



**DEPARTMENT OF [   ]**  
**[Term - Academic Year]**  
**COURSE SYLLABUS**

**I. GENERAL COURSE INFORMATION**

<b>Course Number</b>	
<b>Course Title</b>	
<b>Number of Credits</b>	
<b>Course Level</b>	<i>Undergraduate, graduate, medical, etc.</i>
<b>Course Format</b>	<i>Lectures, recitations, laboratories, etc.</i>
<b>Pre-requisite Courses</b>	<i>List pre-requisite or co-requisite courses or add None</i>
<b>Meeting Schedule</b>	<i>Meeting days and times per week</i>
<b>Meeting Location</b>	<i>Class Location and Room #</i>

**II. COURSE COORDINATOR, INSTRUCTORS AND TEACHING ASSISTANTS**

<b>Name</b>	<b>Role (Instructor, Coordinator, TA, )</b>	<b>Office Location</b>	<b>Office Hours</b>	<b>Extension</b>	<b>E-mail</b>

**III. COURSE DESCRIPTION**

*Provide a brief description of the course as displayed in the University Catalogue.*

**IV. COURSE LEARNING OUTCOMES**

*Upon completion of the course, students will be able to:*

- CLO1.
- CLO2.
- CLO3.
- CLO4.
- CLO5.
- CLO6.
- CLO7.

**V. PROGRAM LEARNING OUTCOMES ADDRESSED IN THE COURSE**

*Explicitly indicate which of the program learning outcomes are addressed in the course.*

## VI. COURSE RESOURCES AND REFERENCES

Indicate textbook title, author, and year. Include a link to the Moodle page or the course web page

## VII. COURSE OUTLINE

Include the topics covered and learning activities (assignments, projects, term papers, etc.) with their due dates. Indicate the alignment of topics/ learning activities with the Course Learning Outcomes.

Week	Date	Topic*	Learning Activities** and Due Dates	Alignment with CLOs
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				

\* Indicate mode of delivery as Lecture, Recitation, Laboratory, Team-based Learning, etc.

\*\* Include all methods for assessing student achievement, including assessment rubrics for evaluating the learning activities.

## VIII. GRADING CRITERIA

Type of Evaluation	Percentage
Assignments	
Midterm	
Project	
Final Exam	
Other, indicate	
<b>Total</b>	<b>100%</b>

## IX. COURSE POLICIES

### ○ Attendance

For undergraduate courses:

“Students who miss more than one-fifth of the sessions of any course prior to the withdrawal deadline can be withdrawn from the course by the instructor.”

For graduate courses:

“A student who is absent without excuse for more than one third of the number of sessions in any course may be dropped by the instructor of the course”.

### ○ Credit Hour Policy

“This course follows AUB Credit Hour Policy for *[one/two/three/four]*-credit courses. This course meets *[once/twice/three/four times]* weekly for *[# of hours]* academic hours per week. The course also includes *[recitations/labs/workshops/independent out-of-class assignments]* for *[# of hours]* academic hours per week.”

- **Submissions and Due Dates**

- **Missing Projects/Assignments**

- **Final Examinations:**

Please note that students are expected to be on-campus and available to take a final examination for any of their courses at anytime during the final examination period. For the current term, the final examination period runs between *[DATE]* and *[DATE]*. Students and professors will be notified of the final examination schedule being posted on the [Office of the Registrar website](#) as soon as feasible after the change of schedule period (drop and add).

- **Make-up Quizzes and Exams**

- **Group Work**

- **Teaching Strategies and Technology Tools**

- **Use of AI in the Course**

## X. UNIVERSITY RULES AND REGULATIONS

- **General Academic Information**

- [Undergraduate Academic Information](#)
- [Graduate Academic Information](#)

- **University - Course Withdrawal Policy**

A student can withdraw from only one required course per semester. Students who wish to withdraw from more than one required course in any given semester must petition the appropriate faculty committee for permission to do so.

Check Withdrawal Information from [undergraduate](#) and [graduate](#) catalogue.

- **Academic Integrity (cheating and plagiarism):**

Please refer to [AUB Student Code of Conduct](#), in particular section 1.1, which concerns academic misconduct including cheating, plagiarism, in-class disruption, and dishonesty. Please be aware that misconduct is vigorously prosecuted and that AUB has a zero tolerance policy. Course policy is that credible evidence of cheating will result in course failure.

- **Accessibility Statement to Acknowledge the Unique Learning Needs of Students with Disabilities:**

AUB strives to make learning experiences as accessible as possible. If you anticipate or experience academic barriers due to a diagnosed disability (including learning disability, mental health, chronic or temporary medical conditions), please contact the [Accessible Education Office](#) as soon as possible in order to help establish reasonable accommodations and facilitate a smooth learning process: [accessibility@aub.edu.lb](mailto:accessibility@aub.edu.lb); +961-1-350000, x3151; West Hall, 338.

- **[Non-Discrimination and Title IX Statement](#)**

In line with its commitment to the principle of equal opportunity in education and employment, AUB policies protect you from discrimination on the basis of protected characteristics, including discriminatory harassment and sexual harassment. Protected characteristics include: race, color, religion, age, national or ethnic identity, sex, gender or gender identity, sexual orientation, pregnancy, marital status, disability, genetic predisposition or carrier status, alienage or citizenship status, and political affiliation.

The policies are applicable to all the AUB Community including: officers, faculty, staff, academic appointees, students (including medical interns and residents), visiting students, alumni, trainees, visitors, contractors, subcontractors, suppliers, located on campus and at AUB Medical Center, Advancing Research Enabling Communities Center (AREC), or any other facility or program affiliated with the University. The “AUB community” also includes the dependents and domestic employees of faculty and staff dwelling on campus and at AREC.

If you think you have experienced discrimination, discriminatory harassment, or sexual harassment, we encourage you to inform the Equity/Title IX Coordinator, Mitra Tauk at 01-350000 ext. 2514, [titleix@aub.edu.lb](mailto:titleix@aub.edu.lb), report to a Title IX deputy at your faculty or at any other faculty ([www.aub.edu.lb/titleix](http://www.aub.edu.lb/titleix)), or report online ([www.aub.ethicspoint.com](http://www.aub.ethicspoint.com)). Reports may be submitted anonymously or not. Please know that the University will maintain the confidentiality of the complaint and privacy of the persons involved to the greatest extent possible, consistent with its goal of conducting a thorough and complete investigation and to the extent permitted by law.

You need to also know that the University has designated academic and administrative department/unit heads, managerial level staff, academic advisors, protection officers, and residence hall staff/monitors, as responsible employees or “mandatory reporters”, and may designate others at its discretion. These individuals are obligated to report actual or suspected discrimination or discriminatory harassing conduct to the Equity/Title IX Coordinator, unless they are a “confidential” resource. The following have been designated as confidential resources: on campus counselors in the Counseling Center of the Office of Student Affairs and AUB Medical Center counselors, and healthcare providers at the University Health Services (UHS) and at the AUB Medical Center. Confidential resources are not required to report actual or suspected discrimination or harassment to appropriate university officials, except in cases of suspected abuse of a minor, in the event of an external investigation or prosecution, or in the event of imminent danger to the reporting party or others.

## **XI. AUB GRADING SYSTEM**

<https://www.aub.edu.lb/Registrar/Pages/academic-information.aspx>

### **Numeric Course Grade to Letter Course Grade**

<b>Starting with Numeric Course Grade /100</b>	<b>Corresponding Course Letter Grade</b>
< 60	F
60	D
61–62	D+
63–65	C–
66–68	C
69–71	C+
72–74	B–
75–78	B
79–82	B+
83–86	A–
87–92	A
93–100	A+

### **Grade Conversion Chart**

<b>Course Letter Grade</b>	<b>Quality Points</b>
A+	4.3
A	4.0
A–	3.7
B+	3.3
B	3.0
B–	2.7
C+	2.3
C	2.0
C–	1.7
D+	1.3
D	1.0
F	0.0

**Note: The GPA at AUB is capped at 4.0**

<b>I</b>	<b>P</b>	<b>PR</b>	<b>W</b>	<b>NP</b>
Incomplete	Pass	In Progress	Withdraw	No Pass