



Department of Mechanical & Industrial Engineering

# ***STUDENT HANDBOOK***

for

Industrial Engineering Students

2008/2009

College of Engineering  
Sultan Qaboos University

This hand book is designed to help the students to earn a Bachelor of Engineering Degree in Industrial Engineering at SQU. The handbook is periodically updated depending on the curriculum and policy changes in the department, college and the university. Any comments and suggestions to improve this handbook are welcome. For any comments and suggestions, please write to [ashraf1@squ.edu.om](mailto:ashraf1@squ.edu.om) or see Dr. Ashraf Shikdar, room # 2053, MIE department.

# Table of Contents

MESSAGE FROM HEAD OF THE DEPARTMENT .....	4
PROGRAM EDUCATIONAL OBJECTIVES & OUTCOMES .....	5
ACADEMIC REQUIREMENTS .....	6
University Requirements.....	6
College Requirements.....	8
Department Requirements.....	10
Industrial Training .....	9
Industrial Engineering Curriculum Flow Chart.....	16
RESOURCES .....	17
College of Engineering Bulletin.....	19
Sultan Qaboos University Academic Regulations Booklet .....	19
University, College and Department Web Site .....	19
Academic Advisor .....	19
ACADEMIC REGISTRATION .....	28
Add and Drop.....	21
Course Load.....	22
Summer Registration.....	22
Students on Academic Probation.....	22
Requirements.....	22
Graduation Checklist.....	20
Transfer Student.....	20
MIE DEPARTMENT FACULTY MEMBERS .....	21
MIE DEPARTMENT TECHNICAL STAFF .....	25
GRADUATION CHECKLIST .....	27
APPENDIX-A .....	29

## ***MESSAGE FROM HEAD OF THE DEPARTMENT***

Welcome to the Mechanical & Industrial Engineering Department, College of Engineering at Sultan Qaboos University, Sultanate of Oman. It gives all of us in the Mechanical and Industrial Engineering Department great joy that you have decided to join one of our programs. We wish you an enjoyable and successful educational experience with us.

The aim of this student handbook is to provide students with the information needed to successfully complete the degree of Bachelor of Engineering in Industrial Engineering. Our goal is to provide students with a balance of intellectual and practical experiences that enable them to serve a variety of societal needs.

The curriculum is designed to produce graduates in Industrial Engineering who can become future leaders for industry, academia, government and society in Oman whose vision is founded upon fundamental knowledge, creative and analytical skills, local/regional perspective and ethics. Through a nice blend of course work and projects, the department endows students with the ability to apply knowledge of science, mathematics and engineering to work effectively in multidisciplinary teams, provide leadership and technical expertise, and practice engineering with concern for society and environment. The Industrial engineering program is spread over eight to nine semesters depending on language program. However, highly motivated, smart and dedicated students do finish their studies one semester earlier than their colleagues.

The department organizes field trips to industries to expose students to the current trends in Industrial Engineering and related contemporary issues. Students have also the opportunities to work with SQU Chapter of Industrial Engineering Society and engineering societies in the department and college. Although new, but we are proud of our alumni who are holding respectable positions in various national and international companies and corporations.

Students are advised to frequently consult their academic advisors particularly before registration. The advisors can guide you in your courses as well as in career opportunities and specialization.

Wishing you success in your future endeavors.

**Ashraf Shikdar, Ph.D.**

**Head, Department of Mechanical and Industrial Engineering**

## ***PROGRAM EDUCATIONAL OBJECTIVES & OUTCOMES***

The Program Educational Objectives of Industrial Engineering program is aimed to produces graduates who will:

1. practice industrial engineering in industries, government sectors and service organizations, both nationally and globally, or pursue higher studies or business entrepreneurship.
2. apply knowledge and skills to design, develop, implement and improve integrated systems that include people, materials, information, equipment and energy.
3. apply analytical, computational and modern engineering tools and technologies to accomplish system integration.
4. undertake direct, effective and leadership role in the development of Oman by contributing to the development of its capabilities and the best use of its resources.
5. are knowledgeable in ethical issues, maintain high standards of health, safety and environment, communicate well and function individually and in teams.

These program educational objectives measure how its graduates are expected to contribute in meeting the needs of Oman and the region. Regular and systematic assessment of our program is a tool used to assure continuous improvement of the curriculum, hence meeting the constituencies needs. The graduates of Industrial Engineering program are expected to learn the following program outcomes at the time of graduation:

- a) An ability to apply knowledge of mathematics, science and engineering [ABET 3a].
- b) An ability to design and conduct experiments, as well as to analyze and interpret data [ABET 3b].
- c) An ability to design a system, component, or process to meet desired needs within realistic constraints such as economic, environmental, social, political, ethical, health and safety, manufacturability, and sustainability [ABET 3c].
- d) An ability to function on multidisciplinary teams [ABET 3d].
- e) An ability to identify, formulate, and solve engineering problems [ABET 3e].
- f) An understanding of professional and ethical responsibility [ABET 3f].
- g) An ability to communicate effectively [ABET 3g].
- h) The broad education necessary to understand the impact of engineering solutions in a global, economic, environmental and societal context [ABET 3h].
- i) A recognition of the need for, and an ability to engage in life-long learning [ABET 3i].
- j) A knowledge of contemporary issues [ABET 3j].

- k) An ability to use the techniques, skills and modern engineering tools necessary for engineering practice [ABET 3k].
- l) A knowledge of business principles and leadership skills [IE-1].

## Academic Requirements

To graduate, a student is required to complete a total of 140 credit hours resulting in the award of a Bachelor Degree in Industrial Engineering. The credit hours are allocated to University, College and Department requirements are summarized below

**Table A: Industrial Engineering (IE) Program of Study**

University Requirements (UR)	18 credit hours
College Requirements (CR)	35 credit hours
Department Requirements (DR)	87 credit hours
<b>Total</b>	<b>140 credit hours</b>

### University Requirements

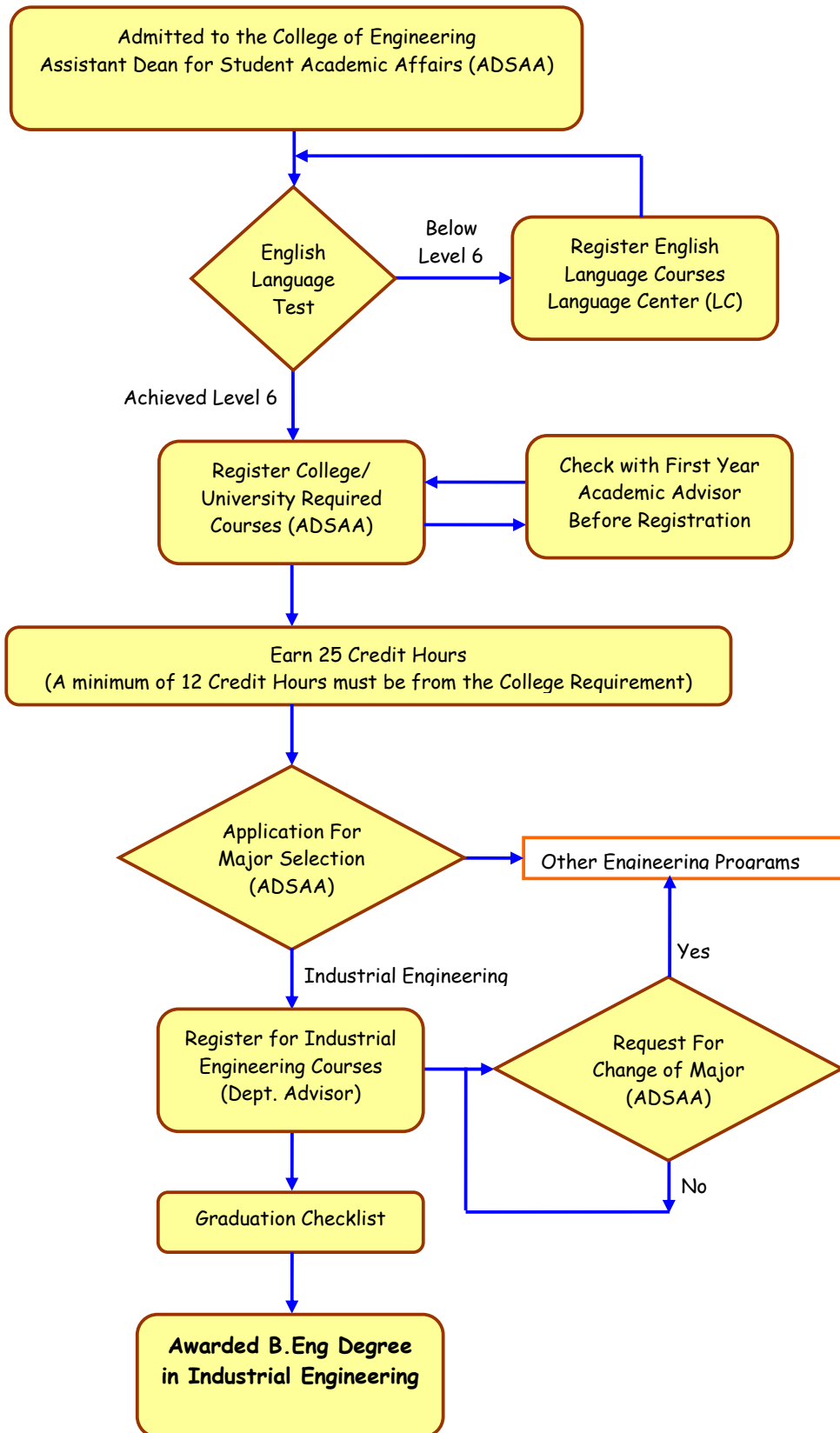
All students admitted in College of Engineering are automatically enrolled in the University Language Center Unit (LCU). In LCU students are examined in English language and placed in levels 1 to 6. If a student gets level 6 in English language, then he/she will enroll the college requirement courses. If a student gets below level 6, then he/she will have to enroll in intensive English language program. An ILETS examination is administered at the end of English language course. Students who pass level 6 are allowed to take college requirement courses. However, students achieving level 5 in English language are allowed to enroll university required courses in addition to language courses. Table B-1 below shows the university required courses totaling 18 credit hours.

**Table B-1: University Requirements for IE Program of Study**

Course Code	Course Title	Credit Hrs
ARAB1001	Arabic Language	3
HIST1010	Oman and Islamic Civilization	2
SOCI3320	Contemporary Omani Society	1
LANC2160	English for Engineering I	3
LANC2161	English for Engineering II	3
University Elective -1		3
University Elective -2		3

University electives are standard regular courses offered by any College in the University which the students may freely choose to take (subject to fulfilling pre-requisite requirements) but which do not form part of his or her College or specialization requirements and electives. They may not be restricted to a subset of courses at the College level. The course taken must not duplicate others already taken.

**Schematic Diagram for Successful Completion of B.Eng in Industrial Engineering**



## College Requirements

After successfully passing the English language test, students will be allowed to enroll in College Requirement courses. The College of Engineering requires students to complete 35 credit hours of courses which includes 17 hours of mathematics, 8 hours of calculus based physics, 3 hours of chemistry, 2 hours of introduction to engineering, 2 hours of workshops and 3 hours of programming. The office of Assistant Dean, Student Academic Affairs administers the college require courses. The courses required during the first year at the College of Engineering are given in Table B-3.

Two mandatory industrial training courses are also part of college requirement but without any credit hours. Industrial Training I is conducted within the college workshop while Industrial Training II has to be done in an industry. The second course is planned in the Summer after the students complete their fourth year. These industrial training courses must be successfully completed by all students as part of their degree plan. Students are required to submit their training reports to the office of Assistant Dean for Industrial Training and Alumni for evaluation. Students are given a pass or fail based on their industry supervisor's evaluation and their own report.

Table B-2 below shows the college required courses totaling 35 credit hours.

**Table B-2: College Requirements for IE Program of Study**

Course no.	Course Title	Credit Hrs
ENGR 1500	Introduction to Engineering	2
ENGR 1600	Workshop I	1
ENGR 1601	Workshop II	1
MATH 1106	Pre-Calculus	4
MATH 2107	Calculus I	4
MATH 2108	Calculus II	3
MATH 3171	Linear Algebra & Multi-Variable Calculus for Engineers	3
MATH 4174	Differential Equations & Applications for Engineers	3
PHYS 2107	Physics I	4
PHYS 2108	Physics II	4
CHEM 1071	Chemistry for Engineers	3
COMP xxxx	Programming	3

## Department Requirements

Students select their major normally during their second semester of credit courses. At the time of application the total number of credit hours registered must not be less than 25. The guidelines to select a major or change a major are given in Appendix A. Deadline for submitting applications are announced by the Office of the Assistant Dean for Students Academic Affairs. Generally, admission into major is based on the student's preference. However, when there are more applications to a program than available spaces, selection is based on the CGPA. Subject to space availability, a student can apply to change from an engineering major if the change will not cause much delay in his/her graduation.

Students of Industrial Engineering program must complete a total of 87 credit hours of courses which include:

- Core courses (75 credit hours) which must be completed by all students as part of the degree plan for their major. The core courses include courses like: Statics, Dynamics, Thermodynamics, Solid Mechanics, Machine Design, Machine Dynamics, Control Engineering, Heat Transfer, Manufacturing Processes, Creative Decision and Design, Capstone Design, Seminar courses and a Final Year Project.
- Elective courses (12 credit hours) based on the specialization which decide to take in consultation with their advisors. Elective courses can be selected from the following four areas: Applied Mechanics, Design and Manufacturing, Thermo-Fluids and, Dynamics and Control Systems

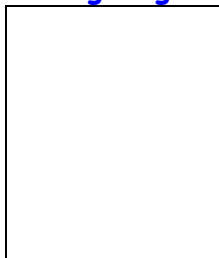
Table B-3 shows the degree plan which shows department, college and university required courses along with the pre-requisites and the semester in which the courses are offered. Table B-4 shows the Industrial Engineering curriculum flow chart.

## Industrial Training

Industrial Engineering students are required to take Industrial Training Programs. It is planned in the summer after the students complete their fourth year. For a period of 8 weeks the students receive training from a private company or government ministries related to his specialization. The student, supervised by the training organization, has to submit at the end of the training period a report to his department. The industrial training is a non-credit course and is graded "PASS" or "NOT PASS". The industrial training program is coordinated by the Office of the Assistant Dean for Industrial Training and Alumni.

In addition, students get a 2-week in-house training in their third year during the break between the Fall and Spring Semester.

**Table B-3: Industrial Engineering Degree Plan (Cohort 2008)**



College: **ENGINEERING**  
 Cohort: **2008**  
 Degree: **B. ENG.**  
 Major: **INDUSTRIAL ENGINEERING**

<u>Summary of Credits:</u>	
<b>University Requirements (UR)</b>	<b>18</b>
Arabic	3
English	6
Contemporary Omani Society	1
Oman & Islamic Civilization or Islamic Culture	2
Free Elective	6
<b>College Requirements (CR)</b>	<b>35</b>
Math	17
Physics	8
Computer Programming	3
Chemistry	3
Introduction to Engineering	2
Workshop	1
College Elective	1
Industrial Training	0
<b>Department Requirements (DR)</b>	<b>87</b>
Program Core	81
Program Elective	6
<b>TOTAL</b>	<b>140</b>

For reference contact: Ext. 1315

Dr. Tasneem Pervez, HOD, MIED

---

HoD Date

---

Dean's Office Date

---

Registrar's Office Date

## Department of Mechanical & Industrial Engineering

### IE Degree Plan: 2008 Cohort (Scheme I)

	Course Code	Course Title	Credit Hours	Pre-requisite/Co-requisite*	Cat.
Semester 1 Fall 2008		Intensive English	0		
	<b>Total</b>		<b>0</b>		

	Course Code	Course Title	Credit Hours	Pre-requisite /Co-requisite*	Cat.
Semester 2 Spring 2009	ARAB1001	Arabic	3		UR
	HIST1010	Oman & Islamic Civilization or			
	ISLM1010	Islamic Culture	2		UR
	LANC2160	English for Engineering I	3		UR
	MATH1106	Pre-Calculus Mathematics	4		CR
	ENGR1500	Introduction to Engineering	2		CR
	ENGR1600	Workshop I	1		CR
<b>Total</b>			<b>15</b>		

	Course Code	Course Title	Credit Hours	Pre-requisite/Co-requisite*	Cat.
Semester 3 Fall 2009	SOCI3320	Contemporary Omani Society	1		UR
	LANC2161	English for Engineering II	3	LANC2160 or equivalent	UR
	MATH2107	Calculus I	4	MATH1106	CR
	PHYS2107	Physics for Engineering I	4	MATH2107*	CR
	CHEM1071	General Chemistry for Engineers	3		CR
	<b>Total</b>			<b>15</b>	

	Course Code	Course Title	Credit Hours	Pre-requisite/Co-requisite*	Cat.
Semester 4 Spring 2010	COMP2xxx	Computer Programming	3		CR
	MATH2108	Calculus II	3	MATH2107	CR
	PHYS2108	Physics for Engineering II	4	PHYS2107	CR
		College Elective <sup>1</sup>	1		CR
	MEIE2129	Basic Mechanics	3	PHYS2107*	DR
	MEIE3104	Eng. Drawing & Comp. Graphics	3		DR
<b>Total</b>			<b>17</b>		

	Course Code	Course Title	Credit Hours	Pre-requisite/Co-requisite*	Cat.
Semester 5 Fall 2010	MATH3171	Lin. Alg. & Mult. Calc. for Engineers	3	MATH2108, LANC2161	CR
	ECCE3015	Electrical Engineering Fundamentals	3	MATH2107, PHYS2108*	DR
	MEIE3102	Solid Mechanics	3	MEIE2129	DR
	MEIE3159	Thermofluids	3	PHYS2108*	DR
	MEIE3161	Materials Science	3		DR
<b>Total</b>			<b>15</b>		

	Course Code	Course Title	Credit Hours	Pre-requisite /Co-requisite*	Cat.
January 2011	ENGR3006	Industrial Training I	0	ENGR1600, MEIE3104	CR
	<b>Total</b>		<b>0</b>		

<sup>1</sup> ENGR1601 Workshop II

## Department of Mechanical & Industrial Engineering

### IE Degree Plan: 2008 Cohort (Scheme I)

	Course Code	Course Title	Credit Hours	Pre-requisite/Co-requisite*	Cat.
Semester 6 Spring 2011	MATH4174	Differential Equations for Engineers	3	MATH2108, LANC2161	CR
	MEIE3261	Product Design and Development	3	MEIE3102, MEIE3104	DR
	MEIE3212	Methods Engineering & Work M	3		DR
	MEIE3270	Operations Research I	3	MATH3171*, COMP2xxx	DR
	MEIE4281	Probability & Statistics for Engineers	3	MATH2107	DR
	<b>Total</b>		<b>15</b>		

	Course Code	Course Title	Credit Hours	Pre-requisite /Co-requisite*	Cat.
Semester 7 Fall 2011	MEIE4221	Quality Control	3	MEIE4281	DR
	MEIE4222	Production Planning and Control	3	MEIE3270, MEIE4281	DR
	MEIE4271	Operations Research II	3	MEIE3270	DR
	MEIE4285	Engineering Economics	3	MATH2107	DR
	MEIE4183	Numerical Methods for Engineers	3	COMP2xxx	DR
	MEIE4101	Computer Aided Machine Design	3	MEIE3102, MEIE3104	DR
	<b>Total</b>		<b>18</b>		

	Course Code	Course Title	Credit Hours	Pre-requisite/Co-requisite*	Cat.
Semester 8 Spring 2012	MEIE4267	Industrial Automation	3	ECCE3015, MEIE3159	DR
	MEIE4272	Simulation Models	3	MEIE4222, MEIE4271	DR
	MEIE4262	Manufacturing Processes	3	MEIE3161	DR
	MEIE4286	Management for Engineers	3		DR
	MEIE4201	Ergonomics and Safety	3		DR
	<b>Total</b>		<b>15</b>		

	Course Code	Course Title	Credit Hours	Pre-requisite /Co-requisite*	Cat.
Summer 2012	ENGR4006	Industrial Training II	0	ENGR3006	CR
	<b>Total</b>		<b>0</b>		

	Course Code	Course Title	Credit Hours	Pre-requisite/Co-requisite*	Cat.
Semester 9 Fall 2012		University Elective	3		UR
	MEIE5291	Project I	2		DR
	MEIE5261	Industrial Engineering Design	3	MEIE3261	DR
	MEIE4223	Facilities Planning	3	MEIE4222, MEIE4201	DR
	MEIE 5282	Applied Statistics	2	MEIE4281	DR
	MEIE5295	Seminar	0		DR
			Department Elective	3	
	<b>Total</b>		<b>16</b>		

**Department of Mechanical & Industrial Engineering**  
**IE Degree Plan: 2008 Cohort (Scheme I)**

	Course Code	Course Title	Credit Hours	Pre-requisite/Co-requisite*	Cat.
<b>Semester 10 Spring 2013</b>		University Elective	3		UR
	MEIE5292	Project II	3	MEIE5291	DR
	MEIE 5188	Business and Entrepreneurship	2	MEIE4286	DR
	MEIE5265	Computer Integrated Manufacturing	3	MEIE4262	DR
		Department Elective	3		DR
	<b>Total</b>			<b>14</b>	

**Elective Courses:** The elective courses will be offered from the following, subject to availability.

1	MEIE5202	Industrial Safety
2	MEIE5203	Industrial Work System Design
3	MEIE5231	Inventory Management
4	MEIE5232	Reliability and Maintenance Engineering
5	MEIE5241	Computer Applications in IE
6	MEIE5242	Expert Systems
7	MEIE5263	Design for Manufacturing
8	MEIE5264	CAD/CAM
9	MEIE5268	Industrial Robots
10	MEIE5286	Data Warehousing and e-Commerce
11	MEIE5287	Project Management
12	MEIE5296	Case Studies in IE
13	MEIE5297	Special Topics

## Department of Mechanical & Industrial Engineering

### IE Degree Plan: 2008 Cohort (Scheme II)

	Course Code	Course Title	Credit Hours	Pre-requisite/Co-requisite*	Cat.
Semester 1 Fall 2008		Intensive English	0		
	<b>Total</b>		<b>0</b>		

	Course Code	Course Title	Credit Hours	Pre-requisite/Co-requisite*	Cat.
Semester 2 Spring 2009		Intensive English	0		
	<b>Total</b>		<b>0</b>		

	Course Code	Course Title	Credit Hours	Pre-requisite /Co-requisite*	Cat.
Semester 3 Fall 2009	ARAB1001	Arabic	3		UR
	LANC2160	English for Engineering I	3		UR
	CHEM1071	General Chemistry for Engineers	3		CR
	MATH1106	Pre-Calculus	4		CR
	ENGR1500	Introduction to Engineering	2		CR
	ENGR1600	Workshop I	1		CR
	<b>Total</b>		<b>16</b>		

	Course Code	Course Title	Credit Hours	Pre-requisite/Co-requisite*	Cat.
Semester 4 Spring 2010	SOCI3320	Contemporary Omani Society	1		UR
	HIST1010	Oman & Islamic Civilization or			
	ISLM1010	Islamic Culture	2		UR
	LANC2161	English for Engineering II	3	LANC2160 or equivalent	UR
	MATH2107	Calculus I	4	MATH1106	CR
	PHYS2107	Physics for Engineering I	4	MATH2107*	CR
	MEIE2129	Basic Mechanics	3	PHYS2107*	CR
<b>Total</b>		<b>17</b>			

	Course Code	Course Title	Credit Hours	Pre-requisite /Co-requisite*	Cat.
Summer 2010	MATH2108	Calculus II	3	MATH2107	CR
	COMP2xxx	Computer Programming (C++/Visual Basic)	3		CR
	<b>Total</b>		<b>6</b>		

## Department of Mechanical & Industrial Engineering

### IE Degree Plan: 2008 Cohort (Scheme II)

	Course Code	Course Title	Credit Hours	Pre-requisite/Co-requisite*	Cat.
Semester 5 Fall 2010	PHYS 2108	Physics for Engineering II	4	PHYS2107	CR
		College Elective <sup>2</sup>	1	ENGR1600	CR
	MEIE3102	Solid Mechanics	3	MEIE2129	DR
	MEIE3104	Eng. Drawing & Comp. Graphics	3		DR
	MEIE3159	Thermofluids	3	PHYS2108*	DR
	ECCE3015	Electrical Engineering Fundamentals	3	MATH2107, PHYS2108*	DR
	<b>Total</b>		<b>17</b>		

	Course Code	Course Title	Credit Hours	Pre-requisite /Co-requisite*	Cat.
January 2011	ENGR3006	Industrial Training I	0	ENGR1600, MEIE3104	CR
		<b>Total</b>	<b>0</b>		

	Course Code	Course Title	Credit Hours	Pre-requisite/Co-requisite*	Cat.
Semester 6 Spring 2011	MATH3171	Linear Algebra & Multivariate Calculus for Engineers	3	MATH2108, LANC2161	CR
	MEIE3161	Materials Science	3		DR
	MEIE3261	Product Design and Development	3	MEIE3102, MEIE3104	DR
	MEIE3212	Methods Engineering & Work M	3		DR
	MEIE3270	Operations Research I	3	MATH3171*, COMP2xxx	DR
	<b>Total</b>		<b>15</b>		

	Course Code	Course Title	Credit Hours	Pre-requisite /Co-requisite*	Cat.
Summer 2011	MEIE4281	Probability & Statistics for Engineers	3	MATH2107	DR
	MATH4174	Differential Equations for Engineers	3	MATH2108, LANC2161	CR
	<b>Total</b>		<b>6</b>		

	Course Code	Course Title	Credit Hours	Pre-requisite /Co-requisite*	Cat.
Semester 7 Fall 2011	MEIE4183	Numerical Methods for Engineers	3	COMP2xxx	DR
	MEIE4221	Quality Control	3	MEIE4281	DR
	MEIE4222	Production Planning and Control	3	MEIE3270, MEIE4281	DR
	MEIE4271	Operations Research II	3	MEIE3270	DR
	MEIE4285	Engineering Economics	3	MATH2107	DR
	MEIE4101	Computer Aided Machine Design	3	MEIE3102, MEIE3104	DR
	<b>Total</b>		<b>18</b>		

<sup>2</sup> ENGR1601 Workshop II

## Department of Mechanical & Industrial Engineering

### IE Degree Plan: 2008 Cohort (Scheme II)

	Course Code	Course Title	Credit Hours	Pre-requisite/Co-requisite*	Cat.
Semester 8 Spring 2012	MEIE4267	Industrial Automation	3	ECCE3015, MEIE3159	DR
	MEIE4272	Simulation Models	3	MEIE4222, MEIE4271	DR
	MEIE4262	Manufacturing Processes	3	MEIE3161	DR
	MEIE4286	Management for Engineers	3		DR
	MEIE4201	Ergonomics and Safety	3		DR
<b>Total</b>			<b>15</b>		

	Course Code	Course Title	Credit Hours	Pre-requisite /Co-requisite*	Cat.
Summer 2012	ENGR4006	Industrial Training II	0	ENGR3006	CR
	<b>Total</b>			<b>0</b>	

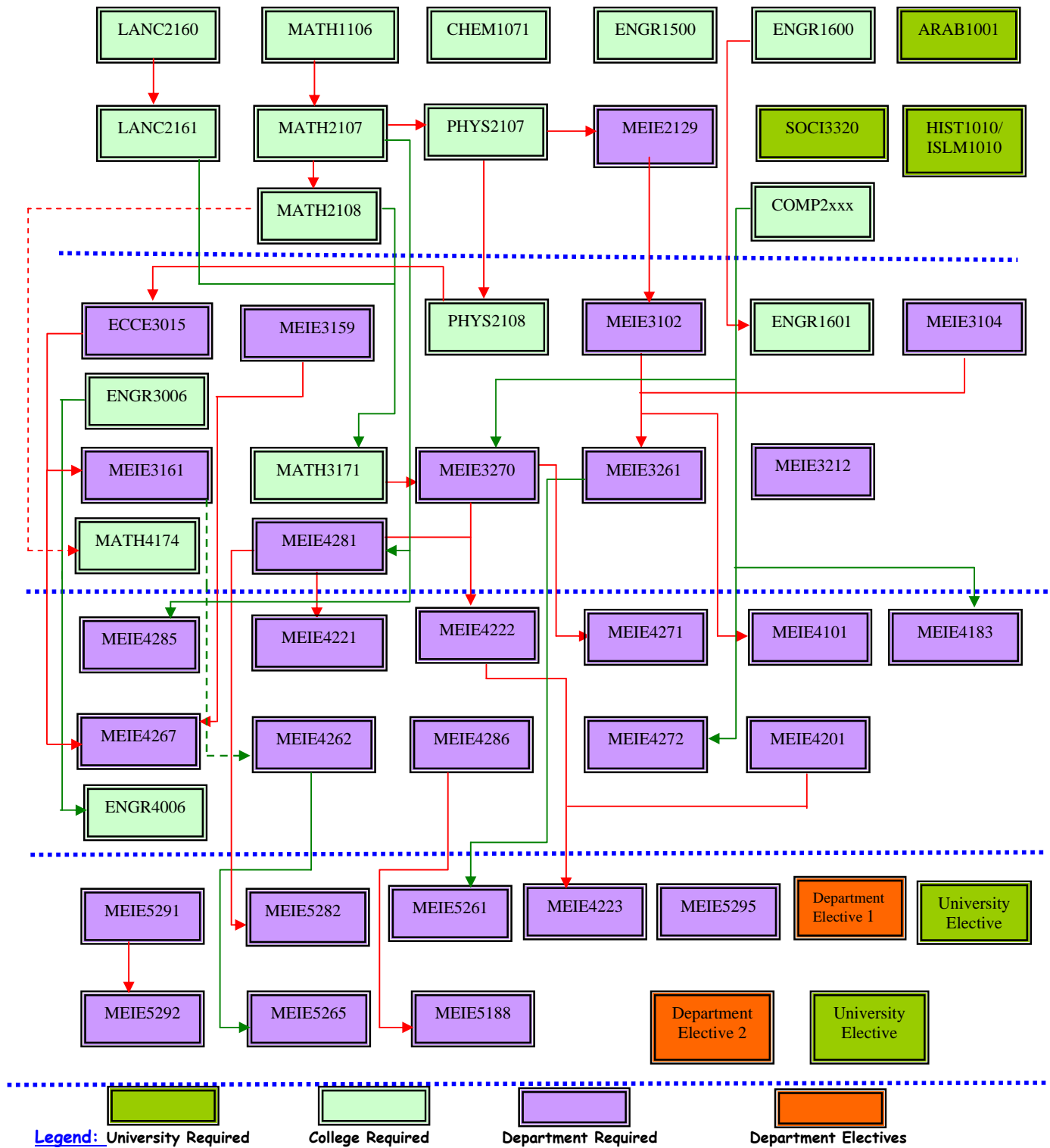
	Course Code	Course Title	Credit Hours	Pre-requisite/Co-requisite*	Cat.
Semester 9 Fall 2012		University Elective	3		UR
	MEIE5291	Project I	2		DR
	MEIE5261	Industrial Engineering Design	3	MEIE3261	DR
	MEIE4223	Facilities Planning	3	MEIE4222, MEIE4201	DR
	MEIE5282	Applied Statistics	2	MEIE4281	DR
	MEIE5295	Seminar	0		DR
		Department Elective	3		DR
<b>Total</b>			<b>16</b>		

	Course Code	Course Title	Credit Hours	Pre-requisite/Co-requisite*	Cat.
Semester 10 Spring 2013		University Elective	3		UR
	MEIE5292	Project II	3	MEIE5291	DR
	MEIE5188	Business and Entrepreneurship	2	MEIE4286	DR
	MEIE5265	Computer Integrated Manufacturing	3	MEIE4262	DR
		Department Elective	3		DR
<b>Total</b>			<b>14</b>		

**Elective Courses:** The elective courses will be offered from the following, subject to availability.

1	MEIE5202	Industrial Safety
2	MEIE5203	Industrial Work System Design
3	MEIE5231	Inventory Management
4	MEIE5232	Reliability and Maintenance Engineering
5	MEIE5241	Computer Applications in IE
6	MEIE5242	Expert Systems
7	MEIE5263	Design for Manufacturing
8	MEIE5264	CAD/CAM
9	MEIE5268	Industrial Robots
10	MEIE5286	Data Warehousing and e-Commerce
11	MEIE5287	Project Management
12	MEIE5296	Case Studies in IE
13	MEIE5297	Special Topics

**Table B-4: Industrial Engineering Program - Curriculum Flow Chart**



## Resources

The student can seek information about registration, academic regulations and other issues related to his/her study from the following resources:

### **College of Engineering Bulletin**

The college bulletin is issued every year during month of September. This bulletin include information about the college of engineering, admission, academic rules and regulations, graduate requirements and awards, student information system and departments.

### **Sultan Qaboos University Academic Regulations Booklet**

This booklet is issued by the deanship of admissions and registrations. It includes information about admissions, registration, grading and graduation regulations.

### **University, College and Department Web Site**

The college of engineering and the department of mechanical engineering have websites that can be accessed through intranet (the university local network) and internet. Important information about degree plan, faculty, and facilities can be obtained by browsing the website. The college and the department website can be accessed through the university home page [www.squ.edu.om](http://www.squ.edu.om) or directly on [www.squ.edu.om/eng](http://www.squ.edu.om/eng) and [www.squ.edu.om/eng/mie](http://www.squ.edu.om/eng/mie). University admissions and registrations also maintains another useful website which provides information on matters related to admissions, academic regulations, university degree plans, and classes' schedules. The admissions and registrations website can be accessed through the university home page or directly on [www.squ.edu.om/eng](http://www.squ.edu.om/eng).

### **Academic Advisor**

Following admission to the university, each student is assigned an academic advisor whose role is to:

- a. help the student discover his/her potential and capabilities
- b. approve the student's choice of courses each semester in accordance with the degree program and academic regulations
- c. assist the student in exploring alternative paths to the degree if for any reason the normal pace of the degree is disrupted
- d. advise the student on other matters affecting his/her studies.

The students are advised to consult their advisors in each semester before registration for smooth of the study plan. The advisors also help to develop a recovery plan for students on academic probation in consultation with the academic assistant dean. In addition, academic advisors are required to keep a file for each of their advisees, if needed. This file includes: (1) Student Information Sheet - Form SAA1; (2) Student's Performance Summary - Form SAA2 and transcripts; (3) Recommended Semester Course Load - SAA3; (4) Probation Interview Report - SAA4; (5) Transfer

Form to Counselling & Guidance Centre; and (6) Admission material, transfer equivalency records, and correspondence. Forms SAA1 to SAA4 is given in Appendix A.

## Academic Registration

Registration is the process by which a student selects courses according to the guidance of his/her advisor and formally enrolls in those courses. Information regarding the schedule, location and deadlines of the registration period and timetables is given to the students and advisors in advance of the scheduled registration period. The schedule can also be accessed through the registration website.

A student may be prevented from registering if:

- the section is full.
- admission procedures are not complete.
- there is a timetable conflict.
- specific academic pre-requisites are not met.
- Textbooks have not been returned as requested.

Students registering late may find that available courses are limited. If a course has been cancelled due to some unavoidable circumstances, an alternative course will be added during the add/drop period. A student who wish to transfer to other college or change his/her major within the College of Engineering should contact the office of Assistant Dean for Students Academic Affairs in the college. Students are advised to strictly follow the days reserved for registration to register courses during online registration period. Missing the reserved days may result in registering difficulties for courses in demand. **It is advisable to print the registration copy after registering online.**

It is the responsibility of students to be aware of the pre-requisites for each course they want to enroll in. Failure to satisfy the prerequisite courses will result in delay for graduation. The pre-requisite for each course is available in the degree plan, which is included in this handbook (Also available on the department and college website).

### Add and Drop

Students wishing to change their registration (add or drop a course) may do so on line during the first two weeks of scheduled classes. Such changes will have no effect on their transcript. Online registration is not available for the summer semester and therefore students who wish to add or drop a course should use the Add/Drop form and get the approval of their advisor (This form can be collected from the Deanship of Admissions and Registrations or the office of the Assistant Dean for students Academic Affairs). No courses may be added after the add/drop period except in unusual circumstances approved by the Head of the Department and the Dean of Admissions and Registration. A student may withdraw from a course anytime between the third week of classes and the end of the half-way point in the course. A grade 'W' will appear in his/her transcript beside the appropriate course. A course dropped after the halfway point will be designated 'F' on the transcript.

## Course Load

The normal load of a student is determined by the total number of credits in the degree plan for the enrolled semester. A student's course load status will be extended if the semester GPA on a full course load in the two preceding semesters was at least 3.00, or if the cumulative GPA is at least 3.00. Such a student may register up to 18 credit hours of courses. A student may register for less than 12 credit hours under special permission granted by the university or the number of credit hours remaining to complete the minimum graduation requirements is less than 12 credit hours. A load of more than 18 credits and up to 21 credits require the permission of the dean based on the recommendations of the academic advisor and department.

## Summer Registration

During the summer semester, pre-registrations are considered to be official and may only be changed in special circumstances. Students who wish to add or drop a course following the initial registration should use the Add/Drop form to update their registration form (online add/drop is not available for the summer semester). Add/Drop activity usually take places during the first three days of the semester and requires the approval of the advisor. In the summer semester a student must register and maintain a course load of 2 courses (5-8 credits). A student in position to graduate at the end of the summer may be exempted from the minimum course/credit hours requirement. A letter from his/her advisor will be necessary for such exemption.

## Students on Academic Probation

Students on academic probation shall be required to reduce their load to a maximum of 12 credits during a regular semester and 6 credits during the summer semester. A student can maintain same probation level if he/she register for 5 credits in the summer semester. Should a student pass the academic probation, he/she may add courses during the add/drop period.

## GPA Requirements

The university requires that the students maintain 2.0 GPA or above to be considered in good rating. A students who fails to maintain a 2.0 CGPA or higher is put on probation. [A students, who get four consecutive probation, will be asked to transfer to another college.](#) A student who gets a CGPA of 3.7 or higher in a semester is awarded a "Distinction" for that semester. Students with CGPA between 3.3 and 3.7 in a semester is awarded an "Honor" for that semester. The college Dean's List include all distinction and honor students.

## Graduation Checklist

The graduation checklist is used to check for degree requirement completion. It includes all courses needed for completion of degree requirements with course code, course titles, semester taken and grade received. The academic advisor checks the

students transcripts and verifies that all requirements are satisfied. Any additional comments by the advisor is provided in the column of "Remarks". These lists were then sent to the Admissions and Registration Office through the Office of Assistant Dean, Student Academic Affairs. The graduation checklist form is given in Table C.

### **Transfer Student**

Students who were initially admitted to and are registered in a given College or Major program may apply for transfer to another College or to a different program within the College. Students can transfer only once during their period of study. Admission to a new program of study is subjected to certain conditions specified for that program. It is contingent upon available spaces and may not be allowed for some programs.

In order to be considered for transfer, students should have completed 5 courses and earned no less than 14 credits and be able to complete their new degree within the University time limits as detailed under

## MIE Department Faculty Members



**Dr. Ashraf A. Shikdar**

**Associate Professor & Head**

**Research Interest:** Ergonomics and Safety, Productivity Enhancement, Work Methods

**Phone:** +968 24141352 Room # 2012

**Email:** [ashraf1@squ.edu.om](mailto:ashraf1@squ.edu.om)



**Dr. Rafiq Ahmed Siddiqui**

**Associate Professor**

**Research Interest:** Materials Science and Technology, Microscopic Analysis

**Phone:** +968 24141312 Room # 2011

**Email:** [siddiqui@squ.edu.om](mailto:siddiqui@squ.edu.om)



**Dr. Tasneem Pervez**

**Associate Professor**

**Research Interest:** FEM, Engineering Design and Analysis, Composite Materials, Solid Expandable Tubular Technology

**Phone:** +968 24141315 Room # 2048

**Email:** [tasneem@squ.edu.om](mailto:tasneem@squ.edu.om)








**Dr. Mahmood A. Tahat**






**Associate Professor**

**Research Interest:** Thermo-fluids, Thermal Energy Storage



**Phone:** +968 24141322 Room # 2007

**Email:** [tahat@squ.edu.om](mailto:tahat@squ.edu.om)

	<p style="text-align: center;"><b>Dr. Sabah A. Al-Suleiman</b></p> <p><b>Associate Professor</b>  <b>Research Interest:</b> Environmental Systems, Transport Phenomena, Reaction Engineering  <b>Phone:</b> +968 24141360 Room # 2060  <b>Email:</b> <a href="mailto:sabah1@squ.edu.om">sabah1@squ.edu.om</a></p>
	<p style="text-align: center;"><b>Dr. Saif A. Al-Hiddabi</b></p> <p><b>Associate Professor</b>  <b>Research Interest:</b> Control Systems, Flight Dynamics, Aerospace Engineering, Solid Expandable Tubular Technology  <b>Phone:</b> +968 24142547 Room # 2057  <b>Email:</b> <a href="mailto:hiddabi@squ.edu.om">hiddabi@squ.edu.om</a></p>
	<p style="text-align: center;"><b>Dr. Maki K. Rashid</b></p> <p><b>Associate Professor</b>  <b>Research Interest:</b> CIM, Manufacturing Automation, Smart Materials and Systems  <b>Phone:</b> +968 24141353 Room # 2008  <b>Email:</b> <a href="mailto:maki@squ.edu.om">maki@squ.edu.om</a></p>
	<p style="text-align: center;"><b>Dr. Hamdi Bashir</b></p> <p><b>Associate Professor</b>  <b>Research Interest:</b> Production Planning and Control, Quality Control, Industrial Systems  <b>Phone:</b> +968 24142502 Room # 2009  <b>Email:</b> <a href="mailto:bashirh@squ.edu.om">bashirh@squ.edu.om</a></p>
	<p style="text-align: center;"><b>Dr. Jamil Abdo</b></p> <p><b>Associate Professor</b>  <b>Research Interest:</b> Engineering Design, Computer Aided Design, Applied Mechanics, and Mechatronics  <b>Phone:</b> +968 24141350 Room # 2054  <b>Email:</b> <a href="mailto:jdabdo@squ.edu.om">jdabdo@squ.edu.om</a></p>

	<p style="text-align: center;"><b>Dr. Slalih Akour</b></p> <p><b>Associate Professor</b>  <b>Research Interest:</b> Engineering Management  <b>Phone:</b> +968 24141311 Room # 2010  <b>Email:</b> <a href="mailto:alaraimi@squ.edu.om">alaraimi@squ.edu.om</a></p>
	<p style="text-align: center;"><b>Dr. Saeed Al-Araimi</b></p> <p><b>Assistant Professor</b>  <b>Research Interest:</b> Engineering Management  <b>Phone:</b> +968 24141311 Room # 2010  <b>Email:</b> <a href="mailto:alaraimi@squ.edu.om">alaraimi@squ.edu.om</a></p>
	<p style="text-align: center;"><b>Dr. Khamis Al Balushi</b></p> <p><b>Assistant Professor</b>  <b>Research Interest:</b> Condition Monitoring &amp; Diagnostics, Refrigeration and Air-conditioning, Mechanical Vibration  <b>Phone:</b> +968 24141310 Room # 2058  <b>Email:</b> <a href="mailto:kbalushi@squ.edu.om">kbalushi@squ.edu.om</a></p>
	<p style="text-align: center;"><b>Dr. Amer S. Al-Yahamadi</b></p> <p><b>Assistant Professor</b>  <b>Research Interest:</b> Robotics and Control, Dynamic Systems, Modeling and Simulation  <b>Phone:</b> +968 24141358 Room # 2056  <b>Email:</b> <a href="mailto:amery@squ.edu.om">amery@squ.edu.om</a></p>
	<p style="text-align: center;"><b>Dr. Abdullah A. Al-Shabibi</b></p> <p><b>Assistant Professor</b>  <b>Research Interest:</b> Solid Mechanics, Contact Problems, FEM  <b>Phone:</b> +968 24142567 Room # 2055  <b>Email:</b> <a href="mailto:ashabibi@squ.edu.om">ashabibi@squ.edu.om</a></p>

	<p style="text-align: center;"><b>Dr. Nabeel Z. Al-Rawahi</b></p> <p><b>Assistant Professor</b>  <b>Research Interest:</b> Thermo-fluids, CFD  <b>Phone:</b> +968 24142569 Room # 2053  <b>Email:</b> <a href="mailto:alrawahi@squ.edu.om">alrawahi@squ.edu.om</a></p>
	<p style="text-align: center;"><b>Dr. Sydad Zahid Qamar</b></p> <p><b>Assistant Professor</b>  <b>Research Interest:</b> Metal Forming, Manufacturing Processes, Solid Expandable Tubular Technology  <b>Phone:</b> +968 24141349 Room # 2052  <b>Email:</b> <a href="mailto:sayyad@squ.edu.om">sayyad@squ.edu.om</a></p>
	<p style="text-align: center;"><b>Dr. Mohammed Khadem</b></p> <p><b>Assistant Professor</b>  <b>Research Interest:</b> Simulation and Optimization, Lean Manufacturing, Production Planning and Control  <b>Phone:</b> +968 24142568 Room # 2064  <b>Email:</b> <a href="mailto:khadem@squ.edu.om">khadem@squ.edu.om</a></p>
	<p style="text-align: center;"><b>Dr. Khalid Al-Zebdeh</b></p> <p><b>Assistant Professor</b>  <b>Research Interest:</b> Computational Mechanics, Stochastic Micromechanics, Modeling &amp; Simulation, Nano-Materials, CAD/CAE, Mechanisms  <b>Phone:</b> +968 24142556 Room # 2015  <b>Email:</b> <a href="mailto:alzebdeh@squ.edu.om">alzebdeh@squ.edu.om</a></p>
	<p style="text-align: center;"><b>Dr. Nasser Al-Azri</b></p> <p><b>Assistant Professor</b>  <b>Research Interest:</b> Fluids Mechanics, thermodynamics  <b>Phone:</b> +968 24142655 Room # 2013  <b>Email:</b> <a href="mailto:Nalazri@squ.edu.om">Nalazri@squ.edu.om</a></p>

	<p style="text-align: center;"><b>Dr. Mohamed Al-Fanni</b></p> <p><b>Assistant Professor</b>  <b>Research Interest:</b> Design &amp; Control of Mechanical Systems, Machine Dynamics and Robotics.  <b>Phone:</b> +968 24142541 Room # 2051  <b>Email:</b> <a href="mailto:mfanni@squ.edu.om">mfanni@squ.edu.om</a></p>
	<p style="text-align: center;"><b>Dr. Ibrahim Hassan Garbie</b></p> <p><b>Assistant Professor</b>  <b>Research Interest:</b> Design and Analysis of Manufacturing Systems, Agility Measures and leanness of Production Systems.  <b>Phone:</b> +968 24142500 Room # 2064  <b>Email:</b> <a href="mailto:garbie@squ.edu.om">garbie@squ.edu.om</a></p>

## MIE Department Technical Staff



**Dr. Siegfried E. Trautwein**

**Technical Expert**

**Laboratory:** College of Engineering Workshop

**Phone:** +968 24141308 Room # 1004

**Email:** [setw@squ.edu.om](mailto:setw@squ.edu.om)



**Hilal Al-Ismaily**

**Associate Researcher**

**Research Interest:** Thermal Sciences, Solar Energy

**Phone:** +968 241412552 Ext. 2552 Room # 1007

**Email:** [hilalali@squ.edu.om](mailto:hilalali@squ.edu.om)



**Mohammad Abdullah Al-Hadhrami**

**Department Superintendent**

**Laboratory:** Solid Mechanics, CIM, Ergonomics

**Phone:** +968 24141304 Room # 0037

**Email:** [hadhrami@squ.edu.om](mailto:hadhrami@squ.edu.om)




**Mohammad Ali Al-Hadhrami**


**Technician**

**Laboratory:** Fluid Mechanics

**Phone:** +968 24142503 Room # 0008

**Email:** [mohali@squ.edu.om](mailto:mohali@squ.edu.om)

	<b>Sami S. Al-Sulti</b>
	<p><b>Technician</b>  <b>Laboratory:</b> Control Systems  <b>Phone:</b> +968 24142583 Room # 0034  <b>Email:</b> <a href="mailto:sam23@squ.edu.om">sam23@squ.edu.om</a></p>

	<b>Faisal H. Al-Khatri</b>
	<p><b>Technician</b>  <b>Laboratory:</b> Thermodynamics, Refrigeration &amp; Air-Conditioning  <b>Phone:</b> +968 24142508 Room # 0015  <b>Email:</b> <a href="mailto:siddiqui@squ.edu.om">siddiqui@squ.edu.om</a></p>

**MIE Department Coordinator**

	<b>Basma S. Al-Farsi</b>
	<p><b>Department Coordinator</b>  <b>Phone:</b> +968 24141316 Room # 2046  <b>Email:</b> <a href="mailto:basma@squ.edu.om">basma@squ.edu.om</a></p>

### Table C: Graduation Checklist

**Sultan Qaboos University, College of Engineering  
Department of Mechanical & Industrial Engineering**

ID No. : \_\_\_\_\_  
Name : \_\_\_\_\_

**Major:** Industrial Engineering  
**Summary:**

Item	Completed successfully (Yes/No)	Comments if any (separate pages can be used if needed)
<b>University Requirements (18 Credits: 12 mandatory, &amp; 6 electives)</b>		
<b>College Requirements(35 credits)</b>		
<b>Departmental Requirements (82 Credits)</b>		

- Check that prerequisites are taken
- Check equivalency if course code/title is not matching the listed course.
- Check equivalency if prerequisite course code/title is not matching the listed course.

**(a) University Requirements (18 Credits: 12 mandatory, & 6 electives)**

Course Number	Course Title	Credit hours	Prerequisite	Semester taken	Comments
HIST1010	Oman & Islamic Civilization	2			
LANC2160	English for Engineering I	3			
LANC2161	English for Engineering II	3	LANC2160		
	University Elective(s)	6			
ARAB1001	Arabic	3			
SOCI3320	Contemporary Oman Society	1			

(b) College Requirements (35 credits)

Course Number	Course Title	Credit hours	Prerequisite	Semester Taken	Comments
MATH1106	Pre-calculus Mathematics	4			
PHYS2107	Physics for Engineering I	4			
ENGR1600	Workshop I	1			
ENGR1500	Introduction to Engineering	2			
MATH2107	Calculus I	4	MATH1106		
PHYS2108	Physics for Engineering II	4	PHYS2101		
ENGR1601	Workshop II	1	ENGR1600		
MATH2108	Calculus II	3	MATH2107		
COMPxxxx	C++ Programming	3			
CHEM1071	General Chemistry for Engineers	3			
MATH3171	Linear Algebra & Multivariate Calculus for Engineers	3	MATH2108 LANC2161		
MATH4174	Differential Equations for Engineers	3	MATH2108		
ENGR3006	Industrial Training I	0	ENGR1600, MEIE3104		
ENGR4006	Industrial Training II	0	MEIE3006		

(c) Departmental Requirements (87 Credits)

Course Number	Course Title	Credit hours	Prerequisite	Semester Taken	Comments
MEIE2129	Basic Mechanics	3	PHY2107*		
ECCE3015	Electrical Engineering Fundamentals	3	PHYS2108*, MATH2107		
MEIE3102	Solid Mechanics	3	MEIE2129		
MEIE3104	Eng. Drawing & Comp. Graphics	3			
MEIE3159	Thermofluids	3	PHYS2108*		
MEIE3161	Materials Science	3			
MEIE3102	Solid Mechanics	3	MEIE2102,		
MEIE3261	Product Design and Development	3	MEIE3102, MEIE3104		
MEIE3212	Methods Engineering & Work Measurements	3			
MEIE3270	Operations Research I	3	MATH3171*, COMP2216		
MEIE4281	Probability & Statistics for Engineers	3	Math2107		
MEIE4183	Numerical Methods for Engineers	3	COMP2216		
MEIE4221	Quality Control	3	MEIE4281		
MEIE4222	Production Planning & Control	3	MEIE3270, MEIE4281		
MEIE4271	Operations Research II	3	MEIE3270		
MEIE4285	Engineering Economics	3	MATH2107		
MEIE5261	Industrial Engineering Design	3	MEIE3108, MEIE3261		
MEIE4272	Simulation Models	3	COMP2216		
MEIE4262	Manufacturing Processes	3	MEIE3161		
MEIE4286	Management for Engineers	3			
MEIE4201	Ergonomics & Safety	3			
MEIE5291	Project I	2			
MEIE4223	Facilities Planning	3	MEIE4222, MEIE4201		
MEIE5263	Design for Manufacturing	3	MEIE3104, MEIE4262		
MEIE5282	Applied Statistics	2	MEIE4281		
MEIE5295	Seminar	0			
MEIE5188	Business & Entrepreneurship	2			
MEIE5292	Project II	3			
MEIE5265	Computer Integrated Manufacturing	3	MEIE4262		
	Department Elective	3			
	Department Elective	3			

## APPENDIX - A

### **Criteria of Selection of Students for Specialization**

- 1) Students should have completed a minimum of 25 Credit hours.
- 2) 12 hours out of 25 hours should be from college requirements.

### **Criteria for Inter-Departmental Transfer**

- 1) Student's GPA should not be less the lowest GPA that was considered for specialization in that department for the same cohort.
- 2) Students should not complete more than 70 Credit hours.
- 3) Acceptance is subject to availability of spaces in the departments.

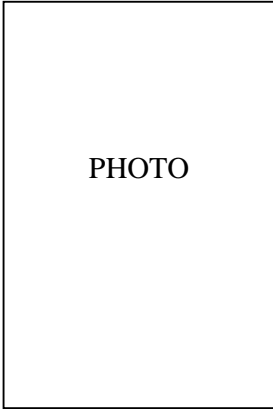


SAA1

Sultan Qaboos University
College of Engineering

STUDENT INFORMATION SHEET

Student's ID. No. :
Student's Full Name :
Guardian's Name :
Date of Birth : Day \_\_\_ Month \_\_\_ Year 19\_\_
Sex : Male \_\_\_ Female \_\_\_
Marital Status : Married \_\_\_ Single \_\_\_



Residence During Semester

In the University : Residential Unit \_\_\_ Room# \_\_\_ Phone # \_\_\_
Res. Supervisor's Name \_\_\_
Phone # \_\_\_
Outside the University: Address \_\_\_
Postal Code \_\_\_
Phone # \_\_\_

Permanent Address

Postal Code \_\_\_

THIS PART IS TO BE FILLED BY THE ACADEMIC ADVISOR
Current or intended Specialization (if applicable)
Department :
Remarks :

**Sultan Qaboos University**

NAME:.....

ID. NO.: .....

*DEPARTMENT OF* \_\_\_\_\_

**STUDENT'S PERFORMANCE SUMMARY (SAA2)**

Courses	Credit hrs	FL 200_	SP 200_	SU 200_	FL 200_	SP 200_	SU 200_	FL 200_	SP 200_	SU 200_	FL 200_	SP 200_	SU 200_	FL 200_
<b>A. English Proficiency Requirements</b>														
LANC 0998 Intensive English I	0													
LANC 0998 Intensive English II	0													
LANC 0998 Intensive English III	0													
<b>B. University Requirements (18 credits)</b>														
HIST 1010 Oman & Islamic Civilization or ISLM 1010 Islamic Culture	2													
LANC 2160 English for Engineering I	3													
LANC 2161 English for Engineering II	3													
ARAB 1001 Arabic	3													
SOCI 3320 Contemporary Omani Society	1													
University Elective*														
<b>C. College Requirements (35 credits)</b>														
MATH 1106 Precalculus Mathematics	4													
MATH 2107 Calculus I	4													
MATH 2108 Calculus II	3													
MATH3171 Lin. Alg. & MultiV. Calc. for Eng.	3													
MATH4174 Differential Equations for Engrs	3													
PHYS 2107 Physics for Engineering I	4													
PHYS 2108 Physics for Engineering II	4													
ENGR 1500 Introduction to Engineering	2													
ENGR 1600 Workshop I	1													
ENGR 3006 Industrial Training I	0													
ENGR 4006 Industrial Training II	0													
CHEM 1071 General Chemistry for Engrs.	3													
Computer Programming	3													
College Elective	1													

\* University Elective is = 6 credits



**Sultan Qaboos University**  
**College of Engineering**  
**Office of Assistant Dean for Student Academic Affairs**

**Recommended Semester Course Load**

Student's Name :

ID Number :

Department :

The student has been advised to take the following courses during  
 semester:

Seq.	Course Code	Course Title
1		
2		
3		
4		
5		
6		

Advisor's Name : \_\_\_\_\_ Date: \_\_\_\_\_

Advisor's Signature : \_\_\_\_\_

Student's Name : \_\_\_\_\_ Date: \_\_\_\_\_

Student's Signature : \_\_\_\_\_

*Original* : *Advisor*

*Copy 1* : *Student*

**Sultan Qaboos University**  
**College of Engineering**

SAA4



**PROBATION INTERVIEW REPORT**

*(To be conducted by Student's Academic Advisor)*

Student's Name .....

ID# .....

College .....

Dept./Major .....

Probation Category .....

Probation

Probation 1

Probation 2

Probation 3

Others .....

No. of credits completed .....

Cum GPA .....

Interview Date .....

Advisor Comments .....

.....

.....

.....

.....

Action Taken/Recommendations

.....

.....

.....

.....

Follow-up interview scheduled date ..... Time .....

Advisor's Name.....

Student's Signature .....

Advisor's Signature .....

*Original :*     *Advisor*

*Copy 1 :*     *Asst. Dean for Student Academic Affairs*

*Copy 2 :*     *Student*