

A course syllabus

First: Basic Information

Academic Year				
Semester				
College				
Department				
Program				
Course Code and Title				
Credit Hours	0 (0 Lec., 0 Tut., 0 Lab)			
Contact Hours	Day	Time	Location	
			Classroom	Building
Course (Coordinator) Instructor				
Office Location				
Phone Number		014654xxxx		
Official Email				
Office Hours	Day	Time		

Second: Weekly Distribution of Course Topics

Week Number	Date	Topics Covered
First		
Second		
Third		
Fourth		
Fifth		
Sixth		
Seventh		
Eighth		
Ninth		
Tenth		
Eleventh		
Twelfth		
Thirteenth		
Fourteenth		
Fifteenth		

Third: Learning Resources

Text Book(s)	
Supplementary	
References	
Other Resources	

Fourth: Student Assessment Tasks

Assignment/Activity	Due Date	Marks
Total		100

Fifth: Policies and Procedures.

Attendance Policy:

- 1– A student will be denied entry to the final exam if their absence exceeds **25%** of the total specified contact hours for the course without an acceptable excuse.
- 2– The College Council or its authorized representative can lift the denial if the student provides an acceptable excuse, but the student's attendance must not be less than **50%** of the total specified contact hours.

Policies for Cases Where a Faculty Member Loses a Student's Submitted Assignment

- 1– The students may choose to either resubmit the lost assessment tasks or receive an average grade calculated from their performance in other course assignments.
- 2– If a student's exam is lost, they will receive the final grade for that exam.
- 3– If the student disagrees with the procedure, they can petition the Dean of the College within 10 days of notification.

Penalties for Late Submission of Coursework:

Course (Coordinator) Instructor:

Name:

Signature:

Date:

Head of the Department:

Name:

Signature:

Date: