



الهيئة العمانية للاعتماد الأكاديمي وضمان
جودة التعليم
Oman Authority for Academic Accreditation and
Quality Assurance of Education

Accredited 2021



PURDUE UNIVERSITY NORTHWEST



Bayan College

Under The Supervision of the Ministry of Higher Education, Research & Innovation
Affiliated with Purdue University Northwest – USA

Student Handbook 2021/2022

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Message from the Dean

Dear students,

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

We are confident that Bayan College with its relevant academic programs, highly experienced faculty members, and state of the art teaching and training facilities, is the perfect choice to help you build up your knowledge and proficiency in your chosen field. Bayan College received **OAAA** national accreditation and **ASIC** international accreditation in 2018 as a Premier Institution. These awards indicate that we are your ideal partner as you develop your professional and artistic skills. We will enhance your capabilities and make you competent in meeting your personal and career challenges and support you in serving your family and the society.

The start of 2020 posed many challenges for all students studying in the Sultanate of Oman and internationally. Students at Bayan College were well supported throughout the pandemic through live lectures delivered on our state of the art CANVAS Student Learning Support network. This system allowed our students to continue to directly interact with our instructors. We are the only College in Oman to use this state of the art Learning Management System and we will continue to use it to good effect as required in the future. We also look forward to welcoming students back to our elegant, spacious and well-equipped campus in the very near future.

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

It is my upmost pleasure to welcome you to your second home, Bayan College, and I hope your journey of knowledge and skills acquisition is coupled with unforgettable moments of joy, happiness, and success shared with your fellow students.

Wishing you all the best

Dean of the College

Awards and Achievements

Bayan College is a government licensed private higher education institution which operates under the regulation of the Ministry of Higher Education Research & Innovation, Oman. The College is affiliated with Purdue University Northwest, USA and all the study programs are recognized by the MoHERI.

National Accreditation

Bayan College is accredited by Oman Authority for Academic Accreditation and Quality Assurance of Education, 2021

International Accreditation

Bayan College received international accreditation with ‘Premier Institution Status’ from ASIC, the government approved British accreditation agency specialized in accrediting colleges and universities in UK and internationally.

The College was awarded commendable grades in the following areas:

- A. Premises and Health & Safety
- B. Management and Staff Resources
- C. Learning and Teaching; Course Delivery
- D. Quality Assurance and Enhancement
- E. Student Welfare
- F. Marketing and Recruitment

ASIC Affiliations & Credentials

- ISO 9001:2015 Accredited Certification
- IIC Partnership
- BQF: British Quality Foundation
- EDEN: European Distance and E-Learning Network
- CHEA: Council for Higher Education Accreditation – Member of CHEA International Quality Group
- Global Universities in Distance Education
- NAFSA: Association of International Educators
- The United Nations Academic Impact
- AIEA: Association of International Education Administrators
- Gulf Award

International Associations

- Purdue University Northwest -USA
- Freie University-Berlin
- Accreditation Services for International Schools and Colleges -UK
- University of Missouri Kansas City-USA

Awards & Recognitions

- Bayan College received the international accreditation with ‘Premier Institutional Status’ from ASIC, the government approved British accreditation agency specialised in accrediting Colleges and Universities in UK and internationally-2018-2022

- The College was awarded the outstanding international award at the ASIC international conference in Kuala Lumpur, 2019.
- The College won the best student support services by College award during the COVID crisis by ASIC, the government approved British accreditation agency, 2020.

Student Achievements:

Dawood Al-Riyami, broadcasting student won an award in a Documentary Film making competition in the Government Communication Forum.

Graduate Employment:

Bayan College has a high employment rate, and the quality of Bayan College graduates are well recognized, approved and testified by high officials. The College has 89% graduate employment percentage in 2017/2018; 84 % in 2016/2017; and 100 % of the international students graduated from the College are employed.

Definitions

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

About Bayan College

Bayan College remains the first private college in Oman offering programs in Media studies, English Studies and Social Sciences.

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

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

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.

Mission

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

Core Values and Objectives

Bayan College will be guided by the following core values:

a) **Excellence in Teaching, Learning & Facilities**

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

b) **Loyalty**

Dedicated to meeting our commitments and obligations.

c) **Social responsibility**

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

d) **Accountability & Transparency**

We assume and demonstrate responsibility for our decisions & actions.

e) **Partnership**

Work with partners for the benefit of College (students, faculty and staff) and the community.

f) **Diversity**

Promoting an idealistic culture of racial, gender and religious acceptance.

Graduate Attributes

Generic Attributes

1. Exhibit capacity in writing skills
2. Demonstrate critical thinking skills
3. Show problem solving skills
4. Master communication skills

5. Develop the ability to work in team
6. Comply with ethical and social values
7. Value inclusive culture and sensitivity

Discipline – Specific attributes

Gain sound knowledge in their discipline

Adherence and understanding of the rules and regulations of the College

It is the responsibility of the student to know and understand all rules and regulations of the College which **cannot** be ignored. Rules and regulations concerning students are stated in different policies available on the student portal. Also it is **mandatory** for students to check their emails and College website for any updates.

Academic Affiliation

Bayan College is affiliated with Purdue University Northwest in the United States of America, renowned for its media studies department and offers more than 70 undergraduate and graduate degree programs.

Purdue University Northwest Accreditations

- Purdue University Northwest - accreditation through The Higher Learning Commission (HLC) (regional accreditor)
- Indiana Commission of Higher Education (regional accreditor)

Purdue University Northwest Program Accreditations

- AACSB
- ACPHA
- ABET
- COMPTE
- CAEP
- CEA
- ABET
- Council of Social Work-Department of Behavioral Sciences

Academic Life at Bayan College

Academic life at Bayan College is based on respecting the individual; providing excellence in teaching and learning, and facilitating access to many diverse co-curricular and extra-curricular activities. Bayan College is the only college in Oman that provides CANVAS, a fully integrated student learning management system which enables students to access a wide range of learning tools from the convenience of their own home.

Facilities and Services

Learners in Bayan College are provided with the following high-quality services:

1. Computer labs equipped with up-to-date equipment and software
2. A library with current texts, reference materials, audio visual resources, electronic journals and Masader for access to e-books and journals online 24 hours per day
3. A state of the art TV and radio production studio
4. An editorial room for the production of printed material
5. Writing Support Services
6. Peer tutoring programs
7. A well-furnished hostel for female students with transportation facilities
8. A cafeteria providing good, fresh and healthy food
9. A staffed clinic to deal with emergencies
10. Entertainment halls
11. Social and cultural clubs and associations
12. A football field

SUPPORT SERVICES

The College provides various support services such as: the Research Office, Admission and Registration, Students Affairs Office, Academic Advising Centre, Quality Assurance Office, Career and Industry Engagement Services Office, Human Resources Department, Finance and Administration Department, Marketing and Public Relations Office, Learning Resource Services, I.T Services Office, International Student Services, Health and Safety Services, and Maintenance and Facilities Management Services.

Admission and Registration Department

The Admission and Registration Department is one of the most important departments in the College. It represents a fundamental link between the students, the administration and instructors. It is the most frequented department by the students during their period of study at the College, starting from their admission, through enrollment to their graduation.

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

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

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

Career and Industry Engagement Office (CIESO)

The aim of the Office is to maximize the employment opportunities available to Bayan College graduates. It helps students in designing, evaluating and implementing their career plans in

relevance to the College's mission to serve the community and to join the local labor market. The Career and Industry Engagement Services Office is responsible for the following functions:

- a) Provide individual and group guidance, and counselling on career education.
- b) Organize seminars and workshops on job search techniques and self-marketing (i.e. resume writing, interviewing skill etc.).
- c) Provide occupational information and access to employers' reference files.
- d) Maintain an updated vacancy list of current jobs in the market.
- e) Strengthen links with employers, especially through the career fair or various presentations organized by the CIESO.
- f) Run an on campus Recruiting Program.
- g) Create a Career Guide brochure for use by potential graduates.
- h) Display part time/full time vacancies on campus through the CIESO website and the Vacancy list.
- i) Maintain Alumni records, especially on the graduates' first destination upon leaving the college.
- j) Provide graduates with the College's latest news and developments.
- k) Invite the graduates to conferences, seminars, workshops etc. organized by the College.
- l) Organize discussion meetings between graduates and College senior management / current students.
- m) The CIESO supports students undertaking industry training or an internship specified in the Study Plan during their studies in the College.

Counseling & Guidance Office

The prime objective of counseling is to bring about a positive change in the life of students. The Office is responsible for the following:

- a) Provide individual counseling services to students
- b) Motivate and help students to be able to solve their problems.
- c) Build a rapport between student and teacher based on mutual trust and understanding.
- d) Instill a sense of confidence and belongingness in the students.
- e) Encourage students to set a goal in their life.

International Students Services

Bayan College offers an International Degree and welcomes all the students from different nationalities and background. We have International Students Services to facilitate the admission for international students.

The international student has to fulfill all the entry standards criteria for the stipulated program.

International Students office carries out following activities:

- a) Liaison with Ministry of Education for Validating Certificates
- b) Approval from Ministry of Higher Education for international student admission
- c) Student Visa processing and facilitation
- d) Free Health Insurance
- e) Girls Hostel facilities
- f) Meals and Transportation for International students

IT Services Office

The objective of the Office is to provide students and staff with the best technology to facilitate academic research and study. The Office is responsible to:

- a) Provide technical support for students and staff
- b) Provide High speed internet connection
- c) Computer services
- d) Email facility
- e) Wi-Fi facility
- f) E-library

Students Affairs Office

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

- a) Contributing to the preparation of balanced personalities of students;
- b) Providing scientific, cultural and sports activities both within and outside the college;
- c) Supervising the Students Advisory Council;
- d) Facilitating complaints process via complaint box
- e) Supervising students' election;
- f) Adopting and shaping talents in an integrated educational environment;
- g) Encouraging and inspiring gifted and talented students.

Academic Advising Centre

The role and responsibilities of the Academic Advising Centre are as follows:

1. Promote a supportive educational environment characterized by commitment to high standards and student success through the following strategies:
 - a) Develop teaching and learning practice based on the latest developments in these fields;
 - b) Help students to become more independent learners and competent decision makers;
 - c) Strengthen an ongoing relationship between advisors and students;
 - d) Communicate effectively in a respectful and caring manner;
 - e) Provide accurate and up-to-date information on College policies, procedures and guidelines;
 - f) Modify or adjust advising based on regular evaluations.
2. Develop a sustainable system for collaboration among different College departments to enhance the student experience through the following strategies:
 - a) Create a more student-friendly referral system;
 - b) Be more systematic in sharing resources, best practice and consistent policies;
 - c) Develop new channels of communication with the Student Affairs Office;
 - d) Develop a partnership with the community at large and the alumni.

3. Provide professional development for academic advising through the following strategies:
 - a) Develop a training system for academic advisors;
 - b) Develop a system for sharing resources for professional development;
 - c) Create a mechanism for the professional development of advisors.
4. Support educational experiences that advance student development through the following strategies:
 - a) Promote awareness of curricular/extracurricular opportunities;
 - b) Collaborate with the community at large to meet common needs;
 - c) Facilitate relationships between academic and personal goals and extra- curricular experiences.
5. Direct students deemed 'at risk' to the Writing Support Service
6. Implement a College-wide assessment plan for academic advising.
7. Manage all academic advisors.
8. Maintain accurate and current academic advising files.
9. Tracking students identified as "at risk".

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 or her in a way that helps him or her excel in his or her studies. Course registration form or Add/Drop form for the students at risk, will not be processed by the Admission and Registration Department unless signed by the academic advisor and the Head of Department. In addition, all students can seek the assistance of their academic advisor to find solutions to any academic or administrative problems.

Academic Under Probation Warning Letter

Under probation students will be called by their academic advisor and will be given a warning letter to sign it. The academic advisor will explain to the student the consequences of remaining under probation and how to recover from the probation. If the under probation student refused to meet with the academic advisor, a copy of a probation warning letter will be sent to the student Email-id from the advisor's official **Email-id only**. While sending email a copy (cc) will be forwarded to the Head of the respective academic department (English Studies or Media), Head of Academic Advising Centre and Head of Admission and Registration Department. A hard copy will be filed in the student advising file.

10% and 20% Warning Letter

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

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

Students at Risk

The **Students at Risk** (CGPA below 2.09) and **Under Probation Students** (CGPA below 2.00) will be tracked and followed-up. There are certain steps mentioned below that will be followed by all instructors to ensure the quality of education.

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

Peer Tutoring

The main objective of Peer Tutoring Program is to provide learning support to weak students in a particular course by grouping them with fellow students who have competence in the particular subject or with students who have the good ability to comprehend the lesson.

Writing Support Service

The Writing Support Services aspires to create efficient and highly qualified writers who can achieve distinction in the varied fields of media and literature writing. It aims to acquaint students with the different writing styles: argumentative, descriptive, persuasive, and expository; and disseminate the culture of appropriate writing among them.

Quality Assurance

The Quality Assurance (QA) was established at Bayan College to develop and promote the culture of quality in all the College does and consolidates the quality of the education process. The QA is one of the most important departments in the College as it oversees the effectiveness and smooth functioning of the College. The QA is managed by the Head of the Quality Assurance and reports directly to the Dean.

Its mission is to:

- Establish a system of assuring academic quality in the College
- Conduct a system of internal reviews to ensure compliance to policies and procedures implemented in the College
- Ensure a broad understanding of the purpose and objectives of quality assurance among the stakeholders of the College
- Well inform staff with regard to the quality standards that the College adheres to in carrying out the department duties and responsibilities
- Assure quality in all processes and services provided in the College
- Acquire institutional and program accreditations locally and internationally

Student Orientation

The Academic Advising Centre, Student Affairs Office along with all other Departments will be conducting different orientation programs such as: orientation for commencing students, bridging the

gap between Foundation and Academics, Advising Day, in addition to a workshop on advising for both staff and students.

Bulletin Boards

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

ACADEMIC DEPARTMENTS

Bayan College hosts three major academic departments: Department of Media Studies, Department of English Studies and the Department of Social Sciences.

The Department of Media Studies

The Department of Media Studies offers programs in:

Journalism: This program introduces the various types and techniques of press editing. It provides the students with the real capabilities to practice journalism through offering a variety of courses that deal with press and its history, media theories, techniques of press editing, professional writing for various mass media, and other courses that help in developing the students' cultural skills. These courses have been carefully selected to meet the actual needs of the Omani labor market.

Broadcasting: This program focuses on acquiring the scientific and practical skills in the field of Radio and Television; providing the students with sufficient experience that qualifies them to practice professional newswriting for Radio and Television; in addition to preparing and presenting Radio and Television programs. Moreover, this program is designed to teach students how to use modern technical equipment such as cameras and recorders, and how to edit through various courses and training programs that have been designed to enhance the students' scientific and practical skills that qualify them to get involved in the labor market.

Public Relations and Communication: It is a fact that institutions, organizations and companies rely on public relations as it is the backbone of their success and strength in building up mutual trust with the public. Due to the growing importance of public relations, Bayan College has given special attention to this major by preparing a standard program based on scientific courses that have been carefully selected. These courses spot light on public relations: theories, aims, practices, roles, and the ways in which the concerned people deal with them. Moreover, these courses introduce the basics and techniques of writing for public relations, terms, requirements and forms that enable the students to gain all the skills needed for working in this field.

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

Visual Communication Design Major: We live in a visual society. Visual Communicators combine words, images and ideas in original ways to convey information. The program focuses on real-world problem solving, contemporary creative thinking, design methodology, industry standard computer technology, and practical skills. A degree in visual communication design prepares students for dozens of career opportunities and is especially relevant to work in new media or design.

The Department of English Studies

The Department of English Studies offers in:

English Literature: This program aims at developing the students' knowledge of English language and literature, their language skills and ability of critical thinking. The Department offers rich and varied courses that cover all literary genres such as novel, drama, poetry, and criticism. Surveys of both English and American literature, linguistics, translation, and many other courses are also offered. The courses have been carefully selected from the curriculum of the Purdue University -Northwest-USA with which Bayan College is affiliated—in order to meet the needs of the Omani labor market in the fields of: teaching, media, translation, and many other varied jobs in the Sultanate's ministries, banks, companies, and tourism sector.

English Professional Writing: Professional English Writing is an ideal specialization for the students who are interested in writing and want to master different types of professional writing skills. The program focuses on teaching the practical aspects of functional writing in different contexts to qualify students to work in the field of publishing, editing, and professional writing that is needed by public and private institutions like companies, newspapers, Radio and Television. Through this specialization, the students will study several subjects including rhetoric and effective techniques of persuasion covered by a range of courses. In addition to the major courses of professional writing, there are other courses offered by both English and Media departments. Hence, the graduate will have the chance to join any of the specialized jobs available at the labor market.

MA in English Language and Literature

Graduate study in English can deepen your understanding of the experience, context, institution and theories of the reading and teaching of literature and writing. Our MA degree is focused on the theory, practice and pedagogy of writing and literatures. It introduces students to a variety of composition and literary theories; trains them in the assessment of texts; writing of analytical/argumentative essays; and identification of problems in language, pedagogy and literature that need further understanding and investigation.

The program serves to help students identify suitable jobs and prepare a job portfolio based on a chosen career. It also serves teachers in local high schools interested in developing their knowledge of English, individuals who want to prepare themselves to pursue a Ph.D., as well as those who simply enjoy the challenge of advanced study in literature and writing. Program requirements are flexible, allowing students to tailor their degree to match their interests.

The Department of Social Sciences

The Department of Social Sciences offers programs in:

Human Development and Family Studies: Individual and Family Services

The Human Development and Family Studies (HDFS) major with Individual and Family Services concentration is designed for an aspiring human services professional who wants to work with adolescents or adults (or in all-age settings) along with their families.

HDFS courses prepare you for work with individuals and their families by focusing on cultural understanding, strategies for helping and securing the best possible resources for their needs. You'll benefit from a program that emphasizes communication skills, critical thinking and professional ethics, as well as experiential learning and strong connections with community partners.

The HDFS curriculum includes courses on family dynamics, stages of human development, law and ethics, human services skills/practice, research methods and diversity.

Teaching Hours

Classes are conducted Sunday through Thursday from 08:30 AM to 08:30 PM.

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, and projects) is also English, except in Arabic language courses.

Career Opportunities

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

Ad Writer	Advertising Manager	Advertising Producer
Web & Multimedia design	Assistant Editor	Assistant Production Manager
Marketing Communication	Camera Operator	Campaign Officer
Columnist	Communications Specialist	Copy Editor
Copy Writer	Script Writer	Digital Media Specialist
Director	English Teacher	Event Management
Program/Film/Ad Director	Executive-Public/Private Sectors	Executive Producer
Branding Design	Film/Video Editor	Narrator
Freelance Writer	Internet Journalist	Investor Relations Executive
Journalist	Market Researcher	Marketing Assistant
Marketing Coordinator	Marketing Manager	Marketing Relations
Media Planner	Media Relations Coordinator	Media Relations Officer
News Editor	News Producer	Officer
Photographer	Producer	Production Coordinator

Program Anchor	Promotion Coordinator	Proof Reader
Public Information Officer	Public Information Officer	Public Relations Assistant
Public Relations Manager	Publications Designer	Radio Broadcast Assistant
Relations Officer	Reporter	Academic
Interpreter	Social Media Specialist	Sports Information Director
Sports Reporter	Strategic Planning Executive	Tour Guide
Talk Show Host	Technical Writer	TV / Radio Correspondent
Translator	Content Specialist	Videographer
TV/ Radio Reporter	TV/Radio Anchor	Writer
Social Worker	Social and Human Service Assistants	Youth and Family Services
Clinical Social Worker	Social and Community Service Managers	Counseling
Marriage and Family Therapy	Behavioral Disorder Counselor	Mental Health Counselor
Rehabilitation Counselor	School and Career Counselor	Psychiatric Assistant
School Psychologist		

Tuition Fees

General Foundation Program Tuition Fees

Fees applicable to the General Foundation Program are as follows:

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

General Fees

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

Academic Programs Fees

Fees	Media Studies	English Studies	Social Sciences (120 credit hours BA)	MA English Language and Literature (33 credit hours MA)
Tuition fees per credit hour	OR 70	OR 65	OR 70	OR 291
Tuition fees (one course/three credit hours)	OR 210	OR 195	OR 210	OR 873
Tuition fees (72 credit hours/ diploma)	OR 5040	OR 4830	=	=
Tuition fees (126 credit hours BA)	OR 8820	OR 8340	OR 8400	OR 9600
Studio security fees (refundable)	OR 150	=		

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

ADMISSION REQUIREMENTS¹

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

Required Documents

Admission requirements are as follows:

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

Placement Test

Students who wish to join Bayan College are required to take an online placement test (Pearson Online Placement Test) which is aligned to Common European Framework of reference (CEFR) and Global Scale of English (GSE). Based on the placement test scores students are allocated different levels of English language training (details of different levels and CEFR correlations available in GFP Handbook). Students with a score of 50 and above (GSE) / B1+ or above (CEFR) are eligible to appear for the Exit Test. Students with an IELTS(academic) band of 5 and above / TOEFL score of 500 and above are exempted from GFP English program .Students are also required to take a Placement Test in Math and IT. Students with ICDL/ IC3 certificates are exempted from the IT course in GFP. Students with equivalent IT certificates are eligible to appear for the IT exit test.

Degree Awarding Requirements

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

Bachelor Degree

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

- a) 30 Credit Hours/ General Requirement Courses
- b) 36 Credit Hours /Department Courses
- c) 42 Credit Hours /Major Courses
- d) 18 Credit Hours /Elective Courses

Diploma Degree

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

- a) 30 Credit Hours/ General Requirement Courses

¹ Note, all academic policies are available on the student portal.

- b) 36 Credit Hours/ Major Courses
- c) 6 Credit Hours/ Elective Courses

Class Schedules

The Admission and Registration Department set all class schedules in coordination with academic departments. These schedules can be changed only by the College administration. The College does its best to design schedules suitable to students and in accordance with the existing regulations. Some students, including course repeaters and postponed ones, may face some difficulties in their class schedules. They are advised to consult their Academic Advisors to find appropriate solutions to such difficulties in cooperation with the Admissions and Registration Department.

Period of Study

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

Bachelor of Arts students enter the second year of study upon successful completion of 30 credit hours, enter the third year of studies upon successful completion of 60 credit hours, and enter the fourth year of studies upon successful completion of 90 credit hours.

ACADEMIC REGULATIONS²

The Semester System

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

Credit Hour System

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

Student Credit Load

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

² Again, please note all academic policies are available on the student portal.

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

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

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

Under Probation students (with a GPA less than 2.00) carrying full time status can only register for up to (12) credit hours in Fall and Spring Semesters, but 6 credit hours in Summer Semester.

Honors Program

The Honors Program caters to the highly motivated student and offers rigorous academics, personal attention from professors, and a starting point to the academic and professional dreams of the students. The Honors Program is College-wide and compatible with all majors. Successful participation in the Honors Program gives highly qualified students the ability to become skilled in their specific disciplines and will have the personal satisfaction of having met and accomplished the most innovative and challenging program available in the College.

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

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

Students applying to the Honors Program should have:

- Cumulative GPA of 3.5 or more on a 4.0 scale

- Competency in English
- Recommendation from respective department
- Participation in student activities

Academic Distinction Regulations

To encourage and reward academically outstanding students, the following rules are applied. The Admission and Registration Department prepares a list of the most outstanding students at the end of Spring Semester;

- a) The first three outstanding students in each major are given a 10% discount on credit hours registered in Fall and Spring Semesters, in accordance with the College grant policy;
- b) Names of outstanding students are posted on the College honour list if he/she obtains AGPA 3.5 or more;
- c) The Dean's list includes the names of students who obtain AGPA 3.8 and above;
- d) A student eligible for honour list will have completed 24 credit hours of his/her major in first year's Fall and Spring Semesters.

Transfer to Bayan College

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

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

Transfer Students to Purdue University – 2+2 agreement

This Program is an achievement for Bayan College, since it is the first time Purdue University Northwest (PNW) offers such a program to overseas students. A student after finishing his/her first two years at Bayan College can transfer to PNW and finish the last two years to get BA there. As part of the admission's process a selection committee from PNW will conduct interviews with the

applicant either in person, or via video-conference or Skype. Students should have at least “C” grade 2.4 in their first two years, to be eligible for application.

Freie Universität Berlin Exchange Program

Within the framework of its constant efforts to develop relationships internationally with highly reputed institutions which enable students’ exchange, Bayan College recently signed a Memorandum of Student Exchange with Freie Universität Berlin. The Memorandum stipulates sending graduate or undergraduate students one semester or one year for the purpose of providing them with an opportunity to take advantage of the joint expertise of both institutions. The designated students must have completed at least four semesters (two academic years) of study before beginning the exchange period and have demonstrated superior academic achievements and fluency in the language of instruction.

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

STUDENT ATTENDANCE REGULATIONS³

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

Bayan College student attendance regulations specify that:

1. If a student misses classes he/she is warned as follows:
 - a) The first warning will be issued to the student if he/she misses 10% of the teaching hours.
 - b) The second warning is issued if the student misses 20% of classes.
2. If a student misses 20% of the teaching hours, he/she will be excluded from sitting the final exam.
3. A student who is absent from a pre-announced examination (quiz, mid-term -final) and assignment will receive a failing grade unless a legitimate excuse is presented and approved by the Grievance Committee.
4. Legitimate excuses do not cancel absences and are considered only when students apply for course withdrawal.
5. A student who misses a final exam for a legitimate excuse that is submitted within a week after the exam and approved by the Grievance Committee will be allowed to sit for a re-sit exam while a grade of incomplete “I” will be posted on his/her record until the result of that exam is announced. He /she must sit for a re-sit exam, as scheduled by the college. If a student fails to appear for the re-sit exam within this period, he/she will be given zero.
6. Bayan College defines a legitimate excuse as follows:

³ Again, please note all academic policies are available on the student portal

- a) Illness of the student or serious illness of a member of the student's immediate family.
- b) The death of a member of the student's immediate family or other valid reasons.
- c) 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.

LEARNING RESOURCE SERVICES

Library

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

IT Labs

Bayan College has four well established state-of-the-arts IT labs that are equipped with latest version of the Windows operating system. In addition to the computers available in the Learning Resources room. All computers are connected with the LAN cables to provide the internet service to students. All Computers are installed with the latest software's that students may need for their various courses and assignments in the lab. Students can access the labs during their class hours for all their educational needs.


TV & Radio Production Studio

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

Editorial Room

In order to help students acquire the practical experience in their field of specialization, Bayan College has implemented the simulation-practice through providing an Editorial Room that encompasses computers to get the news from the Omani News Agency, in addition to TVs to follow up the news and press reports. Moreover, the students can have the chance to practice writing of news, reports and press materials; and issuing newspapers and magazines, at the same time.

STUDENT POLICIES AND PROCEDURES⁴

	BAYAN COLLEGE Affiliated with Purdue University Northwest, USA		
Policy Title	Student Code of Conduct		
Policy Category	Academic Policies		
Subject	Defines the expectations of student behaviour while at the College		
Office Responsible for Review of this Policy (Office)	Dean		
Related Policies	Academic Affairs Policies		
Version	2	Effective Date	01.01.2019

Student Code of Conduct

Bayan College is committed to providing a safe learning environment which leads to positive learning outcomes. Parents, staff and students have three key expectations of the education provided at Bayan College:

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

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 wearing appropriate clothing.

⁴ Again, please not all academic policies are available on the student portal

- 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.

Students are expected to adhere to the following requirements which will be strictly enforced:

Attendance and Preparation for Class

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

Vandalism (property and/or equipment)

2. 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

3. 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, and 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.

Alcohol

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

Examination

5. 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 or valid reason will result in the student receiving a 'zero' mark.

Fighting / Criminal Assault

6. 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 behaviour could be referred to peer mediation, counselling or an alternative learning environment. Persistent involvement will result in expulsion from the College.

Respect for Authority

7. 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 Behaviour


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

Classroom Behaviour

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

Bullying / Intimidation/Swarming

10. 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, counselling and or an alternative learning program could be actions used to suspend this type of activity.

	BAYAN COLLEGE Affiliated with Purdue University Northwest, USA		
Policy Title	Academic Integrity Policy		
Policy Category	Academic Policy		
Subject	Supporting academic integrity		
Office Responsible for Review of this Policy (Office)	Quality Assurance Office		
Related Policies	Intellectual Property Policy Research Ethics Policy		
Version	2	Effective Date	01.01.2019

SCOPE

Applies to students and staff in the conduct of research, teaching and related activities

POLICY STATEMENT

Bayan College will promote academic integrity and ensure it through:

- Academic policies, course design and assessment standards;
- Staff training on the need for, and approach to, maintaining high standards of academic integrity;
- Academic staff demonstrating academic integrity in all duties related to teaching and research;
- Providing students with opportunities to learn about academic integrity;

PROCEDURE

1. Staff are required to:
 - acknowledge authorship of, and contributions to, ideas in all teaching materials;
 - observe confidentiality when dealing with students and College staff
 - respect the diverse backgrounds of staff and students;

- refrain from using information gained through their teaching or research activities while at the College for personal, commercial or third party advantage;
 - observe the integrity and ethical rights of human and animal subjects in research and teaching;
2. Students are required to:
 - be familiar with and apply the principles of academic integrity;
 - comply with instructions for assessment tasks;
 - submit their own original work;
 - acknowledge all ideas, words or works of others, including in group assessment tasks;
 - Take reasonable steps to avoid their own work being copied by other students;
 - Encourage other students to act with academic integrity.
 3. The College will investigate, and where appropriate, act on allegations of breach/es of academic integrity.
 4. Upon receipt of an allegation of breach/es of academic integrity the Dean shall invite the Disciplinary Committee to investigate the allegations within three working days. If the Disciplinary Committee determines that no breach to policy has occurred no further action is required. If the Disciplinary Committee decides that the allegations require an investigation, the Dean shall be informed of the decision.
 5. If the allegations warrant an investigation, because of sufficient evidence, the person/s against whom allegations are made shall be informed and requested to cooperate with the investigators. The person/s against whom allegations are made will be provided the opportunity to meet/discuss the case with the Disciplinary Committee.
 6. The Disciplinary Committee shall then prepare its final report to the Dean that includes the investigation procedures, findings, and a recommendation(s). If the Disciplinary Committee concludes that the policy has not been breached, the case shall be closed. If the Disciplinary Committee decides that sufficient evidence supports a violation of this policy, it will suggest an appropriate action. The Dean shall review the report and either affirm its recommendations, modify, or reject them.
 7. The accused has the right to challenge the final decision by filing a request for review within seven working days from the date of receiving the final decision. The Dean shall review the case and either confirm or reverse the decision. The decision of the Dean is final.


DEFINITIONS

Academic Integrity: A commitment by staff and students to adhere, in all teaching, research and related activities, to five fundamental values: honesty; trust, fairness, respect and responsibility.

Breaches of Academic Integrity:

	Breach	Definition
a.	Plagiarism	Using other people's words, ideas, media, research findings or other information as their own without appropriate referencing.
b.	Contract cheating	Requesting someone else to produce all or part of an assessment task that is submitted as their own work,

		including arrangements through a third party (purchasing assignments)
c.	Collusion	A student working with another person to submit some or all of the other person's work as their own or vice versa.
d.	Non-compliance with assessment or examination instructions or requirements	A student having or providing unauthorized materials relating to the assessment or examination, copying other students' work, or obtaining or providing information without appropriate permissions.
e.	Impersonation	Pretending to be someone else, or allowing someone else to pretend to be them, for an assessment task or course requirement

	BAYAN COLLEGE Affiliated with Purdue University Northwest, USA
	Assessment Regulations

General Foundation Program Assessment

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

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.

Grading System

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

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

Marks (%)	Letter Grade	GPA points	Definition
95-100	A	4.0	Excellent
90- 94	A-	3.7	
85- 89	B+	3.3	Very Good
80- 84	B	3.0	

75- 79	B-	2.7	Good
70- 74	C+	2.3	
65- 69	C	2.0	
60- 64	C-	1.7	
55- 59	D+	1.3	Satisfactory
50- 54	D	1.0	
<p>These symbols will be recorded under special circumstances in lieu of grade points:</p> <ul style="list-style-type: none"> ○ “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 student’s 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 enrolment, or the incomplete grade will revert to a failing grade “IF”. ○ IF – Un removed Incomplete – A record of the student’s failure to achieve a permanent grade by the 12th week of the subsequent semester of enrolment. This grade counts in all aspects as a failing grade. 			

AGPA (Accumulative Grade Point Average)

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

GPA Calculation (Example)

First Semester

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

	12			36.9
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The total grade points earned divided by (÷) the total hours attempted

$$36.9 \div 12 = 3.07 \text{ (first semester SGPA)}$$

Second Semester

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

The total grade points earned divided by (÷) the total hours attempted

$$18.9 \div 9 = 2.1 \text{ (second semester SGPA)}$$

How to calculate GPA

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

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

The academic standing of all students enrolled in academic programs shall be determined by

1. 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 in the course.
- **The Cumulative Grade Point Average is a weighted average of all grades** received by the student while enrolled in an academic program.


2. No grade other than "P" may be changed after it is recorded, unless approved by the Academic Appeals Committee.

3. All courses attempted must appear on grade reports and transcripts.

4. If a course is repeated, only the last grade will be included in the GPA calculation.

Academic Probation

- All students are required to maintain a Cumulative Grade Point Average CGPA of 2.0 or higher. A student whose cumulative GPA falls below 2.0 at the end of a semester, except the first semester and Summer Semester, is automatically placed on **Academic Probation**.
- The Admission and Registration Department will inform the student and hand on to him/her their AGPA report. This report also shows how many times a student has been under academic probation. The student will receive a warning letter from his/her Academic Advisor. It is the responsibility of the student to inform his/her family.

	BAYAN COLLEGE Affiliated with Purdue University Northwest, USA
	Fee Payment Procedure

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

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

Important Note

- a) A student who withdraws, drops-out, or postpones his/her study after ONE week after the beginning of the Semester has to pay the fees as detailed below
- b) Private & partial scholarship students failing to pay all their tuition fees during this period of time will have to face the consequences with any or all of the following:
 1. Paying late payment penalty of 75 OMR.
 2. Study suspension.
 3. Withholding of the student’s transcript.
 4. Refusal to enroll the student for the next semester.
 5. Refusal to allow the student to graduate.
 6. Withholding of the student’s diploma.
 7. Refusal of the student’s request for official documents bearing the stamp of the College.

MEDIA STUDIES COURSES

BA STUDY PLAN, VISUAL COMMUNICATION DESIGN MAJOR

GENERAL EDUCATION REQUIREMENT COURSES (30 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	SCI 114 or COM 101	Introduction to Life Science Introduction to Communication		3
5	PSY 120	Elementary Psychology		3
6	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
7	POL 202 or POL 130	Introduction to Political Thinking Introduction to International Relations		3
8	ECON 210	Entrepreneurship		3
9	HIST 309 or HIST 104 or HIST 110	The Middle East Introduction to the Modern World History and Society of Oman		3
10	ARAB 101 or ENGL 231	Arabic Language Skills (only for Arabic Speakers) Introduction to Literature	ENGL 105	3

DEPARTMENT COURSES (36 CREDIT HOURS)

11	THTR 201 or A&D 255 or COM 200	Theater Appreciation Art Appreciation Introduction to Graphic Design		3
12	COM 201	Introduction to Media Studies		3
13	COM 007	Media Education (Literacy)		3
14	COM 203	Omani Media		3
15	COM 250	Mass Communication & Society		3
16	COM 255	Introduction to News Reporting & Writing	ENGL 105	3
17	COM 300	Introduction to Research in Communication		3
18	A & D 222	Introduction to Photography		3
19	COM 403	Media Ethics	COM 201 COM 250	3
20	COM 490	Internship In Communication		3
21	COM 202	Media technology "Electronic Media"	COM 201	3
22	ENGL 435	Topics in Writing for Interactive Digital Media		3

MAJOR COURSES (42 CREDIT HOURS)

23	AD10500	Design I	COM 200	3
24	AD10600	Design II	AD10500	3
25	AD11200	Graphic Arts I : Typography	COM 200	3
26	AD11300	Basic Drawing	AD11200	3

27	AD20400	Graphic Arts II: Digital Imaging	AD11200	3
28	AD30102	Color and Composition	COM 200	3
29	AD32800	Visual Communication Design I	COM 200	3
30	AD32900	Visual Communication Design II	AD32800	3
	AD40300	Portfolio Process and Presentation		3
32	AD44800	Visual Communication Design III	AD32900	3
33	AD44900	Visual Communication Design IV	AD44800	3
34	COM20400	Critical Perspective on Communication		3
35	CGT21600	Vector Imaging for Computer Graphics		3
36	CGT35300	Principles of Interactive and Dynamic Media		3
Elective Courses (18 Credit Hours)				
37				3
38				3
39				3
40				3
41				3
42				3

BA STUDY PLAN, JOURNALISM MAJOR

GENERAL EDUCATION REQUIREMENT COURSES (30 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	SCI 114 or COM 101	Introduction to Life Science Introduction to Communication		3
5	PSY 120	Elementary Psychology		3
6	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
7	POL 202 or POL 130	Introduction to Political Thinking Introduction to International Relations		3
8	ECON 210	Entrepreneurship		3

9	HIST 309 or HIST 104 or HIST 110	The Middle East Introduction to the Modern World History and Society of Oman		3
10	ARAB 101 or ENGL 231	Arabic Language Skills (only for Arabic Speakers) Introduction to Literature	ENGL 105	3

DEPARTMENT COURSES (36 CREDIT HOURS)

11	THTR 201 or A&D 255 or COM 200	Theater Appreciation Art Appreciation Introduction to Graphic Design		3
12	COM 201	Introduction to Media Studies		3
13	COM 007	Media Education (Literacy)		3
14	COM 203	Omani Media		3
15	COM 250	Mass Communication & Society		3
16	COM 255	Introduction to News Reporting & Writing	ENGL 105	3
17	COM 300	Introduction to Research in Communication		3
18	A & D 222	Introduction to Photography		3
19	COM 403	Media Ethics	COM 201 COM 250	3
20	COM 490	Internship In Communication		3
21	COM 202	Media technology "Electronic Media"	COM 201	3
22	ENGL 435	Topics in Writing for Interactive Digital Media		3

MAJOR COURSES (42 CREDIT HOURS)

23	COM 305	News Editing	COM 255	3
24	COM 306	Advanced News Reporting & Writing	COM 255	3
25	COM 309	Visual Communication		3
26	COM 327	International Communication		3
27	COM 352	Mass Communication Law	COM 201 COM 250	3
28	COM 451	Magazine Journalism	COM 255	3
29	COM 302	Publication Design		3
30	COM 325	Interviewing: Principles & Practice		3
31	COM 334	Journalism for Electronic Media	COM 201	3
32	COM 491	Special Topic in Communication		3
33	COM 536	Radio and Television Writing	COM 202	3
34	COM 452	Practicum in Journalism		3
35	COM 008	Graduation Project I		3
36	COM 009	Graduation Project II		3

ELECTIVE COURSES (18 CREDIT HOURS)

37				3
38				3
39				3
40				3
41				3
42				3

DIPLOMA STUDY PLAN, JOURNALISM MAJOR

GENERAL EDUCATION REQUIREMENT COURSES (30 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	SCI 114 or COM 101	Introduction to Life Science Introduction to Communication		3
5	PSY 120	Elementary Psychology		3
6	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
7	POL 202 or POL 130	Introduction to Political Thinking Introduction to International Relations		3
8	ECON 210	Entrepreneurship		3
9	HIST 309 or HIST 104 or HIST 110	The Middle East Introduction to the Modern World History and Society of Oman		3
10	ARAB 101 or ENGL 231	Arabic Language Skills (only for Arabic Speakers) Introduction to Literature	ENGL 105	3
MAJOR COURSES (36 CREDIT HOURS)				
11	COM 201	Introduction to Media Studies		3
12	THTR 201 or A&D 255 or COM 200	Theater Appreciation Art Appreciation Introduction to Graphic Design		3
13	COM 255	Introduction to News Report & Writing	ENG 105	3
14	COM 305	News Editing	COM 255	3
15	A&D 222	Introduction to Photography		3
16	COM 352	Mass Communication Law		3
17	COM 491	Special Topic in Communications		3
18	ENGL 435	Topics in Writing for Interactive Digital Media		3
19	COM 007	Media Education (Literacy)		3
20	COM 325	Interviewing Principles & Practice		3
21	COM 203	Omani Media		3
22	COM 334	Journalism for the Electronic Media		3
ELECTIVE COURSES (6 CREDIT HOURS)				
23				3
24				3

BA STUDY PLAN, BROADCASTING MAJOR

GENERAL EDUCATION REQUIREMENT COURSES (30 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	SCI 114 or COM 101	Introduction to Life Science Introduction to Communication		3
5	PSY 120	Elementary Psychology		3
6	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
7	POL 202 or POL 130	Introduction to Political Thinking Introduction to International Relations		3
8	ECON 210	Entrepreneurship		3
9	HIST 309 or HIST 104 or HIST 110	The Middle East Introduction to the Modern World History and Society of Oman		3
10	ARAB 101 or ENGL 231	Arabic Language Skills (only for Arabic Speakers) Introduction to Literature	ENGL 105	3
DEPARTMENT COURSES (36 CREDIT HOURS)				
11	THTR 201 or A&D 255 or COM 200	Theater Appreciation Art Appreciation Introduction to Graphic Design		3
12	COM 201	Introduction to Media Studies		3
13	COM 007	Media Education (Literacy)		
14	COM 203	Omani Media		3
15	COM 250	Mass Communication & Society		3
16	COM 255	Introduction to News Reporting & Writing	ENGL 105	3
17	COM 300	Introduction to Research in Communication		3
18	A & D 222	Introduction to Photography		3
19	COM 403	Media Ethics	COM 201 + COM 250	3
20	COM 490	Internship In Communication		3
21	ENGL 435	Topics in Writing for Interactive Digital Media		3
22	COM 202	Media Technology "Electronic Media"		3

MAJOR COURSES (42 CREDIT HOURS)				
23	COM 242	Introduction to Broadcast News	COM 325	3
24	COM 332	TV Production	COM 331	3
25	COM 309	Visual Communication		3
26	COM 325	Interviewing : Principles & Practice		3
27	COM 347	Radio & TV Performance	COM 201	3
28	COM 353	Problems in Public Relations	COM 201	3
29	COM 434	Practicum in Radio& TV	COM 331 &COM 332	3
30	COM 436	Script Writing	COM 201	3
31	COM 445	TV Editing	COM 331 &COM 332	3

32	COM 533	Documentary Television		3
33	COM 536	Radio and Television Writing		3
34	COM 008	Graduation Project I		3
35	COM 009	Graduation Project II		3
36	COM 331	Audio Production	COM 201	3
ELECTIVE COURSES (18 CREDIT HOURS)				
37				3
38				3
39				3
40				3
41				3
42				3

DIPLOMA STUDY PLAN, BROADCASTING MAJOR

GENERAL EDUCATION REQUIREMENT COURSES (30 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	SCI 114 or COM 101	Introduction to Life Science Introduction to Communication		3
5	PSY 120	Elementary Psychology		3
6	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
7	POL 202 or POL 130	Introduction to Political Thinking Introduction to International Relations		3
8	ECON 210	Entrepreneurship		3
9	HIST 309 or HIST 104 or HIST 110	The Middle East Introduction to the Modern World History and Society of Oman		3
10	ARAB 101 or ENGL 231	Arabic Language Skills (only for Arabic Speakers) Introduction to Literature	ENGL 105	3
MAJOR COURSES (36 CREDIT HOURS)				
11	COM 242	Introduction to Broadcast News	COM 325	3
12	THTR 201 or A&D 255 or COM 200	Theater Appreciation Art Appreciation Introduction to Graphic Design		3
13	COM 201 or COM 228	Introduction to Media Studies Introduction to Communication Studies		3
14	COM 331	Audio Production	COM 201	3
15	COM 332	TV Production	COM 331	3
16	COM 309	Visual Communication		3
17	COM 491	Special Topic in Communications		3

18	COM 202	Media Technology “Electronic Media”	COM 201	3
19	ENGL 435	Topics in Writing for Interactive Digital Media		3
20	COM 007	Media Education (Literacy)		3
21	COM 325	Interviewing Principles & Practice		3
22	COM 203	Omani Media		3
ELECTIVE COURSES (6 CREDIT HOURS)				
23				3
24				3

BA STUDY PLAN, PUBLIC RELATIONS AND COMMUNICATION MAJOR

GENERAL EDUCATION REQUIREMENT COURSES (30 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	SCI 114 or COM 101	Introduction to Life Science Introduction to Communication		3
5	PSY 120	Elementary Psychology		3
6	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
7	POL 202 or POL 130	Introduction to Political Thinking Introduction to International Relations		3
8	ECON 210	Entrepreneurship		3
9	HIST 309 or HIST 104 or HIST 110	The Middle East Introduction to the Modern World History and Society of Oman		3
10	ARAB 101 or ENGL 231	Arabic Language Skills (only for Arabic Speakers) Introduction to Literature	ENGL 105	3

DEPARTMENT COURSES (36 CREDIT HOURS)

11	COM 201	Introduction to Media Studies		3
12	COM 202	Media Technology "Electronic Media"		3
13	COM 007	Media Education (Literacy)		3
14	THTR 201 or A&D 255 or COM 200	Theater Appreciation Art Appreciation Introduction to Graphic Design		3
15	COM 203	Omani Media		3
16	COM 250	Mass Communication & Society		3
17	COM 255	Introduction to News Reporting & Writing	ENGL 105	3
18	COM 300	Introduction to Research in Communication		3
19	A & D 222	Introduction to Photography		3
20	COM 403	Media Ethics	COM 201 + COM 250	3
21	COM 490	Internship In Communication		3
22	ENGL 435	Topics in Writing for Interactive Digital Media		3

MAJOR COURSES (42 CREDIT HOURS)				
23	COM 253	Introduction to Public Relations		3
24	COM 305 or COM 333	News Editing Theories of Mass Communication	COM 255 COM 201	3
25	COM 314 or COM 326 or COM 343	Advanced Public Speaking Speech Writing Oral Interpretation		3
26	COM 225 or COM 319	Introduction to Rhetoric & Social Influence The Rhetorical Traditions		3
27	COM 320	Small Group Communication		3
28	COM 325	Interviewing: Principles & Practice		3
29	COM 353	Problems in Public Relations	COM 253	3
30	COM 460	Advanced Public Relations	COM 255	3
31	COM 491	Special Topics in Communication		3
32	COM 318	Principles of Persuasion		3
33	COM 420	Introduction to Organizational Communication		3
34	COM 536	Radio and Television Writing		3
35	COM 008	Graduation Project I		3
36	COM 009	Graduation Project II		3
ELECTIVE COURSES (18 CREDIT HOURS)				
37				3
38				3
39				3
40				3
41				3
42				3

DIPLOMA STUDY PLAN, PUBLIC RELATIONS AND COMMUNICATION MAJOR

GENERAL EDUCATION REQUIREMENT COURSES (30 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	SCI 114 or COM 101	Introduction to Life Science Introduction to Communication		3
5	PSY 120	Elementary Psychology		3
6	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
7	POL 202 or POL 130	Introduction to Political Thinking Introduction to International Relations		3
8	ECON 210	Entrepreneurship		3
9	HIST 309 or HIST 104 or HIST 110	The Middle East Introduction to the Modern World History and Society of Oman		3
10	ARAB 101 or ENGL 231	Arabic Language Skills (only for Arabic Speakers) Introduction to Literature	ENGL 105	3
MAJOR COURSES(36 Credit Hours)				
11	COM 253	Introduction to Public Relations	COM 114	3
12	THTR 201 or A&D 255 or COM 200	Theater Appreciation Art Appreciation Introduction to Graphic Design		3
13	COM 201	Introduction to Media Studies		3
14	COM 255	Introduction to News Report & Writing	ENGL 105	3
15	COM 326	Speech Writing		3
16	COM 318	Principles of Persuasion		3
17	COM 491	Special Topic in Communication		3
18	COM 236	Media & Culture	COM 201	3
19	ENGL 435	Topics in Writing for Interactive Digital Media		3
20	COM 007	Media Education (Literacy)		3
21	COM 203	Omani Media		3
22	COM 460	Advanced Public Relations		3
ELECTIVE COURSES (6 CREDIT HOURS)				
23				3
24				3

BA STUDY PLAN, ADVERTISING MAJOR

GENERAL EDUCATION REQUIREMENT COURSES (30 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	SCI 114 or COM 101	Introduction to Life Science Introduction to Communication		3
5	PSY 120	Elementary Psychology		3
6	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
7	POL 202 or POL 130	Introduction to Political Thinking Introduction to International Relations		3
8	ECON 210	Principles of Economics		3
9	HIST 309 or HIST 104 or HIST 110	The Middle East Introduction to the Modern World History and Society of Oman		3
10	ARAB 101 or ENGL 231	Arabic Language Skills (only for Arabic Speakers) Introduction to Literature	ENGL 104	3
DEPARTMENT COURSES (36 CREDIT HOURS)				
11	COM 007	Media Education (Literacy)		
12	COM 201	Introduction to Media Studies		3
13	THTR 201 or A&D 255 or COM 200	Theater Appreciation Art Appreciation Introduction to Graphic Design		3
14	COM 203	Omani Media		3
15	COM 250	Mass Communication & Society		3
16	COM 255	Introduction to News Reporting & Writing	ENGL 105	3
17	COM 300	Introduction to Research in Communication	COM 114	3
18	A&D 222	Introduction to Photography		3
19	COM 403	Media Ethics	COM 201 + COM 250	3
20	COM 490	Internship In Communication		3
21	COM 202	Media Technology "Electronic Media"		3
22	ENGL 435	Topics in Writing for Interactive Digital Media		3

MAJOR COURSES (42 CREDIT HOURS)				
23	COM 256	Introduction to Advertising	COM 114	3
24	COM 302	Publication Design		3
25	COM 331	Audio Production	COM 201	3
26	COM 332	Television Production	COM 331	3
27	COM 429	Advertising Campaign	COM 201, 443 or COM 446	3
28	COM 443	Advertising Media	COM 201	3

29	COM 446	Advertising Management	COM 201	3
30	MGMT 101 or MGMT 421	Introduction to Business Promotion Management	MGMT 224	3
31	MGMT 224	Principles of Marketing		3
32	MGMT 424	Consumer Behavior		3
33	A&D 204	Graphic Arts: Digital Imaging		3
34	A&D 290	Special Topics in Art and Design		3
35	COM 008	Graduation Project I		3
36	COM 009	Graduation Project II		3
ELECTIVE COURSES (18 CREDIT HOURS)				
37				3
38				3
39				3
40				3
41				3
42				3

DIPLOMA STUDY PLAN, ADVERTISING MAJOR

GENERAL EDUCATION REQUIREMENT COURSES (30 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	SCI 114 or COM 101	Introduction to Life Science Introduction to Communication		3
5	PSY 120	Elementary Psychology		3
6	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
7	POL 202 or POL 130	Introduction to Political Thinking Introduction to International Relations		3
8	ECON 210	Principles of Economics		3
9	HIST 309 or HIST 104 or HIST 110	The Middle East Introduction to the Modern World History and Society of Oman		3
10	ARAB 101 or ENGL 231	Arabic Language Skills (only for Arabic Speakers) Introduction to Literature	ENGL 104	3
MAJOR COURSES (36 CREDIT HOURS)				
11	COM 256	Introduction to Advertising	COM 114	3
12	THTR 201 or A&D 255 or COM 200	Theater Appreciation Art Appreciation Introduction to Graphic Design		3
13	COM 331	Audio Production	COM 201	3
14	COM 332	Television Production	COM 331	3

15	COM 429	Advertising Campaigns	COM 201, 443 OR COM 446	3
16	MGMT 224	Principle of Marketing		3
17	COM 202	Media Technology “Electronic Media”	COM 201	3
18	ENGL 435	Topics in Writing for Interactive Digital Media		3
19	COM 318	Principles of Persuasion		3
20	COM 203	Omani Media		3
21	COM 201	Introduction to Media Studies		3
22	COM 334	Journalism for the Electronic Media		3
ELECTIVE COURSES (6 CREDIT HOURS)				
23				3
24				3

ENGLISH STUDIES COURSES

BA STUDY PLAN, ENGLISH LITERATURE MAJOR

GENERAL EDUCATION REQUIREMENT COURSES (30 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	SCI 114 or COM 101	Introduction to Life Science Introduction to Communication		3
5	PSY 120	Elementary Psychology		3
6	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
7	POL 202 or POL 130	Introduction to Political Thinking Introduction to International Relations		3
8	ECON 210	Entrepreneurship		3
9	HIST 309 or HIST 104 or HIST 110	The Middle East Introduction to the Modern World History and Society of Oman		3
10	ARAB 101 or ENGL 231	Arabic Language Skills (only for Arabic Speakers) Introduction to Literature	ENGL 105	3
DEPARTMENT COURSES (36 CREDIT HOURS)				
11	ENGL 201	The Nature of Literary Study	ENGL 104	3
12	ENGL 308	Modern English Grammar	ENGL 104	3
13	ENGL 310	Introduction to Popular Culture	ENGL 104	3
14	ENGL 327	English Language 1: History & Development	ENGL 104	3
15	ENGL 396	Studies in Literature & Language	ENGL 104	3
16	ENGL 405	Creative Writing	ENGL 104	3
17	ENGL 411	Studies in Major Authors	ENGL 104	3

18	ENGL 428	Special Topics in Writing		3
19	ENGL 240	Survey of English Literature 1	ENGL 105	3
20	ENGL 326	English Linguistics	ENGL 105	3
21	ENGL 350	Survey of American Literature I (early)	ENGL 104	3
22	ENGL 261	Introduction World Literature since 1700	ENGL 104	3

MAJOR COURSES (42 CREDIT HOURS)				
23	ENGL 241	Survey of English Literature II (Late)	ENGL 104	3
24	ENGL 351	Survey of American Literature II(late)	ENGL 104	3
25	ENGL 381	The British Novel	ENGL 104	3
26	ENGL 382	The American Novel	ENGL 104	3
27	ENGL 403	Literary Theory	ENGL 104	3
28	ENGL 414	Studies in Literature & Culture	ENGL 104	3
29	ENGL 442	Shakespeare	ENGL 104	3
30	ENGL 578	Modern American Novel	ENGL 241	3
31	ENGL 579	Modern British Novel	ENGL 351	3
32	ENGL 335	Restoration and 18 th C Literature		3
33	ENGL 547	The Romantic Movement in English Literature		3
34	ENGL 383	Modern Drama	ENGL 104	3
35	ENGL 314	Modern Poetry	ENGL 104	3
36	ENGL 479	Short Story		3
ELECTIVE COURSES (18 CREDIT HOURS)				
37				3
38				3
39				3
40				3
41				3
42				3

DIPLOMA STUDY PLAN, ENGLISH LITERATURE MAJOR

GENERAL EDUCATION REQUIREMENT COURSES (30 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	SCI 114 or COM 101	Introduction to Life Science Introduction to Communication		3
5	PSY 120	Elementary Psychology		3
6	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
7	POL 202 or POL 130	Introduction to Political Thinking Introduction to International Relations		3
8	ECON 210	Entrepreneurship		3
9	HIST 309 or	The Middle East		

	HIST 104 or HIST 110	Introduction to the Modern World History and Society of Oman		3
10	ARAB 101 or ENGL 231	Arabic Language Skills (only for Arabic Speakers) Introduction to Literature	ENGL 105	3
MAJOR COURSES (36 CREDIT HOURS)				
11	ENGL 240	Survey of English Literature I	ENGL 104	3
12	ENGL 241	Survey of English Literature II	ENGL 104	3
13	ENGL 350	Survey of American Literature I (early)	ENGL 104	3
14	ENGL 351	Survey of American Literature II(late)	ENGL 104	3
15	ENGL 479	Short Story		3
16	ENGL 327	English Language I: History & Development		3
17	ENGL 428	Special Topics in Writing		3
18	ENGL 326	English Linguistics	ENGL 105	3
19	ENGL 308	Modern English Grammar	ENGL 104	3
20	ENGL 442	Shakespeare	ENGL 104	3
21	ENGL 381	The British Novel	ENGL 104	3
22	ENGL 314	Modern Poetry	ENGL 104	3
ELECTIVE COURSES (6 CREDIT HOURS)				
23				3
24				3

BA STUDY PLAN, ENGLISH PROFESSIONAL WRITING MAJOR

GENERAL EDUCATION REQUIREMENT COURSES (30 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	SCI 114 or COM 101	Introduction to Life Science Introduction to Communication		3
5	PSY 120	Elementary Psychology		3
6	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
7	POL 202 or POL 130	Introduction to Political Thinking Introduction to International Relations		3
8	ECON 210	Principles of Economics		3
9	HIST 309 or HIST 104 or HIST 110	The Middle East Introduction to the Modern World History and Society of Oman		3
10	ARAB 101 or ENGL 231	Arabic Language Skills (only for Arabic Speakers) Introduction to Literature	ENGL 105	3
DEPARTMENT COURSES (36 CREDIT HOURS)				
11	ENGL 201	The Nature of Literature Study	ENGL 104	3
12	ENGL 308	Modern English Grammar	ENGL 104	3
13	ENGL 310	Introduction to Popular Culture	ENGL 104	3
14	ENGL 327	English Language 1: History & Development	ENGL 104	3

15	ENGL 396	Studies in Literature & Language	ENGL 104	3
16	ENGL 405	Creative Writing	ENGL 104	3
17	ENGL 307	Written and Oral Communication	ENGL 104	3
18	ENGL 428	Special Topics in Writing		3
19	ENGL 240	Survey of English Literature 1	ENGL 105	3
20	ENGL 326	English Linguistics	ENGL 105	3
21	ENGL 304	Advanced Composition	ENGL 104	3
22	ENGL 350	Survey of American Literature I	ENGL 104	3

MAJOR COURSES (42 CREDIT HOURS)

23	ENGL 220	Technical Report Writing	ENGL 104	3
24	ENGL 302	Publication Design	ENGL 104	3
25	ENGL 404	Web Page Design		3
26	ENGL 406	Review Writing	ENGL 104	3
27	ENGL 420	Business Writing	ENGL 104	3
28	ENGL 423	Computer Documentation	ENGL 105	3
29	ENGL 427	Senior Writing Project	ENGL 104	3
30	ENGL 480	Internship In Writing	ENGL 104	3
31	COM 255	Introduction to News Reporting & Writing	ENGL 241	3
32	ENGL 411	Studies in Major Authors	ENGL 104	3
33	COM 306	Advanced News Reporting & Writing	COM 255	3
34	ENGL 429	Supervised Writing	ENGL 104	3
35	ENGL 435	Topics in Writing for Interactive Media	ENGL 104	3
36	ENGL 589	Directed Writing		3

ELECTIVE COURSES (18 CREDIT HOURS)

37				3
38				3
39				3
40				3
41				3
42				3

DIPLOMA STUDY PLAN, ENGLISH PROFESSIONAL WRITING MAJOR

GENERAL EDUCATION REQUIREMENT COURSES (30 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	SCI 114 or COM 101	Introduction to Life Science Introduction to Communication		3
5	PSY 120	Elementary Psychology		3
6	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
7	POL 202 or POL 130	Introduction to Political Thinking Introduction to International Relations		3

8	ECON 210	Principles of Economics		3
9	HIST 309 or HIST 104 or HIST 110	The Middle East Introduction to the Modern World History and Society of Oman		3
10	ARAB 101 or ENGL 231	Arabic Language Skills (only for Arabic Speakers) Introduction to Literature	ENGL 105	3
MAJOR COURSES(36 CREDIT HOURS)				
11	ENGL 302	Publication Design	ENGL 104	3
12	ENGL 304	Advanced Composition	ENGL 104	3
13	ENGL 308	Modern English Grammar	ENGL 104	3
14	ENGL 220	Technical Report Writing	ENGL 104	3
15	ENGL 405	Creative Writing	ENGL 104	3
16	ENGL 420	Business Writing	ENGL 104	3
17	ENGL 298	Reading and Writing Skills Development		3
18	ENGL 326	English Linguistics	ENGL 105	3
19	COM 255	Introduction to News Reporting & Writing	ENGL 241	3
20	ENGL 404	Web Page Design		3
21	ENGL 406	Review Writing	ENGL 104	3
22	ENGL 427	Senior Writing Project	ENGL 104	3
2 ELECTIVE COURSES (6 CREDIT HOURS)				
23				3
24				3

MA STUDY PLAN, ENGLISH LANGUAGE AND LITERATURE

MAJOR COURSES (27 Credit Hours)				
1.	ENGL 5010	Introduction to English Studies		3
2.	ENGL 6020	Introduction to literary Methods		3
3.	ENGL 4660	Cultural Encounters		3
4.	ENGL 53900	Arab Literature in English		3
5.	ENGL 4600	Studies in Women's Literature		3
6.	ENGL 3660	Post-Colonial Literature		3
7.	ENGL 6980	Research Methods/Thesis		3
8.	ENGL 5930 or ENGL 5950	Contemporary British fiction Or Contemporary American Fiction		3
9.	ENGL 5120	English Syntax and Syntactic Theories		3
ELECTIVE COURSES (6 CREDIT HOURS)				
10.				3

11.			3
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BA STUDY PLAN, HUMAN DEVELOPMENT AND FAMILY STUDIES: INDIVIDUAL AND FAMILY SERVICES

General Education Requirement Courses (30 Credit Hours)				
1	ENGL 104	English Composition I	Prerequisite/Optional/Compulsory	3
2	ENGL 105	English Composition II	ENGL 104	3
3	COM 114 or COM 501	Fundamentals of Speech Communication Interpersonal Skills		3
4	SCI 114 or COM 101	Introduction to Life Science Introduction to Communication		3
5	PSY 120	Elementary Psychology		3
6	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
7	POL 202 or POL 130	Introduction to Political Thinking Introduction to International Relations		3
8	ECON 210	Entrepreneurship		3
9	HIST 309 or HIST 104 or HIST 110	The Middle East Introduction to the Modern World History and Society of Oman		3
10	SOC100	Introduction to Sociology		3
MAJOR COURSES (72 Credit Hours)				
11	HDFS10100	Working With Parents	Compulsory	3
12	HDFS21000	Introduction to Human Development	Compulsory	3
14	ANTH105	Introduction to Cultural Anthropology	Optional	3
15	HDFS34101	Infants and Young Children in Family And Community	Compulsory	3
16	SOC39200	Introduction to Statistics in Sociology	Optional	3
17	SOC22000	Social Problems	Compulsory	3

18	SOC38300	Introduction To Research Methods In Sociology	Compulsory	3
19	CIS20400	Introduction to Computer Based System	Compulsory	3
20	HDFS20500	Introduction to Family Dynamics	Compulsory	3
21	HDFS342 00	Adolescence In Family and Community	Compulsory	3
22	SOC26100	Basic Helping Skills For Human Services	Compulsory	3
23	ID1S10600	Introduction Gender Studies	Compulsory	3
24	COM21400	Comparative Theories of Interpersonal Communication	Compulsory	3
25	SOC30600	Methods In Human Services	Compulsory	3
26	SOC35000	Sociology of Family	Compulsory	3
27	POL3460	Family Law	Compulsory	3
28	SOC30700	Field Experience In Human Services	Compulsory	3
29	SOC36400	Child And Family Welfare	Compulsory	3
30	HDFS413 00	Diversity In Families	Compulsory	3
31	HDFS452 00	Family Resource Management	Compulsory	3
32	HDFS42100	Children's Social Development	Optional	3
33	SOC 36100	The Institution Of Social Welfare	Optional	3
34	SOC 4440	Sociology of Health and Illness	Optional	3
35	HDFS462 00	Ethics and Professional Development In Family Life Education	Compulsory	3
36	HDFS43100	Techniques of Human Assessment	Optional	3
37	PSY35500	Child Abuse And Neglect	Optional	3
38	COBH 101	Lifetime behavior's for healthy living	Optional	3
39	HDFS346 01	Sexuality, Intimacy And Family Life	Compulsory	3
ELECTIVE COURSES (18 CREDIT HOURS)				
40				3
41				3
42				3
43				3
44				3
45				3