

	BAYAN COLLEGE Affiliated with Purdue University Northwest, USA		
Policy Title	Admission Policy and Procedure		
Policy Category	Academic Policies		
Subject	Course admission		
Office Responsible for Review of this Policy (Office)	Admissions and Registration Department		
Related Policies	Academic Affairs Policies		
Version	2	Effective Date	01.01.2019

SCOPE

This policy applies to the Admission and Registration Department for the admission of students to Bayan College programs and courses.

POLICY STATEMENT

1. Bayan College sets fair, equitable and transparent eligibility criteria for the admission and selection of students into courses, which:
 - a. are consistent with the requirements of our affiliate Purdue Northwest University;
 - b. are appropriate for the Oman Qualifications Framework and take account of external benchmarking;
 - c. ensure that students have adequate prior knowledge and English language skills to undertake the course of study;
 - d. improve access to higher education programs for students with special needs

PROCEDURE

1. Students may begin their studies at Bayan College if they meet one of the following criteria:
 - High school graduate
 - Transfer student from a recognized 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:
 - Pass the placement test administered by Bayan College
 - Successful completion of Bayan College 3-level General Foundation Program
 - TOEFL Test score of 500 or its equivalent in other recognized tests such as IELTS (Academic) 5

- IC3 or ICDL with exempt students from the computer course t the General Foundation Program.

3. Placement Test

- a. All students must sit for the placement test (English, IT, Math) conducted by the College. The results of this test will determine the student level in the General Foundation Program which comprises three levels.
- b. Students successfully passing the placement test with a score of not less than 80%, he/she is admitted directly to the academic programs
- c. Head of Admissions and Registration office or a designee may waive this testing requirement when applicable as outlines below:
 - A student who has scored 500 in TOEFL
 - A transfer student from a recognized college

4. Student Classification

A. Load Status

- a. *Full-Time Student*: 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.
- b. *Part-Time Students*: 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

- a. *Freshman*: Students who have fewer than 30 credit hours will be considered freshmen.
- b. *Sophomore*: Students who have earned 30 or more credit hours will be considered sophomores.
- c. *Junior*: Students who have earned 60 or ore credit hours will be considered sophomores.
- d. *Senior*: Students who have earned 90 or more credit hours will be considered sophomores.

5. Student Tuition and Fees

- a. All students, as a condition for completing registration, are required to pay all fees and charges
 - 50% of the tuition fee should be paid on registration;
 - 25% of the tuition fee should be paid one week before the mid-term exam
 - The remaining fee should be settled one week after the mid-term exams.
- b. Tuition and fees are to be published in the student Handbook, course catalogue, and college guide.
- c. The current fees applied at Bayan College are:
 - Tuition – Tuition is assessed to all students to assist in supporting the cost of providing a student's 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.

DEFINITIONS

No Definitions apply to this policy.

REVISION HISTORY

Version No.	Effective Date	Summary of Changes
1	01.05.2006	First iteration
2	01.01.2019	Changes to format for consistency with Policy on Policy requirements Change to policy title from <i>Admission Procedures Guidelines to Admission Policy and Procedure</i> Provides Policy definition.