ethics of the Professions Introduction to Research Methods		3
10	POL 202 or POL 130	Introduction to Political Thinking Introduction to International Relations		3
11	ECON 210	Entrepreneurship		3
12	THTR 201 or A&D 255 or COM 200	Theater Appreciation Art Appreciation Introduction to Graphic Design		3
13	HIST 309 or HIST 104 or HIST 110	The Middle East Introduction to the Modern World History and Society of Oman		3
14	ARAB 101 or ENGL 231	Arabic Language Skills (only for Arabic Speakers) Introduction to Literature	ENGL 105	3
DEPARTMENT COURSES (30 Credit Hours)				
15	ENGL 201	The Nature of Literary Study	ENGL 104	3
16	ENGL 308	Modern English Grammar	ENGL 104	3
17	ENGL 310	Introduction to Popular Culture	ENGL 104	3
18	ENGL 327	English Language 1: History & Development	ENGL 104	3
19	ENGL 396	Studies in Literature & Language	ENGL 104	3
20	ENGL 405	Creative Writing	ENGL 104	3
21	ENGL 411	Studies in Major Authors	ENGL 104	3
22	ENGL 428	Special Topics in Writing		3
23	ENGL 240	Survey of English Literature 1	ENGL 105	3
24	ENGL 326	English Linguistics	ENGL 105	3

<b>MAJOR COURSES (36 Credit Hours)</b>				
25	ENGL 241	Survey of English Literature II ( Late)	ENGL 104	3
26	ENGL 261	Modern Arabic Literature “Introduction World Literature since 1700”	ENGL 104	3
27	ENGL 350	Survey of American Literature I (early)	ENGL 104	3
28	ENGL 351	Survey of American Literature II( late)	ENGL 104	3
29	ENGL 314 Or ENGL 479	Modern Poetry Short Story	ENGL 104	3
30	ENGL 381	The British Novel	ENGL 104	3
31	ENGL 382	The American Novel	ENGL 104	3
32	ENGL 403	Literary Theory	ENGL 104	3
33	ENGL 414	Studies in Literature & Culture	ENGL 104	3
34	ENGL 442	Shakespeare	ENGL 104	3
35	ENGL 578	Modern American Novel	ENGL 241	3
36	ENGL 579	Modern British Novel	ENGL 351	3
<b>ELECTIVE COURSES (18 Credit Hours)</b>				
37				
38				
39				
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41				
42				

## BA STUDY PLAN, ENGLISH PROFESSIONAL WRITING MAJOR

<b>General Education Requirement Courses (42 Credit Hours)</b>				
			Prerequisite	
1	ENGL 104	English Composition I		3
2	ENGL 105	English Composition II	ENGL 104	3
3	COM 114 or COM 501	Fundamentals of Speech Communication Interpersonal Skills		3
4	STAT 130	Statistics & Contemporary Life		3
5	SCI 114 or COM 101	Introduction to Life Science Introduction to Communication		3
6	CIS 304	Advanced Computer Utilization		3
7	SOC 100 or ANTH 105	Introduction to Sociology Introduction to Cultural Anthropology		3
8	PSY 120	Elementary Psychology		3
9	PHIL 101 or PHIL 120 or PHIL 324 or COM100	The History of Philosophy Critical Thinking Ethics of the Professions Introduction to Research Methods		3
10	POL 202 or POL 130	Introduction to Political Thinking Introduction to International Relations		3
11	ECON 210	Principles of Economics		3
12	THTR 201 or A&D 255 or COM 200	Theater Appreciation Art Appreciation Introduction to Graphic Design		3
13	HIST 309 or HIST 104 or HIST 110	The Middle East Introduction to the Modern World History and Society of Oman		3
14	ARAB 101 or  ENGL 231	Arabic Language Skills (only for Arabic Speakers) Introduction to Literature	ENGL 104	3
<b>DEPARTMENT COURSES (30 Credit Hours)</b>				
15	ENGL 201	The Nature of Literature Study	ENGL 104	3
16	ENGL 308	Modern English Grammar	ENGL 104	3
17	ENGL 310	Introduction to Popular Culture	ENGL 104	3
18	ENGL 327	English Language 1: History & Development	ENGL 104	3
19	ENGL 396	Studies in Literature & Language	ENGL 104	3
20	ENGL 405	Creative Writing	ENGL 104	3
21	ENGL 411	Studies in Major Authors	ENGL 104	3
22	ENGL 428	Special Topics in Writing		3
23	ENGL 260	Survey of English Literature 1	ENGL 105	3
24	ENGL 326	English Linguistics	ENGL 105	3

<b>MAJOR COURSES (36 Credit Hours)</b>				
25	ENGL 220	Technical Report Writing	ENGL 104	3
26	ENGL 302	Publication Design	ENGL 104	3
27	ENGL 304	Advanced Composition	ENGL 104	3
28	ENGL 220 or ENGL 404	Technical Report Writing Web Page Design	ENGL 104	3
29	ENGL 406	Review Writing	ENGL 104	3
30	ENGL 420	Business Writing	ENGL 104	3
31	ENGL 423	Computer Documentation	ENGL 105	3
32	ENGL 427	Senior Writing Project	ENGL 104	3
33	ENGL 480	Internship	ENGL 104	3
34	COM 255	Introduction to News Reporting & Writing	ENGL 241	3
35	ENGL 578	Modern American Novel	ENGL 241	
36	ENGL 579	Modern British Novel	ENGL 351	
<b>Elective Courses (18 Credit Hours)</b>				
37				
38				
39				
40				
41				
42				



# Diplomas

## DIPLOMA STUDY PLAN, ENGLISH LITERATURE MAJOR

<b>General Education Requirement Courses (42 Credit Hours)</b>				
			Prerequisite	
1	ENGL 104	English Composition I		3
2	ENGL 105	English Composition II	ENGL 104	3
3	COM 114 or COM 501	Fundamentals of Speech Communication Interpersonal Skills		3
4	STAT 130	Statistics & Contemporary Life		3
5	SCI 114 or COM 101	Introduction to Life Science Introduction to Communication		3
6	CIS 304	Advanced Computer Utilization		3
7	SOC 100 or ANTH 105	Introduction to Sociology Introduction to Cultural Anthropology		3
8	PSY 120	Elementary Psychology		3
9	PHIL 101 or PHIL 120 or PHIL 324 or COM100	The History of Philosophy Critical Thinking Ethics of the Professions Introduction to Research Methods		3
10	POL 202 or POL 130	Introduction to Political Thinking Introduction to International Relations		3
11	ECON 210	Entrepreneurship		3
12	THTR 201 or A&D 255 or COM 200	Theater Appreciation Art Appreciation Introduction to Graphic Design		3
13	HIST 309 or HIST 104 or HIST 110	The Middle East Introduction to the Modern World History and Society of Oman		3
14	ARAB 101 or ENGL 231	Arabic Language Skills (only for Arabic Speakers) Introduction to Literature	ENGL 105	3
<b>DIPLOMA COURSES (24 Credit Hours)</b>				
15	ENGL 240	Survey of English Literature I	ENGL 104	3
16	ENGL 241	Survey of English Literature Ii	ENGL 104	3
17	ENGL 350	Survey of American Literature I (early)	ENGL 104	3
18	ENGL 351	Survey of American Literature II( late)	ENGL 104	3
19	ENGL 314 or ENGL 479	Modern Poetry Short Story	ENGL 104	3
20	ENGL 327	English Language I: History & Development		3
21	ENGL 428	Special Topics in Writing		3
22	ENGL 326	English Linguistics	ENGL 105	3
<b>2 Elective Courses (6 Credit Hours)</b>				
23				3
24				3

## DIPLOMA STUDY PLAN, ENGLISH PROFESSIONAL WRITING MAJOR

General Education Requirement Courses (42 Credit Hours)			Prerequisite	
1	ENGL 104	English Composition I		3
2	ENGL 105	English Composition II	ENGL 104	3
3	COM 114 or COM 501	Fundamentals of Speech Communication Interpersonal Skills		3
4	STAT 130	Statistics & Contemporary Life		3
5	SCI 114 or COM 101	Introduction to Life Science Introduction to Communication		3
6	CIS 304	Advanced Computer Utilization		3
7	SOC 100 or ANTH 105	Introduction to Sociology Introduction to Cultural Anthropology		3
8	PSY 120	Elementary Psychology		3
9	PHIL 101 or PHIL 120 or PHIL 324 or COM 100	The History of Philosophy Critical Thinking Ethics of the Professions Introduction to Research Methods		3
10	POL 202 or POL 130	Introduction to Political Thinking Introduction to International Relations		3
11	ECON 210	Principles of Economics		3
12	THTR 201 or A&D 255 or COM 200	Theater Appreciation Art Appreciation Introduction to Graphic Design		3
13	HIST 309 or HIST 104 or HIST 110	The Middle East Introduction to the Modern World History and Society of Oman		3
14	ARAB 101 or ENGL 231	Arabic Language Skills (only for Arabic Speakers) Introduction to Literature	ENGL 104	3
<b>ENGLISH PROFESSIONAL WRITING MAJOR (24 Credit Hours)</b>				
15	ENGL 302	Publication Design	ENGL 104	3
16	ENGL 304 or ENGL 480	Advanced Composition Internship	ENGL 104 ENGL 104	3
17	ENGL 308	Modern English Grammar	ENGL 104	3
18	ENGL 220 or ENGL 404	Technical Report Writing Web Page Design	ENGL 104	3
19	ENGL 405 ENGL 406	Creative Writing Review Writing	ENGL 104 ENGL 104	3
20	COM 255 or ENGL 420	Introduction to News Report & Writing Business Writing	ENGL 105 ENGL 104	3
21	ENGL 298	Reading and Writing Skills Development		3
22	ENGL 326	English Linguistics	ENGL 105	3
<b>2 Elective Courses (6 Credit Hours)</b>				
23				3
24				3

