



# **BAYAN COLLEGE**

**Under the supervision of the  
Ministry of Higher Education  
Affiliated with Purdue University / Calumet –USA**

# **Student Hand Book**

## **Academic Year**

## **2014-2015**

**Tel:(968)24691182-83-84, Fax :( 968)24693311  
P.O.Box:1842 P.C.130 AL-Azibah  
Sultanate of Oman  
Web: [www.bayancollege.edu.om](http://www.bayancollege.edu.om)**

## Table of Contents

Item	Page
Message from the Dean	3
Academic Calendar	4
Important Terms	5
1 –Bayan College	6
2 – Vision	6
3 - Mission Statement	6
4 - Goals and Objectives	6
5 - Academic Departments	7
6 – Career Opportunities	7
7 - Non Academic Departments	8
8 - Degree Requirements	8
9 - Medium of Instruction	9
10 - Admission to Bayan College	9
11 - Payment Policy	10
12 - Tuition Fees	10
13 - Period of Study	11
14 - Academic Regulations	11
15 – Academic Advising	12
16 - Regulations on Course Registration	12
17 – Change of Major	15
18 - Regulations on Students’ Attendance	15
19 – Teaching Hours	16
20 - Regulations on Final Examinations	16
21 – Result of Exams and Degree Awarding	18
22 – Regulations on Assessment and Grading System	19
23 – Grading System	19
24 – AGPA (Accumulative Grade Point Average)	20
25 – Academic Probation	21
26 – Academic Appeals Procedure	21
27– Transfer Students to Purdue University 2+2 agreement	22
28 - Transfer Credit	22
29 –Regulations on Academic Conduct	22
30 - Regulations on Social Conduct	24
31 – Bulletin Board	25
32 - General rules	25
33 - Academic Distinction Regulations	26
34 - Regulations for students’ trips and Excursions	27
35 - Internship and Training Policy	27
36 – General Requirements	28

## **Message from the Dean**

Dear students,

Welcome to Bayan College! We are happy to know that you have shown an interest in and have 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 partner in developing your technical and professional skills and enhance your capabilities to make you competent in meeting your personal and career challenges with a view to serving your family and the society.

With this handbook we aim to provide you with details about the college's vision, mission and objectives; in addition to the regulations and rules that govern students' activities, as well as 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 on your future endeavors.

Dr. Jassim M. Jaber  
Dean of the College

# Academic Calendar 2014/2015

## Bayan College

First Semester 2014-2015

Week	Item	From	To
1	Registration for the first semester (Fall)	Sunday 21/9/2014	Thursday 25/9/2014
2	Beginning of Classes	Sunday 28/9/2014	Thursday 15/1/2015
2	Period of Addition and Withdrawal (without financial loss)	Sunday 28/9/2014	Monday 29/10/2014
3 →8	Period of Withdrawal (with financial loss)	Sunday 5/10/2014	Thursday 13/11/2014
9	Mid-term Exam	Sunday 16/11/2014	Thursday 20/11/2014
14→16	Early Registration for Second Semester (Spring)	Sunday 21/12/2014	Thursday 8/1/2015
16→17	FINAL Exam - First Semester (Fall)	Sunday 4/1/2015	Thursday 15/1/2015
17	Deadline for Results Submission	Monday 19/1/2015	
	Semester Break for Students	Sunday 18/1/2015	Thursday 22/1/2015

Second Semester 2014-2015

Week	Item	From	To
1	Registration for the Second Semester	Sunday 25/1/2015	Thursday 29/1/2015
2	Beginning of Classes	Sunday 1/2/2015	Thursday 21/5/2015
1 →2	Period of Addition and Withdrawal (without financial Loss)	Sunday 1/2/2015	Monday 2/2/2015
3 →8	Period of Withdrawal (with financial lose)	Sunday 8/2/2015	Thursday 19/3/2015
9	Mid-term Exam	Sunday 22/3/2015	Thursday 26/3/2015
14→16	Early Registration for Summer Courses	Sunday 26/4/2015	Thursday 14/5/2015
15→16	FINAL Exam – Second Semester (Spring)	Tuesday 12/5/2015	Thursday 14/5/2015
	Deadline for Results Submission	Sunday 18/5/2015	
	Semester Break for Students	Sunday 17/5/2015	Thursday 21/5/2015

Summer Semester 2014-2015

Week	Item	From	To
	Registration for the Summer Courses	Wed 27/5/2015	Thursday 28/5/2015
1	Beginning of Classes	Sunday 31/5/2015	Thursday 16/7/2015
1	Period of Addition and Withdrawal (without Financial Loss)	Sunday 31/5/2015	Monday 1/6/2015
1 →6	Period of Withdrawal (with Financial Loss)	Wednesday 2/6/2015	Thursday 16/7/2015
4	Mid-term Exam	Sunday 21/6/2015	Thursday 25/6/2015
7	FINAL Exam – Summer Semester	Sunday 19/7/2015	Thursday 23/7/2015
	Deadline for Results Submission	Sunday 26/7/2015	
	Commencement of First Semester 2014/2015	Sunday 27/9/2015	

## IMPORTANT TERMS

Academic Year	An academic year consists of two 16- week semesters (compulsory) and one 8-week Summer semester
Academic Number	A digit that refers to an academic year and semester when a student begins classes.
Study Plan	A group of courses the student should successfully pass to earn diploma or degree in his/her major.
Compulsory courses	Must-study courses listed in the study plan of a student.
Elective Courses	Courses that the student can select from among alternatives outside his study plan.
Academic Advisor	A faculty appointed to counsel a student on all study –related matters.
Student Credit Load	Number of credit hours ( max 18 ) registered by a student in a semester .The number could be raised to 21 hours upon approval from respective HoD and Dean
SGPA	The semester grade point average that is determined by dividing the total grade points obtained with the total credit hours taken in any semester
AGPA	Accumulative grade point average that is determined by dividing the total grade points obtained by the total credit hours taken from the first semester up to the current semester
Success Mark	The minimum success mark in academic department is 50
Under Probation	A student is under probation if his/her AGPA is less than 2.0 at the end of a semester, except first semester and summer semester. Registration and Admission office informs under-probation students when they collect their mark sheets at the end of each semester.
Study Postponement	A student is allowed to postpone his studies for two successive semesters (as maximum) only after finishing the first semester (summer semester is not included for this purpose)
Add/Drop Period	First week of class commencement in Fall & Spring semesters ( holidays are not included) and first three days of summer semester
Withdrawal	Deleting a course already registered by a student till week (13) of the Fall and Spring semesters and week (3) of Summer Semester with no refund. The course is marked W in mark sheet and not included in the student's AGPA
Add	Adding a course not registered during registration period. It could only be done during the first week of beginning of classes in Fall & Spring semesters, and in the first three days in Summer semester
Seat-Losing	If a student discontinues study for one or more semester, without a written approval from authorized person he/she loses their seat.

## **1 - Bayan College**

Bayan College operates under the supervision of the Ministry of Higher Education and is affiliated with the Purdue University - Calumet, USA. We are the first private college in Oman offering diploma/degree in Media studies, in addition to English Studies in English Literature and English Professional Writing.

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

## **2 - 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.

## **3 – Mission**

- To create an academic environment highly conducive to quality education and the pursuit of excellence ;
- To provide skilled, trained and responsible graduates.
- To integrate with and serve the local community.

## **4 – Goals and Objectives**

- To offer curriculum that meets the needs of industrial and social developments in Oman and the region and accelerate Omanization.
- To provide educational programs that enable students to enter the professional world with the skills to both compete in a global economy and serve the community.
- To support students so that they achieve their educational goals, plan their careers and provide leadership to the community.

## 5 - Academic Departments

Bayan College hosts two major Academic Departments: Department of Media Studies & Department of English Studies.

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

Journalism  
Broadcasting  
Public Relations

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

## 6 – Career Opportunities

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

#	Career	المهنة	Career	المهنة	Career	المهنة
	Reporter	مراسل صحفي	Communication Manager	مدير علاقات	Alumni Relations Officer	مسئول شئون خريجين
	Social Media Specialist	خبير تواصل اجتماعي	Communications Specialist	أخصائي أعلام	Advertising Manager	مدير رعاية
	Sales Representative	موظف مبيعات	Market Researcher	باحث تسويق	Community Relations	موظف علاقات
	Blogger	مدون و مسئول موقع الكتروني	Media Relations Coordinator	منسق علاقات اعلامية	Public Relations Assistant	مساعد علاقات عامة
	Event Coordinator	منظم أنشطة و فعاليات	News Editor	مسئول اخبار	Columnist	كاتب عمود
	Promotion Coordinator	مسئول تسويق	Copy Write	كاتب نصوص اعلامية	Sub-Editor	سكرتير تحرير صحفي
	Marketing Assistant	مساعد تسويق	Copy Editor	مصصح و محرر لغوي	Film/Video Editor	منتج و محرر افلام
	Publications Designer	مصمم مطبوعات	Talk Show Host	مقدم برامج	Strategic Planning Executive	موظف تخطيط استراتيجي
	Marketing Coordinator	منسق تسويق	Translator	مترجم	Writer	كاتب
	Fundraising Officer	موظف حملات	Sports Information Director	مدير اعلام رياضي	News Producer	منتج اخبار
	Executive Director	مخرج منفذ	Journalist Copy Writer	صحفي محرر صحفي	TV / Radio correspondent	مراسل اعلامي
	Executive Producer	منتج منفذ	Assistant Editor	مساعد محرر	Sales Coordinator	منسق مبيعات
	Radio Broadcast Assistant	مساعد بث اذاعي	Marketing Communications Officer	مسئول علاقات تسويق	Content Producer	صحفي انترنت
	TV/ Radio Reporter	مراسل اذاعي / تلفزيوني	TV/Radio Anchor	مذيع	Ad Writer	كاتب اعلانات
	Videographer	مصور فيديو	Advertising Producer	مخرج اعلانات	Freelance Writer	صحفي حر
	Production Coordinator	منسق انتاج	Public Information Officer	مسئول علاقات اعلامية	Illustrator	مصور
	Teacher	مدرس لغة انجليزية	Sports Reporter	صحفي رياضي	Digital Media Specialist	أخصائي أعلام الكتروني
	Investor Relations Executive	موظف علاقات مستثمرين	Camera Operator	مشغل كاميرات	Media Relations Officer	مسئول علاقات اعلامية
	Media Planner	مخطط اعلامي	Director	مخرج	Executive in public and private sectors	موظف في دوائر الدولة و القطاع الخاص
	Assistant Production manager	مساعد مدير انتاج	Marketing Manager	مدير تسويق	Producer	منتج / مخرج

## **7-Non-Academic Departments**

The college hosts various non-academic departments like: Student Affairs, Quality Assurance, Career Guidance, HR & Administration, Financial Affairs, Marketing and Public Relations, Learning Resources, Admission and Registration.

### **Admission and Registration**

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

- 1 - Achieving the College aims and implementing its policies regarding registration and admission
- 2 - Regulating the execution of the student's admission process
- 3 - Opening records for admitted students in order to keep all their documents.
- 4 - Regulating and executing courses registration, addition and deleting process
- 5 - Receiving, entering and declaring the result of final examinations, and providing the students with their tables of grades, certificates, and all the necessary documentations.

## **8 - Degree Requirements**

Successfully pass all courses listed in the study plan of Diploma /Bachelor, with no less than 2.0 GPA.

### **A. Bachelor Degree**

All Bachelor degree students must complete 126 credit hours distributed as follows:

- 42 Credit Hours General Education Requirements (College Requirements )
- 30 Credit Hours Department Courses
- 36 Credit Hours Major Courses
- 18 Credit Hours Electives

### **B. Diploma Degree**

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

- 42 Credit Hours General Education Requirements (College Requirements)
- 24 Credit Hours Major courses
- 6 Credit Hours Electives



## **9 – 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 in English, except Arabic language courses.

## **10 - Admission to Bayan College**

### **A - Admission Requirements**

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

### **B - Required Documents**

Students must follow the registration guidelines set by the Admission Center. Once a place at the college has been secured, students must complete their admissions requirements with the Bayan College Admission Office. Admission requirements are as follows:

- A completed "College Application Form".
- A certified copy of the General Education Diploma
- A copy of ID or passport
- 4 passport-size pictures
- A Completed "Sponsorship Card" to be obtained from the Admissions Office, Sponsorship letter from sponsors.
- R.O. 50 non-refundable application fee
- R.O. 25 non-refundable placement test fee (applies to students required to take the placement test)
- R.O. 25 non-refundable credit-transfer fees for transferring students.

### **C - Admission to academic programs**

Admission to academic programs requires a satisfactory level of English language proficiency. Three options are available to students:

- Pass the placement test administered by Bayan College
- Successful completion of Bayan College 3- level Foundation Program.
- TOEFL Test score of 500 or its equivalent in other recognized tests such as IELTS /5

## 11 - Payment Policy

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

- 50% of the tuition fees should be paid on registration.
- 25% of the tuition fees should be paid one week before the midterm exam
- The remaining balance should be cleared two weeks before the final exam is due.
- The same policy applies to Summer semester.
- If a student withdraws, postpones or interrupts his studies after two weeks from commencement of classes, he should pay the tuition fees.
- Private & partial scholarship students failing to pay all their tuition fees during this period of time will be penalized with any or all of the following:
  1. Withholding of the student's transcript
  2. Refusal to re-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

## 12 – Tuition Fees

Fees applicable to the Foundation Program are as follows:

<b>Level One</b>	<b>Level Two</b>	<b>Level Three</b>
<b>750 RO</b>	<b>850 RO</b>	<b>850 RO</b>

Fees applicable to the Academic Departments are as follows:

<b>Fees</b>	<b>Media studies</b>	<b>English studies</b>
Registration fees (non-refundable)	OR 50	OR 50
Placement test fees (non-refundable)	OR 25	OR 25
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
Deposit fees (refundable )	OR 150	-

- N.B : Books and study accessories fees vary according to books prices
- Graduation Fees : 30 Rial
- Service Charge : 20 Rial

## **13 – Period of Study**

A full time student can obtain his/her Diploma Degree in 2-3 years time depending on language proficiency. A full time student can obtain his/her Bachelor's Degree in 4-5 years depending on language proficiency. This approximation is based on 15 credit hours during normal semesters (First & Second Semesters) and 6 credit hours during summer semesters. Some students might require more time if they did not work hard enough on improving their English language skills during the foundation year.

BA Second, third and fourth year students are those who have successfully passed 30 credit hours, 60 credit hours and 90 credit hours alternately . Diploma students are categorized according to the semesters they register in.

## **14 - Academic Regulations**

### **A - 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 semester's registration obligatory are each comprised of 16 weeks inclusive of the examination period. The summer semester (registration optional) is comprised of 8 weeks inclusive of the examination period.

### **B - 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 award a total of 3 credit hours each. At least each two lab and practical hours equal one credit hour

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.

### **C - Student Credit Load**

To complete a Bachelor Degree in four years (excluding the foundation) an average unit load of 15 credit hours per term is advised, student with full time status shall register for no less than 15 credit hours in the fall and spring semester, and not more than 9 credit hours in summer semester. A graduating student can register 12 credit hours after approval from Academic Advisor and respective HoD.

Probation students (with a GPA less than 2.00) carrying full time status can only register for up to 12 credit hours

A full time student may register for (18) up to (21) credit hours in a given semester when the following conditions are met:

- The student has earned a cumulative grade point average 2.8 or higher in the previous semester.
- The student has completed a minimum of 30 credit hours in the previous semesters.
- The student has obtained written consent from his/her academic advisor and approval of the Head of Department in which he/she is enrolled.

## **15 – 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 away that helps him excel in his studies. Course registration form or Add/Delete form will not be processed by the Registration and Admission unless signed by the academic advisor and the head of department. In addition, the student can seek the assistance of his academic advisor to find solutions to any academic or administrative problems.

## **16 - Regulations on Course Registration**

### **A. Class Schedules**

Admission and Registration designs all class schedules in coordination with academic departments. These schedules can be changed only by the competent authorities. The College does it best to design schedules suitable to students and existing regulation. Some students, including course repeaters and postponers, may face some difficulties in their class schedules. They are advised to see their academic advisors to find appropriate solutions to such difficulties in cooperation with the Department of Admissions and Registration.

- 1 - The college reserves the right to limit the enrollment in any course and to cancel any course in which there is insufficient enrollment.
- 2 - A prerequisite is a course or additional preparation that must be completed before enrolling in an advanced course.
- 3 - Dates for the registration period shall normally be published in the Academic Calendar.
- 4 - A continuing student is not allowed to register for the next semester unless his/her outstanding balance has been paid in full.
- 5 - Registration for courses should be made in person, during the dates announced by the Registration Office, and on the official COURSE REGISTRATION FORM to be obtained from Registration Office or on

the college website in case of in-person registration. Students must secure all signatures required on the registration form.

- 6 - 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.
- 7 - An academic advisor is responsible for counseling the student on courses that should be registered and suit the student’s academic capabilities. The final decision is the student’s, and he should bear the responsibility for his own choice.
- 8 - A continuing student who registers after the pre-announced course registration period should get an approval from academic advisor and respective HoD. He will be fined a R.O. 25 late registration fee.

### **B. Registration Procedures**

- 1 - Determine the list of courses you wish to register for in a semester and obtain a registration form from the registration office..
- 2 - Sign up for a consultation with your academic advisor. It is recommended you take your plan of study to your consultation.
- 3 - Fill in the form and obtain all the required signatures.
- 4 - Register online and obtain a copy of your schedule.

### **C. Add/Drop Courses after registration**

- 1 - A student may add or drop courses during the first week of normal 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.
- 2 - A student may not add a course after an add/drop period.

### **D. Withdrawal from a course**

- Once the drop period has ended a course may be dropped with a grade of “W”. To officially withdraw from a course a student must return a completed WITHDRAWAL REQUEST FORM to the Registration Office signed by the student, course instructor, and by the student's academic advisor. If the Withdrawal Request Form is formally received by the Registration Office prior to the end of week 8.
- The student's transcript will indicate a grade of “W”. This “W” is not calculated into the GPA. 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 an appropriate grade.
- Failing to attend classes will not result in a “W” grade being given. You must officially withdraw from the course through the process described above.

- The table below indicate percentage of fees paid for a withdrawn course

Week	Fall & Spring Semester	Summer semester
First week of classes in Fall and Spring Semester The first (3) days in Summer semester	%100	%100
During Add / Drop period	%100	%100
Week 3 & 4 in Fall and Spring Semester And the Second week in Summer semester	60%	%30
Week 5-8 in Fall and Spring Semester And the Third week in Summer semester	20%	0
After week 8 in Fall and Spring Semester And the fourth week in Summer semester	0	0

### **E. Repeating Courses:**

- A student may repeat any course in which she/he earns a grade of “C” or less.
- To repeat a course a student must return a completed repeating course request form to the Registration Office during the registration period.
- The original grade of a repeated course remains on the student’s transcript.
- Only the second grade will apply toward the cumulative grade point average whether it is higher, lower or the same.
- A repeated course will appear on a student’s transcript followed by the designation “R”.
- Only courses originally taken at Bayan College shall be repeated.
- No course may be repeated more than twice.
- Payment of the tuition fee for the repeated course is the responsibility of the student.
- A student who fails a required course MUST repeat that course.
- A student who fails an elective course may repeat it or any other elective course relevant to his/her major.

### **F. Postponement of Studies:**

- A student may postpone study for reasons determined acceptable by the College Council. The postponement duration cannot be more than two consecutive regular semesters;
- A student can postpone study for a third and final semester for reasons determined acceptable by the College Council.

- A student should fill in Postponement-of-study form (available at Admission office) in consultation with his/her academic advisor only after a decision is made by college council.
- Not attending lectures does not mean that a student has postponed his/her study. The student should get the final decision from the Admission office.
- If the student's study is interrupted for more than three semesters and he/she would like to resume study, he/ she should re-register, and get new ID numbers.
- A fresh student can't postpone his/her study unless they successfully finish first semester.

### **G. Other points**

- 1- 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 is not entitled to return to college.
- 2 -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.
- 3 -The student is responsible for any loss of courses in case a student resumes study and new study plans are in place. He should sit an English placement test.

### **17 - Change of Major**

- 1 -Students must obtain a **change of major** form from the Registration Office.
- 2 -Applications for major-change should be submitted to registration office before fall or spring semester final exams.
- 3 -To change major, students must first consult their academic advisor about his/her intention.
- 4 - Change of major is subject to the approval of the Dean and the Head of Department offering the new program or major.
- 5 - Students must bear in mind that he/she must meet all requirements related to the new major or program.
- 6 -Students under scholarship support of any kind must obtain written approval from their sponsors.
- 7 -Change of program or major is considered official once you submit a completed and approved form to the Registration Office for processing. Students are responsible to pay any fees related to the new major or program or losing courses already passed in the previous major.

## **18 - Regulations on Students' Attendance**

Attendance for all classes is compulsory. Students are expected to attend all classes for which they are enrolled from the first day of a 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 is as follows:**

- 1 - The first warning will be issued to the student if he/she misses 10% of the teaching hours.
- 2 - The second warning is issued if the student misses 20% of classes.
- 3 - If a student misses more than 20% of the teaching hours, he/she will be excluded from sitting the final exam.
- 4 - 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 respective HoD or Dean for final exam.
- 5 - A student who misses a final exam for a legitimate excuse and approved by the Dean 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 comes out. He /she must sit for a make-up exam not after (2) weeks of the beginning of next semester's classes. This rule applies to Summer semester .If a student fails to appear for the make up exam within this period he will be zero.
- 6 - We at Bayan College, define a legitimate excuse as follows:
  - \* Illness of the student or serious illness of a member of the student's immediate family.
  - \* 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.

## **19. Teaching Hours**

1. Classes start from 8 AM to 9 PM, from Sunday morning through Thursday evening.



## **20 - Regulations on Final Examinations**

1. Students must sign in for examination and have a college photo ID available provided if they are in good financial standing with the College. Students whose names do not appear on the examination roster **MUST** present a “clearance receipt” to the invigilator on duty; otherwise they will not be admitted into the examination room.
2. Students are responsible for checking that they are in the correct examination room.
3. Students are required to bring their own pens, pencils, and erasers. Sharing is not permitted.
4. Students must place all personal belongings in demarcated areas during exams. GSMs are not allowed in the exam hall.
5. Students will be admitted to an examination room not earlier than 15 minutes before the examination is due to commence.
6. Students are expected to respect invigilators on duty and comply with all instructions announced by invigilators. Students are required to turn off their mobile phones.
7. Late comers will only be admitted into the examination room if they show up during the first thirty minutes.
8. Late comers are not granted extra time. All students must leave the examination room on the specified time.
9. Students **MUST** answer their exam questions on paper provided by the instructor or invigilator.
10. Students are expected to remain in the room during the exam and not leave except for absolute emergencies (i.e. bathroom or illness).
11. Students may be allowed an examination deferral on the grounds of justified hardship (i.e. accident or sickness), supported by documents.
12. If cheating is found the matter will be documented (written) by the invigilator on duty and must be forwarded immediately to the Dean for action. Ultimately, the student will receive an “F” grade for the exam where cheating is found to have occurred.

13. Students must take all exams as scheduled. An unexcused absence constitutes a failure in the course and grade “F” is awarded and noted in the student’s transcript.
14. A final mark for all courses is out 100.
15. The final mark comprises of final exam mark and semester works.
16. The final exam is held at the end of each semester. It is a comprehensive exam and is given 40-60 Marks
17. Semester works includes 25-30 mark a scheduled Mid-Term exam, in addition to quizzes, assignments, presentation (all or any of these as the department’s council decides) and are given 20-25 marks. All corrected papers/assignments/ quizzes/ presentation should be returned to students for feedback. The final custody of these papers should with the instructor.
18. Final mark cannot be changed, unless justified by the course instructor to a grievance committee and within one week after the results have been released. The changes should be approved by the College Council and communicated to the Registration Department by the Dean in not more than two weeks from the end of semester.
19. The Incomplete (I) is only temporary for justified reasons like sickness supported by written proof or evidence. The student should sit for the make-up exam otherwise he/ she will be given zero.
20. Students should repeat and pass the courses that he failed, or he should study equivalent courses as regulations permit. Students are only allowed to repeat courses with less than C.
21. Make up exams are held for the following reasons only:
  - a. Students who missed a final exam for a legitimate excuse
  - b. Upon presentation of a permission from the course instructor, HoD and head of exam committee
  - c. A grade of incomplete “I” will be posted on his/her record until the result of that exam has been released
  - d. If a student sits for an exam, his mark should be sent to Admission and Registration department.

## **21- Results of exams and Degree Awarding:**

- a. Results of exams are released one week after the end of the exams.
- b. Results of make-up exams are released one week after the end of the make-up exams
- c. Graduation certificates are ready three weeks after the end of the exams.
- d. Convocation certificates are ready on the day of the graduation ceremony, after getting appropriate approvals from MoHE and PUC.
- e. Graduation and convocation certificates are provided free of charge. Any additional copies the student should pay RO 15 for the first and RO 35 for the second after submitting a request form.

## **22 - Regulations on Assessment and Grading System**

### **A - Foundation English Assessment**

Non-credit bearing courses (such as General English courses in the Foundation Program) do not affect a student's GPA. However, it is considered a pre-requisite to pass all the Foundation English courses (with a grade of 60% or higher) in order to progress to the next level of English language studies.

In extremely rare circumstances, the opportunity to omit one level of the Foundation Program is open to those students achieving an A for all subjects.

### **B - 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.

## **23 - Grading System**

- 1 - A student has the right to get a detailed report from Registration office of his GPA and AGPA.
- 2 -The report is free for first time. An additional copy will be charged RO 1 for each copy.
- 3 -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).

<b>Marks (%)</b>	<b>Letter Grade</b>	<b>GPA points</b>	<b>Definition</b>
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	
55- 59	D+	1.30	Satisfactory
50- 54	D	1.0	

## 24-AGPA (Accumulative Grade Point Average)

1. The AGPA (sometimes called CGPA which stands for Cumulative Grade point Average) is a figure that reflects the grade point average for all classes you have taken and for classes for which you 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.
2. A student’s AGPA upon graduation is decided by the average of the courses he successfully passed as follows:

### Accumulative GPA Grading System

<b>GPA points</b>	<b>Letter Grade</b>	<b>Definition</b>
<b>4.00-3.20</b>	<b>A</b>	<b>Excellent</b>
<b>3.19-2.80</b>	<b>B</b>	<b>Very Good</b>
<b>2.79-2.40</b>	<b>C</b>	<b>Good</b>
<b>2.39-2.00</b>	<b>D</b>	<b>Satisfactory</b>
<b>Less than 1.99</b>	<b>W</b>	<b>Warning</b>

3. SGPA ( Semester Grade Point Average ) is the average of all course studied by the student in a semester.
4. The average is calculated by multiplying mark obtained in each course by number of credit hours, then divided by total number of credit hours.
5. Averages are rounded to the nearest fraction.

### GPA calculation (example)

**Step 1: Calculate the GPA for each credit course:**

GPA points X Credit hours

e.g. Course 1: A (4 points) X 3 credit hours = 12

Course 2: B (3 points) X 3 credit hours = 9

Course 3: C (2 points) X 3 credit hours = 6

Course 5: D (1 point) X 3 credit hours = 3

**Total 4 courses 12 credit hours 30 points**

**Step 2: Divide the total points by number of credit hours attempted**

e.g. 30 points ÷ 12 crd. Hrs. = 2.5

## **25. Academic Probation**

- 1 - All students are required to maintain a cumulative grade point average 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 Registration office will inform the student and hand on to him/her their AGPA report. The student will receive a warning letter from their Academic Advisors, and his family will be informed.
- 2 -The student must raise the cumulative GPA to the 2.0 or higher in not more than two successive semesters (excluding the Summer semester) ,in order to be removed from the academic probationary status.
- 3- Failing to do that for three successive semesters (excluding the Summer semester) after the semester where he was placed on probation list, A student will be advised to change his/her major or to go to another college.
- 4 - Under probation student is only allowed to register 12 credit hours.
- 5 - For graduation a student AGPA must be 2.0 or more; otherwise he has to repeat courses he already passed with less then C
- 6- A student with an accumulative GPA less than (1) in any semester, except the first semester, is dismissed from the college .

## **26. Academic Appeals Procedure**

The appeal committee is chaired by the Assistant Dean and includes the respective HoD, Admission and Registration HoD as members is authorized to study all appeals by students who feel that their academic performance have been impaired and are not satisfied with the explanation provided by the course instructor.

The appeals procedure is open to all students. The following steps should be followed:

- 1 - Complete the Appeal Form and pay appeal fees (OR 5 per course) (This may be done in either English or Arabic).**

- 2 - Attach any relevant original documents supporting your appeal. (e.g. Medical reports / Doctor's notes etc)
- 3 - Submit all of the above to the Head of registration. (This must be done no later than 1 week after the start of the new semester).

A decision will be made within 7 days as to the outcome of the appeal. All decisions will be taken by the Appeals Committee which will consist of no fewer than 3 faculty members of Bayan College. All information pertaining to an individual appeal will be dealt with in strict confidence. Please note that the decision of the Appeals Committee will be final.

### **27 - Transfer Students to Purdue University – 2+2 agreement**

A student after finishing their first two years at Bayan College can transfer to Purdue Calumet University and finish the last two years to get BA there. A selection committee from Purdue / Calumet University 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 (2.4) in their first two years, to be eligible for application.

### **28-Transfer Credit**

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

1. A candidate should meet college admission requirements.
2. A candidate should come from a college/ university recognized by Bayan college.
3. A candidate at the Foundation Program level is required to take the Bayan College Placement Test to be placed in the appropriate level.
4. 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 better has been achieved.
5. The number of credit hours transferred should not be more than 40% for student seeking a degree from Bayan College.
6. Applicants transferring from another university or college must submit the following items:
  - A completed transfer credit document to be obtained from the Admissions Department.
  - R.O. 25 Transfer Evaluation fee
  - Official transcripts and Course description from his/her previous college
7. 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.

## **29 - Regulations on Academic Conduct**

### **A . 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.

### **B - 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 an examination, a research paper, a project or a presentation in part or whole which has been stolen or borrowed.
- Employing a substitute to take an examination, write a paper, or work on a presentation, in part or whole.
- 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.

Students attempting any or all of the dishonest means stipulated above are subject to disciplinary actions.

### **C - 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 your 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 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. In other words, any work you submit as a course requirement to get a credit or a grade which incorporates others' ideas must be quoted (by quotation marks) and referenced properly.

#### **D - Disciplinary Actions**

**In the event of an offence of cheating**, Bayan College reserves the right to apply the following disciplinary actions:

1. First offence: A reduced or a failing grade on an examination
2. Second offence: A reduced or a failing grade in a course
3. Third offence: a failing grade in a course with an appropriate notation on the student's transcript referring to academic cheating, and the student's family will be informed.

**In the event of an offence of plagiarism**, Bayan College reserves the right to apply the following disciplinary actions:

1. First offence: Written warning which will be placed in the student's academic file. Copy of the written warning to be sent to the student's parents
2. Second offence: A reduced grade on the assignment, with the possibility of a maximum grade of 70%
3. Third offence: A failing grade on the assignment
4. Fourth offence: Reduction in the course final grade
5. Fifth Offence: A failing grade in the course

#### **30 - Regulations on Social Conduct**

1. All students/visitors should abide by the college's regulations and to show his ID when asked to do that.
2. 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 get away from everything that might disrupt security and healthy learning environment. The college will take strict disciplinary actions against non-compliant students.
3. Non-compliant Students will be referred to disciplinary Committee. The Committee / College Council has the right to permanently dismiss from college any student found violating these instructions.



### **Cellular phone**

In order to maintain an appropriate educational environment, students shall turn off or silence their cellular phones in class sessions, computer laboratory sessions, and in any administrative offices.

### **Dress Code**

a. In order to maintain a safe academic atmosphere for faculty and students 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.

Every time a violation of this policy is reported to the Student Affairs Office, 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:

1. Warning: the student will be warned that he/she has violated the college policy on dress and that subsequent violation may lead to more severe actions. No entry of this record will be made in the student's academic record.
2. 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.
3. If necessary, the student's family or relevant parties will be informed when violation occurs.
4. The college reserves the right to ask the student to withdraw from the college.
5. Limited Suspension: the student will be informed in writing that he/she will be denied access to the college facilities or services for a limited period of time.

### **31. Bulletin Boards**

They are located at the college's main gate and at the academic and administration buildings. They are for official use only. Students should obtain permission from Student 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 Dean's secretary's approval. Please ask the Dean's secretary to date and approve your notice before posting it to ensure it will not be removed by the administrative staff.

Exam results are also posted on these boards after being approved.

### **32. General Rules**

1. If a student to graduate has to study two courses not offered that semester or there is an unsolved clash in the class schedule, the equivalency committee is empowered to offer two substitute courses close to his /her major.
2. A student can register less than 9 credit hours in case he has only these hours in his study plan.
3. 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 registration office will ensure that the student meets graduation requirements.
4. 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 Registration office. 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. In all cases, only 30 credit hours (for the diploma students) and 60 credit hours (for BA students) as maximum will be credited for him/her.
5. A graduating student should get a clearance certificate as part of the graduation procedure.
6. Degree is given at the end of each semester and bears the date of that semester.
7. 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.

### **33. Academic Distinction Regulations**

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

1. Registration office prepares list of outstanding students at the end of Spring semester.
2. The first three outstanding students in each major are given a 10% discount on credit hours registered in Fall and Spring semesters. The rule of the college in this regard should be observed.
3. The Dean awards recognition certificates to outstanding students during the events organized by the college.
4. Names of outstanding students are posted on the college honour list if he/she obtains AGPA 3.20 or more. They will be awarded a special certificate with Dean's signature and seal of the college (...3.8) continue.
5. A student eligible for honours should have completed 24 credit hours of his/her major in first year's Fall and Spring semesters.

### **34. Regulations for Students' Trips and Excursions**

The college aims for the following:

1. Enlightening students on historical and touristic locations in the Sultanate of Oman.
2. Strengthening ties among faculty, staff and students.
3. Developing students' inclinations of travelling and adventure.
4. Providing opportunities to outstanding students in student activities to represent the college in local and outside events.
5. Exchanging student visits according to agreements with other educational institutions within and outside the Sultanate.
6. Arranging excursions by the college to students participating in different activities like cultural, sports, art and community service, with the purpose of achieving goals of such activities.

### **35. 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 a real working situation, particularly the practical wisdom and perspective that one gains only by spending time on the job. 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 college and one from organization), who also trains and evaluates them. 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. Because of this, Bayan College offers an internship course during which students work in business for part or all of a semester and thereby receive a more complete education. We consider such a programme 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 ambassadors who spread goodwill of the college wherever they go.

### **36. General Requirements**

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

1. GPA not less than 2.7
2. Finished all college and department courses and 50% of the specialization courses.
3. Computer competency
4. Company/Firm approval letter
5. Department approval letter
6. Place of internship within greater Muscat.
7. A student may not take any other course during internship (typically during summer semester).
8. 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. In certain cases, a situation may arise where the student's learning objectives are best met in a "concurrent" internship during the academic semesters. This option will be met on an individual basis by the faculty advisor and the student, and must be presented to, and approved by, the appropriate program director, and the department head.

# Study Plans Media Studies

## Bachelor Degrees

### BA STUDY PLAN, JOURNALISM 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 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	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	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		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				
38				
39				
40				
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	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		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				

**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	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>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	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>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>				
			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>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

# English Studies

## BA STUDY PLAN, ENGLISH LITERATURE MAJOR

General Education Requirement Courses (42 Credit Hours)				
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
DEPARTMENT COURSES (30 Credit Hours)				
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 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				
40				
41				
42				

# Diplomas

## DIPLOMA STUDY PLAN, ENGLISH LITERATURE MAJOR

General Education Requirement Courses (42 Credit Hours)				
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
DIPLOMA COURSES (24 Credit Hours)				
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
2 Elective Courses (6 Credit Hours)				
23				3
24				3