	Bayan College	
	Academic Affairs Policy Document	
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Table of Contents

Table of Contents	1
Foreword	3
Definitions	4
1.0 INTRODUCTION	5
Purpose	5
Responsibility	5
Changes to the Manual	5
Date of Next Review	5
2.0 ACADEMIC PROGRAMMES AND AFFILIATIONS	6
Quality Overview	6
Academic Programs	6
Affiliation	7
Career Opportunities	7
3.0 PROSPECTING AND ENQUIRY HANDLING	7
1. Admission Procedures	8
2. Admission Process Guidelines	8
3. Placement Test Guidelines	9
4. Students Classification Guidelines	9
5. Student Tuition and Fees Guidelines	10
6. Registration / Re-Registration Process Guidelines	11
7. Grading System Guidelines	11
8. Final Examination Guidelines	13
9. Students Grades Sheet Guidelines	13
10. Releasing/Posting Grades Guidelines	13
11. Attendance System Guidelines	14
12. Standards of Academic Progress Guidelines	15
13. Appeal of Academic Decisions Guidelines	16
14. Adding – Dropping Courses/Course Withdrawal Guidelines	18
15. Repeat Course Guidelines	19

16. Student Course Load Guidelines	19
17. Refunds Guidelines	20
18. College Calendar Guidelines	21
4.0 LIBRARY USAGE POLICY	22
5.0 STUDENTS CODE OF CONDUCT	24
• Attendance and Preparation for Class Vandalism (property and / or equipment)	
• Dress Code	
• Illegal drugs and / or alcohol	
• Smoking	
• Examination	
• Fighting / Criminal Assault	
• Respect for Authority	
• Harassment / Threatening	
• Classroom Behavior	
• Bullying / intimidation/ Swarming	
• Visitors to College	
6.0 DISCIPLINARY PROCEDURES	25

FOREWORD

Learning is at the heart of Bayan College. Insofar as possible, attention will be focused on the quality of learning outcomes, with other functions assessed according to the extent to which they contribute (or are likely to contribute) to those outcomes.

This document relates principally to the quality of learning and teaching. It covers instructional support activities, including assistance for students, procedures for development and review of programmes, as well as for evaluation and improvement of teaching.

We will follow what is generally considered good practice in Higher Education internationally, customized for Oman. Goals and objectives consistent with the Mission and the overall institutional goals and objectives are established by all departments.

However, as part of our commitment for continual improvement, each reader and follower of this manual is encouraged to identify improvement opportunities and bring them to the attention of the appropriate authority for evaluation and subsequent incorporation in the manual.

Signature:

Name:

Chairman – Board of Directors

Date of Approval:

DEFINITIONS

Term	Definition
Bayan College / The College	Bayan College
Policy	Statement of intent of the company on any given matter, serves as a guideline that governs actions regarding that matter
Practices / Procedures	Actions applicable, in following the policy
Custodian	The custodian holds the responsibility of maintaining the amendments and version controls of the manual.
BoD	Board of Directors
BoT	Board of Trustees
EB	Executive Board
LLC	Limited Liability Company

1.0 INTRODUCTION

Purpose

The purpose of this policy document is to detail all applicable guidelines relevant to the administration of academic affairs at Bayan College lay

Responsibility

Responsibility for approving the manual will lie with the Board of Directors. The Head of Academics will be the custodian of this document and will be responsible for the controlled circulation of this document.

The custodian will be also responsible to keep track of the all the amendments made to the manual and also the revision history.

Changes to the Policy

This manual is subject to amendments. All amendments to this manual will be reviewed by the Executive Board and finally approved by the Board of Directors.

At the time of change the version number and date from which the documents is effective will be changed as follows;

- **Version Number:** The first issue of the document will bear the version number as 1.0. for any minor change in the document the version number will increase to 1.1, 1.2 and so on. In case of a major change in the system wherein the entire procedure needs to be re – written and re – issued, the new issue will be released with version number 2.0. Earlier versions will be marked obsolete and withdrawn from circulation.
- **Effective Date:** This is the date from which the document is effective and this is the date from which implementation and compliance to the document is expected.

The document may be released earlier but with an effective date, which is later, which means that the compliance to the procedure is to start only from the date mentioned on the document.

Date of Next Review

The college management will ensure that this manual is in line with the best practices as well as are compliant to the changing requirements.

This policy will be reviewed every 5 years in a year's time from the effective date as mentioned in the header of the document. Any amendment if necessary will be done as per the procedure mentioned above.

2.0 ACADEMIC PROGRAM

It is important for an institution to define carefully the special characteristics which graduates are expected to exhibit; to plan and implement strategies to develop those characteristics; and, to assess critically the extent to which competencies are developed. The focus on student outcomes has significant implications for teaching strategies, as well as for assessment. The characteristics identified by Bayan College for student outcomes will be consistent with the Qualifications Framework which gives priority to the application of conceptual skills in creative thinking and problem solving; communicating effectively; and, commitment to lifelong learning.

Quality Overview

Leadership

The quality assurance activity of the College is led by a nominated Head of the Department, supported by a number of faculty members as required, and reports to the Dean. The Review process for the output of the quality assurance team includes the College process of compliance through committees where all areas are represented.

Integration

The work of the quality assurance team will be fully integrated with the normal planning, implementation, assessment and review cycle of the College.

Scope

All academic and administrative units and sections, the College committees, Heads of Departments and the Dean are included in the process of quality assurance.

Academic Programs

The College will offer four – year degree programs that follow the credit hour system English, Communication and Media Studies.

The degree offered at Bayan College will be as follows;

- **Bachelor of Arts in English** with majors in
 - English Literature
 - English Professional Writing

- **Bachelor of Arts in Media** with options in

- Journalism
- Broadcasting
- Advertising
- Public Relation

Affiliation

The College runs its academic programs under the affiliation of **Purdue University Northwest**

Career Opportunities

The students pursuing these courses can pursue a variety of vocations including:

- Advertising
- Public Relations
- Journalism
- Media management
- Media officers
- Organizational Consulting
- Organizational Development and Planning
- Conference Planning
- TV and Radio Production
- Events Management

3.0 PROSPECTING AND ENQUIRY HANDLING

Purpose

To lay down the process of promoting the services of Bayan College and handling queries from prospective students.

The College will deploy communication channels, which will be effective to market the courses and identify prospective students.

Marketing & Promotion

1. Building an annual plan for the promotional events including the advertisements with respect to their timing, target groups, channel of communication and the budget.
2. Designing contents for advertisements and promotional material and coordination with the media for publicity.

3. Organizing events like public awareness seminars and participation in exhibitions etc.
4. Scanning the market, with respect to competitor’s activities and identifying the prospective sources of students.

Enquiry Handling

1. All enquiries received (telephone or personal visit) will be recorded in a separate file. Information recorded will include the course of interest and the contact details.
2. Counseling the prospective students and giving detailed information of the courses available and eligibility requirements.
3. Providing an “Information Booklet” of the college which will include the following details:
 - a. Location map of the college.
 - b. General overview (vision, mission, goals, and objectives)
 - c. Academic programs, affiliations and career opportunities.
 - d. Degree requirements
 - e. Admission Process
 - f. Tuition and Fees
 - g. Contact details for any queries.

1. ADMISSION PROCEDURES

Purpose	To lay down the process of application for admission to the courses at Bayan.
Policy	All applications must submit Bayan College application form, allocation fee, and all supporting documents directly to student services center – Admission Office. An application is valid for 12 months from the date it was submitted by the applicant.
Procedures	
Application are complete when the following documents are submitted: <ol style="list-style-type: none"> 1. A completed “College Application Form” to be obtained from Admission Office; 2. R.O 50 non – refundable application fee; 3. A certified copy of the secondary school certificate or its equivalent; 4. an official TOEFL score of 500 or higher; 5. 4 recent photographs; 6. R.O 50 non refundable placement test fee (apply to students required to sit for a placement test); 7. a completed “Sponsorship Card” to be obtained from Admissions office; 8. Written evidence of sponsorship (apply to students who have sponsorship from a ministry, company or organization....) 	
Responsibility for	

implementation	Admission and Registration Department
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2. Admission Process Guidelines

Purpose	To provide a process that is supportive of Oman’s commitment to the development of Higher Education Institutions.
Policy	Bayan College will admit all students who desire to benefit from its learning opportunities.
Procedures	
<ol style="list-style-type: none"> 1 Students may begin their studies at Bayan College if they meet one of the following criteria: <ul style="list-style-type: none"> ○ High school graduate ○ Transfer student from a recognizes college or university ○ Adult applicants with evidence of 15 years experience in the communication and Media Industry. 2. Admission to academic programs is subject to one of the following conditions: <ul style="list-style-type: none"> ○ Proficiency in the English Language with a score of 500 or better in the test of English as a Foreign Language (TOEFL); or; ○ Successful completion of Bayan College Foundation Program. 1 At the time an applicant is admitted, his/her status will be one of the following: <ul style="list-style-type: none"> ○ Provisional Student: One who applies as a Degree – seeking student but has to attend the foundation Program. ○ Degree seeking Student: One who is admitted to an academic program given that the student has scored 500 in the test of TOEFL or passed Bayan College placement test. 	
Responsibility for implementation	Admission and Registration Department (ARD)

3. Placement Test Guidelines

Purpose	To set forth a process whereby students are allocated to one of the three levels in the foundation program
Policy	The ARD will ensure that prospective students are adequately tested.
Procedures	
<ol style="list-style-type: none"> 1. Placement on one of three levels of the foundation occurs as a result of a multiple sections test which identifies student’s skill levels in English language Grammar, reading and writing. 2. Placement test must be completed by all students prior to entering the foundation program or enrolling in an academic program. 3. Head of Admissions and Registration office or a designee may waive this testing 	

requirement when applicable as outlines below: <ul style="list-style-type: none"> ○ A student who has scored 500 in TOEFL ○ A transfer student from a recognized college 	
Responsibility for implementation	Admission and Registration Department

4. Student Classification Guidelines

Purpose	To establish standards for classifying students as full – time / part – time & freshman/sophomore
Policy	Students shall be classified in terms of LOAD STATUS and STUDENT CLASSIFICATION:
Procedures	
A. Load Status <ol style="list-style-type: none"> 1. <u>Full-Time Student</u>: Students enrolled for 12 to 15 credit hours for the fall or spring semester or 6 or 9 credit hours for summer session will be classified as full-time students. 2. <u>Part-Time Students</u>: Students enrolled for 6 to 9 credit hours during fall or spring semester or 6 or fewer credit hours for a session will be classified as part-time students B. Load Status <ol style="list-style-type: none"> 1. <u>Freshman</u>: Students who have fewer than 30 credit hours will be considered freshmen. 2. <u>Sophomore</u>: Students who have earned 30 or more credit hours will be considered sophomores. 3. <u>Junior</u>: Students who have earned 60 or ore credit hours will be considered sophomores. 4. <u>Senior</u>: Students who have earned 90 or more credit hours will be considered sophomores. 	
Responsibility for implementation	Admission and Registration Department

5. Student Tuition and Fees Guidelines

Purpose	Tuition and fees are assessed to assist in the funding of a students cost of education
Policy	All students, as a condition for completing registration, are required to pay all fees and charges assessed at registration.
Procedure	
<ol style="list-style-type: none"> 1. All students, as a condition for completing registration, are required to pay all fees and charges assessed at registration. 2. Tuition and fees are to be published in the student Handbook 	

<p>3. The current fees applied at Bayan College are:</p> <ul style="list-style-type: none"> ○ Tuition – Tuition is assessed to all students to assist in supporting the cost of providing a students education. ○ Late Registration Fee – This fee is assessed to cover the extra work involved in changing or adding classes after the normal registration period. ○ Transcript Fee – This fee covers the cost of producing and mailing official transcripts. The first copy requested by a student is provided at no cost. ○ Studio Fees – Students media studies courses are assessed fees to cover the costs of expendable supplies. ○ Testing Fees – students taking placement must pay a fee to cover the expense of testing supplies and administration. ○ Graduation Fee – This fee is assessed to cover award printing costs and the cost of caps and gowns. ○ Technology Fee – this fee is assessed to help cover the costs of continuously upgrading computer services. 	
Responsibility for implementation	Admission and Registration Department

6. Registration / Re- Registration Process Guidelines

Purpose	To establish and maintain a process that will result in a fast and efficient registration for students and collection of accurate registration data.
Policy	<ul style="list-style-type: none"> ○ With the approval of the college management committee, a schedule of registration days will be released at least one term in advance of the registration period. ○ The office of registration is responsible for publishing registration dates.
Procedures	
<ol style="list-style-type: none"> 1. Registration for classes shall be made by the student, in person, on the appropriate form. 2. The following conditions will apply to student registration: <ol style="list-style-type: none"> a. Registration of <i>New entering students</i> only: <ol style="list-style-type: none"> i. A notification of admission to the college shall be produced by the office of admission prior to a student’s registration. ii. Payment of fees is part of the registration process b. Registration of all Continuing Students: <ol style="list-style-type: none"> i. Registration from the Library, or / and accounting must be cleared prior to registration ii. Payment of fees is part of the registration process 3. A copy of the registration form is retained by the student Accounts Office, Another by the office of registration, and the third copy by the student. 	
Responsibility for	

7. Grading System

Purpose	To develop means by which a students academic performance can be evaluate and recorded.
Policy	To have a clearly defined and transparent system of evaluation of the academic performance.

Procedure

1. The assignment of grade will be as follows:

Grade Letter	Marks %	Description
A	100% - 90%	Very Good
B	89% - 80%	Good
C	79% - 70%	Average
D	69% - 60%	Poor
E	Below 60%	Failed

2. These symbols will be recorded under special circumstances in lieu of grade points:

- “W” – Withdrawal – A record of the fact that a student was enrolled in a credit course and withdrew from the course after the second week.
- “I” – Incomplete – A grade of incomplete is a record of work that was interrupted by causes beyond a students control, which work was passing at the time it was interrupted and the completion of which does not require the student to repeat the course in order to obtain credit. The student must achieve a permanent grade in the course **no later than the 12th week of the second subsequent semester of enrollment**, or the incomplete grade will revert to a failing grade “IF”.
- IF – Un removed Incomplete – A record of the students failure to achieve a permanent grade by the 12th week of the subsequent semester of enrollment. This grade counts in all aspects as a failing grade.

3. Letter Grades contribution to GPA

Grade	Weight
A	4x credit hours in a course
B	3x credit hours in a course
C	2x credit hours in a course
D	1x credit hours in a course
F, IF	0x credit hours in a course
I,W,TC	Not included

4. The academic standing of all students enrolled in academic programs shall be determined by Grade Points Average (GPA) and Cumulative Grade Points Average (CGPA):

- **The Grade Point Average is a semester index** determined by weighting each grade received during a given semester by the number of credit hours

<p>in the course.</p> <ul style="list-style-type: none"> ○ The Cumulative Grade Point Average is a weighted average of all grades received by the student while enrolled in an academic program. <p>5. No grade other than “I” may be changed after it is recorded</p> <p>6. All courses attempted must appear on grade reports and transcripts.</p> <p>7. If a course is repeated, only the last grade will be included in the GPA calculation.</p>	
Responsibility for implementation	Academic Department – Head of Department Head of Admissions and Registration Department

8. Final Examination Guidelines

Purpose	To provide for the assignment of rooms and times of formal final examinations
Policy	The college will have a formal procedure for conducting the final examination
Procedure	
<ol style="list-style-type: none"> 1. A final examination period shall be scheduled for the conclusion of each regular college course 2. Teachers shall adhere to the published schedule. 3. Instructors and department heads shall determine the type and content of examinations. 4. Requests for changes in the final examinations schedule shall be made through the College Management Committee four weeks before the originally scheduled date for the examination. 5. The Head of Admission & Registration constructs the final examination schedule. 6. The published schedule assigns times and rooms for all scheduled examinations 7. The Head of Admission and Registration distributes the schedule for final examinations at least three weeks prior to the end of the semester. 	
Responsibility for implementation	Admission and Registration Department

9. Students Grades Sheet Guidelines

Purpose	To lay down the procedure for preparation of the students grade sheets.
Policy	The college ensures the accurate and timely preparation of grade sheets.
Procedure	

<ol style="list-style-type: none"> 1. At the end of every semester, grade sheets for students will be completed by appropriate teachers on <i>forms distributed</i> from the Admission and Registration Department. 2. Grade sheets will be turned in by teachers directly to the student service center. 3. Grade sheets must be turned in within five consecutive days following the examination week. 4. The Head of Admissions and Registration Department will manage that all grade sheets will processed no later than the evening of the eighth day following the examination week. 	
Responsibility for implementation	Admission and Registration Department

10. Releasing / Posting Grades Guidelines

Purpose	To lay down the procedure for distribution of students grade sheets.
Policy	Strict confidentiality shall be maintained while distributing the grade sheets
Procedure	
<ol style="list-style-type: none"> 1. The final grade given for any courses is considered the college property. 2. Final grades are considered part of student’s academic records and may not be posted or released in any form to anyone. 3. The Office of registration is the only entity entitled to receive grades from teachers and release them to students. 4. Teachers shall not release final grades to students. Grades will be mailed to students within three weeks following the examination week. 	
Responsibility for implementation	Admission and Registration Department

11. Attendance System Guidelines

Purpose	To lay down the system of recording of attendance of the students
Policy	The college expects 80% attendance of the students.
Procedure	
<ol style="list-style-type: none"> 1. The students will be communicated of the attendance policies of the college at the time of admission. 2. Proper recording of attendance will be done by the class teachers and records maintained. 3. The attendance percentage of each student is summarized for each semester and submitted to the Head of department Academic. 4. If the student falls short of minimum 75% of attendance then he will not be allowed to sit for the examination and no grade sheet will be processed for him. 	

5. Under exceptional circumstances, when the student is unable to attend classes for a reasonably long period of time, for medical reasons, he should furnish medical certificate on his rejoining date.
6. If a student fails to achieve 75% attendance due to medical reasons (submitted medical certificate), he may be considered for appearing in the examination based on assessment by the teacher. The objective of this assessment is to ensure that the student has understood the concepts and learning objectives.
7. Students, who plan to miss classes due to religious reasons, are expected to inform the class teacher of the same.

Responsibility for implementation	Academic Departments
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12. Standards of Academic Progress Guidelines

Purpose	To explain the college’s minimum standards of academic progress and delineate the requirements for probation and dismissal from the college
Definition	<u>Academic Probation</u> A warning issued to a student who fails to maintain the minimum standards of academic progress.
Policy	<ol style="list-style-type: none"> 1. Standards of Academic progress apply to all students enrolled in academic programs. 2. A student who fails to maintain the college’s minimum standards of academic progress during any semester is placed on academic probation.

Procedure

1. A student shall be placed on academic probation if his/her **semester or cumulative grade point** at the end of any semester is less than that required as shown in table (A) below.

Table (A): Standard of Academic Progress

Classification	Semester grade point	Cumulative Grade Point Average
Freshman – Semester 1	1.5	1.5
Freshman – Semester 2	1.5	1.6
Sophomore – Semester 3	1.6	1.7
Sophomore – Semester 4	1.6	1.8
Junior – Semester 5	1.7	1.9
Junior – Semester 6	1.7	2.0
Senior – Semester 7	1.7	2.0
Senior – Semester 8 & Up	1.7	2.0

2. student on probation shall be **removed from that status** at the end of the semester in

Which his/her **semester and cumulative grade point** are equal or greater than those Required as shown in table (A)

3. A student who fails to raise the cumulative GPA in accordance with table A after three consecutive semesters of academic probation will be dismissed from the college.
4. A student who fails to maintain satisfactory academic progress will be subject to a **reduction in his/her course load** until such time as he / she restores satisfactory progress.
5. A student on academic probation shall be dropped from the college if, at the close of the next semester , his/her cumulative grade point is less than that required as shown in table (B).

Table (B): Cumulative Grade Point for Dropping from the Program

Classification	Cumulative Grade Point Average
Freshman – Semester 1	1.3
Freshman – Semester 2	1.4
Sophomore – Semester 3	1.5
Sophomore – Semester 4	1.6
Junior – Semester 5	1.7
Junior – Semester 6	1.8
Senior – Semester 7	1.9
Senior – Semester 8 & Up	2.0
6. Rule no. 6 shall not apply for the semester in which the student completes all requirements for his / her degree. PURDUE	
Responsibility for implementation	Admission and Registration office Academic Departments – Academic Advisor & Head of Department

13. Appeal of Academic Decisions Guidelines

Purpose	Provides procedures for students to appeal an action or decision that affects their academic status.
Policy	<ol style="list-style-type: none"> 1. Bayan College provides students with a procedure for the review of decisions affecting their academic status that they contend have been made unfairly. 2. Examples of decisions affecting academic status are the assignment of course grades, dismissal from the college, placement on academic probation and judgment concerning academic dishonesty. 3. To preserve the right of appeal, each step in the appeal procedure must be followed within prescribed time limits. 4. Students may initiate a formal appeal only if the claim involves an allegation of one or more of the following: <ol style="list-style-type: none"> i. An error in computation or calculation ii. Inconsistent application of grading standards within a course;

- iii. Unfair application of standards concerning grading;
- iv. Unfair application of standards related to academic placement;
- v. Allegations of cheating or plagiarism not supported by evidence;
- vi. Unfair application of standards concerning dismissal from the college.

Procedure

STEP ONE:

Informal discussion with the person responsible for the academic decision

1. The student meets with the person or persons responsible for the academic decision to discuss the issue in question. (For example, in the case of a grade appeal, the student first meets with the teacher responsible for assigning the grade.)
2. Step one may not be skipped. It must be completed within 30 calendar days of the decision date. This date is the date on the grade report transmitted to the student or the date shown on any letter or other written communication received by/transmitted to the student of the academic decision in question.
3. Possible Outcomes
 - a. The student may find the decision to be correct and take no further action.
 - b. The person responsible for the academic decision may find that an error has been made and take the appropriate corrective action.
 - c. The student may still disagree with the decision and proceed to step Two.

STEP TWO:

Discussion with academic department

1. The student meets with an academic department head from which the decision originated.
2. Step Two must be initiated within five calendar days of the completion of Step One
3. Possible Outcomes
 - a. The student may accept the decision and take no further action
 - b. The head of department may sustain the decision and may inform the student that the appeal is without merit. The head of department must provide written notification of the finding to all parties in the appeal. If the student disagrees with the decision, he/she may proceed to the next step.
 - c. If the head of department determines that the student has a legitimate complaint and cannot sustain the decision, the head of department meets with both parties to seek a resolution. If resolution cannot be reached, the student may proceed to Step Three

STEP THREE

Appeal through the College Management Committee

1. Within 10 calendar days of the completion of step Two, the student submits

to the President of the College Management Committee a written request to have the case heard by the College Management Committee.

2. Step Three must be initiated within five calendar days of the completion of Step Two.
3. Possible Outcomes
 - a. The President of the College Management committee finds that the decision can not be sustained, he will notify in writing the head of the academic department of the corrective action to be revert the decision.
 - b. The president of the college committee may sustain the decision and may inform the student that the appeal is without merit. The president will provide written notification of the finding to all parties in the appeal. If the student disagrees with the decision, he/she may proceed to step Four.

STEP FOUR

Appeal through The Dean.

1. Within 10 calendar days of the completion of step Three, the student may submit to the Dean of the College a written statement to have the matter referred to the Admission and Registration Department
2. Step Three must be initiated within five calendar days of the completion of step Two.
3. Possible Outcomes
 - a. The Dean may decide that the evidence presented by the student does not support the case for appeal and the matter can not be referred to a hearing session. The Dean’s decision is final. The student will be provided with all available evidences to sustain the decision.
 - b. The Dean will transmit a written notification of the finding to all parties in the appeal stating the required action to be taken. The Dean’s decision is final.
 - c. The Dean may find that the decision cannot be sustained; and may convene members of the college management committee to consider a hearing session or to designate a sub – committee to be devoted for a hearing session. The student may participate in the hearing session upon a request from the president of the committee or chair of a sub – committee.
 - d. The designated committee or sub – committee will report its finding evidenced with documents from both parties to the dean. The Dean’s decision is final.

Responsibility for implementation	Admission and Registration Department Dean
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14. Adding – Dropping Courses/ Course Withdrawal Guidelines

Purpose	To allow students to make changes to their course schedule
Policy	<ol style="list-style-type: none"> 1. The deadline for adding courses shall be through the first two weeks of a semester 2. The period in which one or more courses, but not the total course load, may be dropped without grade penalty and without head of department permission shall be through the first two weeks of a semester. 3. A student may withdraw from a course during the ‘withdrawal period’ lasting from the beginning of the third week through the end of the ninth week of a semester.
Procedures	<ol style="list-style-type: none"> 1. Course added, and / or dropped must be processed through the Admission and Registration Department 2. A student may elect to drop a course after the official drop deadline. In this case, the student will be considered withdrawn from the course. 3. Withdrawing from a course causes both the name of the course and the grade of “W” to appear on the students academic records. 4. No withdrawals will be allowed after the ninth week of a semester 5. To initiate a withdrawal from a course, the student must have the approval of the head of the department offering the course and his/her academic advisor.
Responsibility for implementation	Admission and Registration Department

15. Repeat Course Guidelines

Purpose	To allow students who have done poorly in a course to repeat the course and remove the weight of the earlier grade from the cumulative grade point average.
Policy	A student may repeat courses in which he/she scored “F” or “D”
Procedure	<ol style="list-style-type: none"> 1. Only the last grade will be counted in the GPA 2. A student may choose to repeat a maximum of 15 credit hours. 3. Only courses taken at Bayan College can be repeated
Responsibility for implementation	Admission and Registration Department

16. Student Course Load Guidelines

Purpose	To establish the academic courses load for students
Policy	<ol style="list-style-type: none"> 1. Under ordinary conditions, a student should not be allowed to register for a course load that will exceed one – eight of the Bachelor Degree plan per semester. 2. The maximum course load for full time student is 15

	<p>credit hours in a semester.</p> <ol style="list-style-type: none"> 3. The minimum course load for full time student is 12 credit hours, except in their final semester when a lesser number may be taken if that is all the student needs to graduate. 4. The maximum course load for part time student is 9 credit hours. 5. The minimum course load for part time student is 6 credit hours, except in their final semester when a lesser number may be taken if that is all the student needs to graduate.
Procedure	
<p>A full time student may register for more than 15 credit hours in a given semester when these conditions are met:</p> <ul style="list-style-type: none"> ○ The student has earned a grade point average of 3.5 or higher in the previous semester AND a cumulative grade point average of 3.0. ○ The student has completed a minimum of 30 credit hours in the previous semesters. ○ The student has obtained the written consent of his academic advisor and the approval of Head of Department in which he/she is enrolled. 	
Responsibility for implementation	Admission and Registration Department


17. Refunds Guidelines

Purpose	To guide students process refund at the College.
Policy	<ul style="list-style-type: none"> ○ Students who withdraw from the college in accordance with withdrawal policy may apply for refunds. ○ Refund policy applies to fees associated with courses. All other fees are not refundable. ○ If a program or class is canceled, the student will be granted a full 100% refund upon completing the official withdrawal process. ○ Refund policy does not apply to full time students who drop or withdraw from a class or move below 15 credit hours. The flat tuition rate applicable to full time students is determined in terms of a student status only. ○ Students dismissed from the college for disciplinary reasons are not eligible for any refunds.
Procedure	<ol style="list-style-type: none"> 1. The student must initiate the refund process 2. The refund is processed through the Registration office. 3. A refund is paid by checks only. 4. Tuition paid by company, ministry, scholarship are refunded to the appropriate entity

Responsibility for implementation	Admission and Registration Department Finance and Administration Department Dean
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18. College Calendar Guidelines

Purpose	To prepare an outline highlighting the significant dates and events of an academic year
Policy	The Dean's office shall prepare an outline highlighting significant dates and events of an academic year
Procedure	
<ol style="list-style-type: none"> 1. The Departments shall forward their annual activities to the Dean's Office. 2. The Dean's Office shall collate all activities submitted. They must be based on the operational plan of the departments. 3. The draft will be sent out to the departments for review before finalized 4. The Dean's Office shall submit the final draft to the Executive Board for approval 	
Responsibility for implementation	Dean's Office Heads of Departments

	Bayan College		
	Library Usage Policy and Procedures		
	Version: 1.0	Effective Date: 01.05.06	Page No: 37
	Version 2.0	Effective Date	

Purpose

To lay down the board guidelines for the administration and use of the College library. This policy shall complement the existing Library Policy of 2018.

General Policies

- The college will assist the students in further learning by providing opportunities to read reference books through the use of its library services.
- Students shall be issue books/periodicals by producing their library issue cards.
- Each student will have three issue cards and only one book/periodical can be issued per issue card.
- Each book will be issued for a maximum period of 2 weeks.
- A book can be reissued for a maximum of 2 times.
- Students can reserve books that have been issued to other students. In such cases, the earlier student will not be allowed to reissue unless the student comes and issues the book within a fixed time limit else the reservation will expire.
- Students shall obtain clearance certificate from the librarian before the exams, else they will not be allowed to write the exams.
- Students shall have to pay fines in the case of defaulting the return of the book before the due date, the fine rates shall be displayed on the library/college notice boards
- Any damage caused to the library resources shall be recovered.
- Please refrain from using cellular phones in the library.
- No food or drink will be allowed in the library.
- Loud conversations and use of personal stereos/cellular phones are prohibited.
- Strict silence shall be observed inside the library.

Procedures

Management of Books

1 . New Arrivals

- a. Document the date of arrival, mode of purchase, cost of the book, details of the book etc. in the register
- b. Assign accession number; describe whether it is only for reference etc.
- c. Update the list of the New Arrivals

2 . Other Books

- a. Regularly check the book inventory
- b. Arrange the books without causing congestion / damage to other books
- c. Strictly maintain the issue register
- d. Periodically check the damages, and undertake corrective action such as

binding / laminating the book


- e. Always keep the books in category
- f. Separate the damaged books, try to repair, if not possible, condemn.
- g. Maintain adequate number of copies for reference of the students
- h. If stolen /lost, it has to be reported to the Head of Finance and Administrator and immediate action to be taken.

Management of Magnetic tapes. Compact Discs and other audio-visual devices:

1. Store the Tape /CD in a cool, dust free place
2. Maintain the Accession Register with the details of the Tape /CD, date of purchase, cost and identification number
3. Label the device whether Master Copy, Duplicate etc.
4. Never issue the original version to the student for reference, as there is chance of damage to the original.
5. Clean the tape /CD as per the product instruction/ specification regularly
6. Maintain the issue register update
7. If stolen/lost, it has to be reported to the Librarian & immediate action to be taken
8. Never issue the material to the unauthorized person without the permission of the Branch Administrator.
9. Read and understand the user information available with the product before using it to avoid damage and to ensure the optimum usage.

**Responsibility
for
implementation**

Librarian

	Bayan College		
	Students Code of Conduct		
	Version: 1.0	Effective Date: 01.05.06	Page No: 37
	Version 2.0	Effective Date	

“ A safe learning environment is a positive learning environment”

Parents, staff and students have three key expectations of their full service public education system.

- Effective curriculum and programs for all students
- Qualified professional staff
- Safe and secure learning environment

Codes of behavior are merely words on paper unless adequate resources, Programs, interventions and enforcement strategies are in place. The most effective way to ensure that students are learning in a safe and secure environment is to include all stakeholders of the college in the development and implementation of a student code of conduct.

A safe and secure environment allows for a positive learning environment. In turn, a positive learning environment promotes student learning. To successfully achieve these outcomes, it is necessary to develop a clear set of student expectations.

Student Expectations

- Students will attend all classes on time.
- Students will be prepared for class with the appropriate materials and homework completed. Students will not participate in cheating or plagiarizing their work or the work of others.
- Students will be honest with all staff and students.
- Students will express themselves without the use of profane language or offensive gestures.
- Students will participate in positive group activities and will not be involved in any swarming, bullying, intimidating or harassing of staff or students.
- Students will show respect for others by not participating in teasing and ridiculing.
- Students will show respect for others by not wearing clothing with inappropriate messages (i.e., profane language, racial or sexual references, and reference to alcohol/illegal drugs or gang related.)
- Students will respect the personal property of others and the college.
- Students will respect and follow direction from all staff of the college.
- Students will respect the safety of others by not bringing real or imitation weapons to college or college related events.

Code of Conduct

Attendance and Preparation for Class

It is a requirement for students to attend all classes on time and with the appropriate materials.

Vandalism (property and/or equipment)

Students are responsible for library books or any equipment loaned to or used by them. If misused or damaged, students will be responsible for charges to repair or replace. If repayment is not received, students will have campus privileges removed, a campus suspension or suspension.

Dress Code

Omani students shall wear Omani National Dress while other students shall wear clean, neat and presentable clothing. Students who wear clothing depicting illegal drugs, alcohol, profane language, racial, sexual or vulgar suggestions will be sent home to remove such clothing. Students who fail to follow this code will face a campus suspension or suspension.

Consumption of alcohol in college premise and attending college under influence of alcohol are prohibited.

Smoking

Smoking is not permitted in any college building, ground or during any college excursion. As per rules, fines will be levied for each infraction.

Examination

Students are required to sit for every examination. A medical certificate will be required for any student not writing an exam/test due to a medical difficulty clearly indicating that the exam/test could not be written. Failure to write an exam without medical leave will result in the student receiving a 'zero' mark.

Fighting / Criminal Assault

Any student involved in or encouraging the involvement of another student in fighting will be suspended and the police will be notified. Students involved in this behavior could be referred to peer mediation, counseling or an alternative learning environment. Persistent involvement will result in expulsion from the college.

Respect for Authority

Students will demonstrate respect for all staff and students. Students are expected to recognize and comply with the authority held by the college and its staff. Requests made to them by staff are expected to be followed and adhered to. Failure to follow such requests could lead to parental contact, loss of privileges, suspension or expulsion.

Harassment / Threatening

Harassment will not be tolerated. Educational programs explaining harassment should be provided as well as counseling services. Harassment, whether written, verbal, sexual, physical, emotional, or racial, is a criminal offence and will be treated as such.

Classroom Behaviour

Every student has the right to an uninterrupted and safe instructional environment. Behaviors, which interfere with student learning, will not be tolerated.

Bullying / Intimidation/Swarming

No student will participate in or initiate any form of bullying, intimidation or Swarming. Persistent disregard would result in suspensions, expulsions, and/or criminal charges. As with assault infractions, counseling and or an alternative learning program could be actions used to suspend this type of activity.

Visitors to College

All visitors will be required to register at the reception office. Registered visitors will receive a visitor's badge, which must be worn while in the college. An unregistered visitor will be asked to leave the premises.

Disciplinary Procedures

The college management expects a safe learning environment to be maintained within the campus. Disciplinary action will be taken for all types of unacceptable behavior. The following will be the consequences of unacceptable behavior.

Consequences of unacceptable behaviour

- Verbal warnings to the student by the college administration
- Written warnings to the student by the college administration
- Referral to guidance and counseling staff

- Temporary removal of privileges (classroom/college); i.e., field trips, library access
- Permanent removal of privileges (classroom/college); i.e., field trips, library access
- Removal from class (temporary/permanent)
- In college suspension
- Out of college suspension with an appropriate and clear return to college protocol
- Police involvement / criminal charges
- Expulsion from the college