Course Code & Name	Media and Palestine: JSC 488K-688C / COM 488U
Section, Class Time & Location	Section 11, 12:30pm - 1:45pm, Sage Hall 204 + Lab
Instructor	Gretchen King Email: gretchen.king@lau.edu.lb Phone: +961 1 786456 Ext: 1374 WWW: https://www.gretchenk.net/ Office: Safadi Fine Arts Building 511A, Beirut campus Office Hours: T-W-Th 11:00am - 12:30pm
Credits Hours	3
Semester	Fall 2023

Course Description

Media and Palestine covers historical, theoretical, and conceptual aspects of media and communication from and about Palestine. The course uses an interdisciplinary approach, drawing on a variety of media theories from political economy, anti-colonial, feminist, cultural, journalism, and activist studies. Students will complete three deliverables: 1) Each student will lead the class in a critical discussion of one assigned reading; 2) Students will complete in-class activities as part of course learning; and 3) Students will work in groups to produce and implement a course communication campaign and live, online broadcast. Media and Palestine will address themes related to history, refugees, international law, United Nations' resolutions, apartheid, resistance, and media bias among others.

Course Learning Outcomes

At the completion of this course, students will:

- Recognize various theories and methods of study related to the analysis and production of media about Palestine;
- Demonstrate the ability to think critically as media makers and communicators about the evolution of journalism, media, and communication from and about Palestine;
- Demonstrate aptitude in researching and producing multimedia and campaign content about Palestine.

Teaching/Learning Methods

- *Active learning methods/applied methods:* Students will participate in a variety of activities, including researching timelines and case studies, analyzing media content, preparing contributions to a live broadcast, and participating in a communication campaign;
- *Research methods and critical inquiry:* Students will conduct research and engage in critical reading of academic and non-academic literature and journalism related to media and Palestine using various media studies theories and approaches;
- *Experiential methods:* The instructional method and teaching philosophy for this course is lecture-discussion-collaboration. Students are encouraged to ask questions, add to/lead the discussion, and will collaborate together as a key component of learning;
- *Virtual Exchange:* This course is run along with an online course and students will engage in virtual exchange with the online participants throughout the semester: https://online.lau.edu.lb/programs/media-palestine-short-course/
- *Professionalization methods:* This course is designed to support the professional development of students to be successful and innovative critical media makers and researchers. As such this course will engage labor-based grading (calculating assignment grades based on labor completed by the deadline) and self-assessment alongside of grading for quality of work produced. See Tips for Success below;

- *Activist, practitioner, and scholarly knowledge:* This course will draw on activist, practitioner, and scholarly knowledge through the assigned materials and by inviting local media activists, practitioners, and scholars to lead sessions and facilitate learning.

Course Materials/Technologies

- *Blackboard:* All assigned materials and additional resources are open access. Blackboard is the proprietary course management software system supported by LAU. In this course, Blackboard will be used primarily as an information repository and clearinghouse for course reading materials, assignments, and grades management by the professor. However, other uses of Blackboard may be announced during the semester. For this reason, each student is required to check Blackboard regularly for new materials, announcements, updates and other important information. Students are responsible for reporting any problems accessing materials or submitting assignments on Blackboard, before the deadline, otherwise your grade will be affected negatively.
- *Pen and Paper:* Yes we will use this old technology, so please bring these to class;
- *Digital Storage:* Please bring your own USB key, preferably 10GB or larger;
- *Headphones:* Please bring your own headset to class (over-the-ear headphones are best, or ear buds, must be a 1/8-inch jack to plug into lab computers or recording devices).

Grading Details and Deadlines

- *Participation (10%):* As this course requires your labor and participation to achieve the course learning outcomes, you are required to prepare for and attend every session otherwise your assignment and participation grades will be negatively impacted.
- *Reading Reflections & Discussant (20%):* Students will prepare reading reflections using pen and paper in class based on prompts provided. These reflections require critical reflection on the readings and will be used during class discussion. Each reflection is graded for 1) providing a clear argument that critically reflects on the question(s) provided; 2) engaging and using course readings; and 3) including correct grammar and spelling to write a clear reflection. Based on these written reflections a student will be randomly asked to lead the discussion to advance students' understanding of concepts or ideas from the materials to support the course learning outcomes.
- *Media Analysis (20%):* Students will use qualitative methods to analyze media and write a brief analysis of media bias found in AI content about Palestine. Guidelines will be provided and a workshop will be held during class.
- *Live Broadcast (30%):* Students will conduct research, interviews, and produce a high-quality journalistic content for a live broadcast that will be held on November 28 during class, which is near the date the General Assembly of the United Nations designated as the International Day of Solidarity with the Palestinian People (Nov. 29th). Guidelines will be provided and a workshop will be held during class.
- *Communication Campaign (20%):* Students will research, design, and implement a communication campaign to compliment the live broadcast. Guidelines will be provided and a workshop will be held during class.

Course Grading Distribution

Participation and Punctuality*	10
Reading Reflections & Discussant	20
Media Analysis	20
Live Broadcast	30
Communication Campaign	20
Maximum Possible Points	**100**

*See Course Policies below.

WEEKLY SCHEDULE/THEMES/ASSIGNMENTS

The content, schedule, and/or evaluation scheme in this course may be subject to change.

Module 1: Histories of Palestine			Readings / Films
WEEK 1	31-Aug	Introduction to the course & Ice breakers	Matar & Harb (2013)
WEEK 2	05-Sep	Histories of Palestine	Said (2001), King (2021)
	07-Sep	Activity	Excerpts from Jhally (2006, 2016); Activity: Exploring Timelines on Palestine (Palestine Question & AJ)
WEEK 3	12-Sep	Refugees & Returning	Al-Shaikh (1984), Abu Sitta (2001)
	14-Sep	Critical Viewing	"Excerpts from Masri (1998)
September 15-16: Sabra and Shatila Massacre (1982)			
WEEK 4	19-Sep	International Law & the United Nations	Cohen (2017), Makdisi & Prashad (2017)
	21-Sep	Activity	Activity: Timelines of UNSC & UNGA Resolutions (Palestine Question)
WEEK 5	26-Sep	Guest Speaker: Dr. Karim Makdisi	Before class: Post your interview question on BB
September 28: Start of Al Aqsa Intifada (2000)			
	28-Sep	*Our home is beyond the sea*	Khaled (2019)
WEEK 6	03-Oct	Israeli Apartheid	UN-ESCWA (2017), Hijab & Gassner (2017)
	05-Oct	Activity & Guest Speaker: Dr. Richard Falk	Activity: Case Study of Visualizing Palestine
WEEK 7	10-Oct	Open Discussion with Laith Marouf, Palestinian political commentator and journalist	Open discussion analyzing news coverage about the Al Aqsa Flood resistance operation in Palestine: https://english.almayadeen.net/coverage/operation-al-aqsa-flood
	12-Oct	Guest Speaker: Malak Khaled will join us in Gulbenkian Theater	Post your interview question & script by Wednesday
WEEK 8	17-Oct	Analyzing Israeli Apartheid in Visuals from VP	Activity: Case Study of Visualizing Palestine
	19-Oct	Decolonizing Palestine	Critical Reading/Viewing: Rainbow-washing from Decolonize Palestine
WEEK 9	24-Oct	Decolonizing Palestine	Critical Viewing: Canaan Khoury (2004)
	26-Oct	Anti-Palestinian Media Bias + Activity	Kawash (2023), Siddiqui & Zaheer (2018), King and Jegić (2024) Learning/Practicing Media Content Analysis
Module 2: Live Broadcasting & Communication Campaign			Readings / Deliverables
October 31: Balfour Declaration promises "national home for the Jewish people" in Palestine (1917)			
WEEK 10	31-Oct	Media Content Analysis Assignment	Assignment started in class
	02-Nov	Workshop: Preparing a Live Broadcast and a Communication Campaign	Read: King & Marouf (2018), Amin (2019) Review: IMEMC (2017), Bailey (2002) Deliverable: Pitch, Peer-review, and Sign Contracts
WEEK 11	07-Nov	Media Content Analysis Assignment	Draft due for Peer-review
	09-Nov	Teamwork: Prepare for Broadcast & Campaign	Deliverable: Secondary Content Collected
WEEK 12	14-Nov	Teamwork: Prepare for Broadcast & Campaign	Deliverable: Original Content Collected
	16-Nov	Teamwork: Prepare for Broadcast & Campaign	Deliverable: Draft Edit of Content Prepared
WEEK 13	21-Nov	Teamwork: Finalize Broadcast & Campaign	Deliverable: Edit of Content and Promos Finalized
	23-Nov	Mock Broadcast	Deliverable: Campaign Soft Launch & Mock Peer-review
WEEK 14	28-Nov	Live Broadcast & Campaign Launch	Live!
	30-Nov	Archiving	Deliverable: Clips of live broadcast and Playlist created
WEEK 15	05-Dec	Self-Assessment	Form completed
	07-Dec	Course Reflection	Reflection submitted

COURSE BIBLOGRAPHY

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Canaan Khoury, B. (2004). Women in Struggle [video]. Retrieved from: https://www.cultureunplugged.com/play/848/Women-in-Struggle

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Jhally, S. (dir.) (2006). *Peace, Propaganda, & the Promised Land*. New York (NY): Media Education Foundation. Film, 79-minutes. https://vimeo.com/channels/1077373.

Kawash, A. (2023). What a cat in a keffiyeh reveals about AI's anti-Palestinian bias. 972 Magazine. Retrieved from: https://www.972mag.com/ai-bias-palestinian-cat-keffiyeh/

Khaled, M. (2019). "بيتنا ورا البحر". *Al-Mayadeen*. Film, 20-minutes. Retrieved from: https://youtu.be/0PqmGJHHscY and English subtitles: https://youtu.be/fY3ZbvlVlAU

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King, G.; Ajjan, M.; Cavalcanti, C.; and Damianidou, D. (2023, March 31). Framing Victims or Villains? Investigating Bias towards Palestinians in Lebanese Media. Presentation for the *School of Arts and Sciences Research Seminar Series* at Lebanese American University. https://youtu.be/NarHU_qFKFQ

King, G., & Jegić, D. (2024). Copyediting Palestine: Media bias in journalism style guides. [Editar Palestina: Sesgo Mediático en los Manuales de Estilo Periodístico]. *Revista Latina de Comunicación Social*, 82, 01-20. https://www.doi.org/10.4185/RLCS-2024-2052

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Makdisi, K., and Prashad, V. (2017). Introduction from *Land of Blue Helmets: The United Nations and the Arab world* (1st ed.). Oakland, Calif: University of California Press. https://content.ucpress.edu/chapters/12996.ch01.pdf

Masri, M. (1998). Children of Shatila. Retrieved from: https://youtu.be/SXSmbXBUIhk

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Siddiqui, U., and Zaheer, O.A. (2018). 50 Years of Occupation A Sentiment and N-Gram Analysis of U.S. Mainstream Media Coverage of the Israeli Occupation of Palestine. 416Labs. Retrieved from: https://www.media-palestine.online/wp-content/uploads/2023/07/416_LABS_50_Years_Of_Occupation.pdf

UN-ESCWA (2017, March). Israeli practices toward the Palestinian people and the question of Apartheid. Retrieved from: https://electronicintifada.net/sites/default/files/2017-03/un_apartheid_report_15_march_english_final_.pdf

RESOURCES

Introduction to Palestine
https://decolonizepalestine.com/

Timelines about Palestine
https://www.palquest.org/en/overallchronology
https://interactive.aljazeera.com/aje/palestineremix/timeline_main.html

Maps of Palestine
http://www.plands.org/en/maps-atlases
https://palopenmaps.org/
https://mapliberation.org/

Palestinian News Sources
http://www.bu.edu/mzank/Jerusalem/cp/pal-news.htm.
https://qudsnen.co/
https://imemc.org/
https://electronicintifada.net/
https://www.palestinechronicle.com/
https://english.wafa.ps/
http://english.pnn.ps/

Journals on Palestine
https://www.palestine-studies.org/en/journals
https://www.euppublishing.com/loi/hlps

School of Arts and Sciences

Lebanese American University

ASSIGNMENT INSTRUCTIONS AND GRADING RUBRICS

Critical Reading/Viewing & Discussant (20%)

HOW TO PREPARE FOR CRITICAL READING/VIEWING & DISCUSSANT
1. Read the assigned articles or watch the assigned films and take notes to identify the main ideas or concepts that support course learning outcomes;
2. Reflect on the assigned materials from any previous session to identify concepts that you can relate to your article/film;
3. During class, students will be asked to write reflections in response to prompts based on what you read or watched. Students cannot use their notes in writing these reflections.
4. One student will be randomly chosen to lead the discussion based on their written reflection. For the discussion, students may use their notes and should pose questions to the class. The goal of the discussion is to advance students' understanding of concepts or ideas from the materials to support the course learning outcomes.
5. Be sure your points are clear and can be facilitated in appox. 15minutes.

GRADING RUBRIC FOR CRITICAL READING/VIEWING & DISCUSSANT (worth 20% of total course grade)
- Correctly defines and critically discusses main ideas or concepts from the assigned article/film (30%)
- Defines and relates, correctly, at least one concept from any previous session (20%)
- Facilitates a 15-minute critical discussion of an article/film and includes at least one question (30%)
- Does not read a script, but rather expresses ideas and concepts in own words, to lead a discussion that supports course learning outcomes (10%)
- When asked to reflect (using pen and paper) on any critical reading or viewing, the reflection is correctly and clearly engages with the materials to build on course learning outcomes (10%)

Communication Campaign & Broadcast (50%)

HOW TO PREPARE FOR COMMUNICATION CAMPAIGN & BROADCAST
- Workshops will be held during class to facilitate each deliverable;
- Produced content for campaign and live broadcast should refer to timely events and build on course learning time;
- Students will have to complete tasks during class and outside of class time to meet deliverables.

GRADING RUBRIC FOR COMMUNICATION CAMPAIGN & BROADCAST (worth 50% of total course grade)
- Completes tasks for campaign and live broadcast correctly and on time (50%)
- Produces content for the communication campaign and broadcasts that is appropriate to the platform and target audience (10%)
- Written, design (sound and visual), or scripted components for campaign and live broadcasts have a developed structure and uses correct vocabulary, spelling and grammar (10%)
- Content for campaign and live broadcast refers to timely events and builds on course learning time (10%)
- Follows instructions, applies feedback, and completes the Assessment Form* (20%)
- *Any extra labor (beyond what is agreed in the contract) means extra points will be applied as determined by the instructor.*

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*See next page

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ASSESSMENT FORM (CAMPAIGN & BROADCAST)*

Name (ID):	Contracted Tasks (grey) and Self-Assessment (white)
What deliverables will you commit to in the contract for the campaign?	
What deliverables did you complete for the campaign? Did you do these correctly and on time?	
What deliverables will you commit to in the contract for the broadcast?	
What deliverables did you complete for the broadcast? Did you do these correctly and on time?	
Name one thing you learned about yourself as a media maker, or one thing you learned about Palestine, or both through this assignment ** You will be invited to share this answer with the class **	
Signature (Student)	

This form must be completed as indicated in the grading rubric.

COURSE POLICIES

Participation and Punctuality

Punctuality in attendance, coming to class prepared, submitting assignments, and appearing at appointments on time is absolutely mandatory. Attendance will be taken during every lesson. Please plan to come to class and to appointments 10-15 minutes before the scheduled time. **You will lose marks for participation by:**

- Missing classes
- Not coming to class prepared and appointments on time
- Not taking part in discussion or activities
- Not handing in assignments on time
- Not attentively listening to the instructor and classmates
- Looking at or using your mobile phone in class during lectures, discussion and exercises
- Using computers in the lab without permission
- Leaving class early without permission
- Disrupting the class in anyway (e.g. talking about issues not related to the class, working on assignments for other subjects, etc.)
- Please remember that reading the assigned texts every week will improve your ability to take part in class, complete assignments, and your overall mark. Reading is mandatory in this course.

Course Readings

It is IMPERATIVE that you read ALL assigned readings. Preparing for class discussions means doing more than simply skimming your assigned readings, but being able to identify key concepts/theories and your own questions. **You are advised to take notes of things you do and don't understand while you read.** We will cover various topics and skills in a limited time period. It is not possible to cover every detail during lectures and discussions. In addition, learning the concepts and theories covered in this class will be frustrating if you don't familiarize yourself with them first by reading. You are expected to have a basic understanding of the material to be able to engage in discussions. The "Participation" portion of your grade will be negatively affected, otherwise.

Plagiarism: When in doubt, cite it out!

There will be zero tolerance for plagiarism of any kind. You may fail the course or be dismissed from the program entirely if you are caught. Ignorance is not an acceptable excuse. Plagiarism covers all class assignments, including multimedia material and is not limited to text. Everything should be cited appropriately. For further information and assistance in determining when and how to properly cite your sources, please refer to the following resources:

- Definitions of plagiarism: https://www.turnitin.com/static/plagiarism-spectrum/
- University's Student Code of Conduct: http://catalog.lau.edu.lb/2014-2015/graduate/academic-rules-procedures.php

It is your responsibility to become familiar with the university's ethics policy, to know what is and is not a code violation, and to abide by the university's code of conduct. Violation of any policy will result on disciplinary action, including expulsion. No percentage of plagiarism is acceptable and as per LAU policy any percent will result in a zero.

Sharing Assignments

Any sharing of assignments from previous or current semesters, using any previously completed work, or sharing of previously used test questions or video or audio material will be considered cheating. Both the person who shared his or her work and the person who used the previously completed work will be pursued with ethics charges. Sharing here refers to both written and multi-media material. Purchasing assignments is a special kind of violation that will be met with extra scrutiny and disciplinary action.

Format and Guidelines for Papers and Assignments

All written assignments should follow APA style and format, be typed, double-spaced, spell-checked, proofread, have one-inch margins, and use 12-point Times News Roman font. See Purdue OWL's APA Style and Formatting Guide:

- https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_formatting_and_style_guide/reference_list_basic_rules.html

Spelling, punctuation, syntax and grammar are essential components of writing. If it is clear that you did not take the time to revise and edit your work, you will lose major points, in accordance with the grading rubric. You are highly encouraged to use the Writing Center to improve your papers. Book an appointment online or email the LAU Writing Center at writing.center@lau.edu.lb. Website:

- https://soas.lau.edu.lb/academics/centers-institutes/writing-center/index.php

Policy on Late Work

Work is due on the assigned date and time in the weekly schedule. Students will lose marks for handing in late work and their "Participation" grade will be affected. AFTER ONE WEEK, UNSUBMITTED ASSIGNMENTS WILL RECEIVE A ZERO. If there are extenuating circumstances, contact your instructor well before the due date. In all cases you are responsible for getting your work in on time. Technical problems always occur. So, don't wait till the last minute to submit.

Policy on AI & Writing Center

Please note many generative AI tools are made in Israel or in close collaboration with Israel, which is why some have observed that *apartheid is "automated" in Palestine*.[1] LAU instructors may have different rules and expectations for using generative AI (generative AI) tools. Should one instructor approve the use of generative AI, this does not mean it will be permitted by others. In this course, students are not allowed to use generative AI tools for any assignment or activity. Several times throughout the semester, you will be asked to produce assignments in class. These in-class assignments will be a measure to assess your assignments produced outside of class.

WARNING: Unauthorized use of AI tools to help you produce any assignment is a form of cheating and has consequences under the LAU Student Code of Conduct (see 2.2.2).

Note that you are encouraged to book an appointment with the Writing Center for your assignments written outside of class. Simply bring your draft assignment and the instructions to your appointment. You can book an appointment online: https://soas.lau.edu.lb/academics/centers-institutes/writing-center/index.php

Tips for Success

- Read all assigned readings and watch all assigned videos;
- Do not miss classes and show up on time or early;
- Submit assignments early;
- Teamwork does not mean all participants get the same grade, thus your full participation in shared and individually contracted tasks are required;
- Participate, take notes, ask questions, and listen attentively to everyone in class;
- Talk to your instructor if you feel like you are not understanding, or behind in work.
- Under labor-based grading, each student will sign a labor contract (using the assessment form) with the instructor for each task agreed upon for the broadcast and the campaign. As long as you put in the appropriate effort (through your labor, reflection, and self-assessment) to submit work on-time that follows instructions, is complete and correct, the base grade of A or 93% will be earned. Note that extra labor (beyond what is agreed in the contract) means extra points will be applied as determined by the instructor.

LAU POLICIES AND REGULATIONS

Diversity, Equity, and Inclusion

LAU supports an inclusive learning environment where diverse perspectives are recognized, respected, and seen as a source of strength. In our courses as well as in interactions outside of the classroom, the LAU community is committed to respectful dialog. The LAU community values its members' diversity including race, ethnicity and

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[1] PALESTINE IS A 'LABORATORY' FOR AI TECHNOLOGY: العربية or English: https://www.amnesty.org/en/documents/mde15/6701/2023/en/

national origins, political beliefs, gender and gender identity, sexuality, socio-economic class, age, religion and sect, and disability. Students who have special needs or other condition necessitating accommodation are encouraged to discuss their needs with the instructor as well as with the Dean of Students Office.

University Attendance Policy
1. Students are expected to attend all classes.
2. For valid reasons, supported by a note from a doctor or counselor, students may miss classes for a maximum equivalent to 2 regular weeks.
3. When exceeding the maximum number of absences, it is the instructor's prerogative to ask the concerned student to stop attending and drop the course. In this case, it is the student's responsibility to drop the course, otherwise a grade of "F" or "NP" will be given.
4. In exceptional justified cases (long illness, etc…), where absences exceed the maximum, the student has to petition to the department Chair to be allowed to stay in the course.
5. Students are held responsible for all the material presented in the classroom, even during their absence.

Student Code of Conduct - Academic Violations
The following table defines the sanction(s) associated with each violation. In some cases, and when the violation is too general, a range of sanctions is set for the pertinent committee to choose from depending on the specifics of each case. As for the second offense, the set sanctions apply regardless whether the violation has taken place in the same course or a different one, within the same semester or not.

Code #	Violation	1st Offense	2nd Offense
Cheating			
2.2.1	Using material or equipment (including mobile phones, electronic tablets, i-pads, calculators, and other devices) that is not authorized by the instructor in an examination, project, or graded assignment	zero on the deliverable with a warning	F on the course with a warning
2.2.2	Cheating, copying, collaborating with or aiding another Student in a manner not permitted by the instructor on an examination, project, or other graded assignment	zero on the deliverable with a warning	suspension
2.2.3	Distributing or aiding in the distribution of previous exams without authorization of the instructor	double warning – suspension	suspension – expulsion
2.2.4	Stealing, reproducing, or circulating an examination or other graded assignment before it has been administered	suspension	expulsion
2.2.5	Impersonating another Student or allowing another Student to impersonate one's self during an examination, presentation, or other graded assignment	suspension for both	expulsion
2.2.6	Impersonating an assistant, staff member, or faculty member for the purpose of (a) proctoring examinations without authorization or permission or (b) obtaining confidential information regarding coursework or examinations	suspension – expulsion	expulsion
2.2.7	Receiving, purchasing or selling a project, paper, or any academic document and presenting it as work other than that of the author	suspension – expulsion	expulsion
2.2.8	Submitting identical papers or coursework for credit in more than one class without the permission of the instructor	zero on the deliverable with a warning	F on the course with a warning
Plagiarism and Copyright Violations			

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2.2.9	Failing to attribute language or ideas to their original source by not crediting the original author with an appropriate acknowledgement or citation	zero on the deliverable with a warning	F on the course with a warning
2.2.10	Using photocopied or electronic copies of textbooks, compact disks, films, music, online course materials, and other content beyond the fair use policy within University Premises	warning	double warning
2.2.11	Using copyrighted materials, including in written research reports and papers, without obtaining required permission, if any, from the rights holder	warning	double warning
Unauthorized Sale, Distribution, or Use of Course Materials			
2.2.12	Recording any lecture or presentation for personal use or public distribution without the prior consent of the course instructor. This applies to the unauthorized use of any medium including but not limited to mobile phones, electronic tablets, i-pads recorders, films, and other devices	warning	double warning
2.2.13	Selling academic materials by any Student, club, or group. This includes but is not limited to lectures, course recordings, class notes, and previous exams	warning	double warning

Withdrawal Policy

WI = Early Withdrawal; WP = Withdrawal/Pass; WF = Withdrawal/Fail

1. A student who withdraws after the Drop/Add period and by the end of the 5th week of classes (10th day of classes for Summer Modules) will obtain a "WI" on that particular course. The student may process such request directly through the Registrar's Office.
2. A student who withdraws from a course between the 6th week and the end of the 10th week of classes (18th day of classes for Summer Modules) will receive either a "WP" or a "WF". "WP" or "WF" will be determined by the instructor based on the achieved academic performance in that course till the time of withdrawal.
3. The "WI" and the "WP" will not count as a Repeat; whereas the "WF" will count as a Repeat. (Note that LAU policy allows students to repeat a course up to two times only).
4. "WI", "WP" and "WF" will not count towards the GPA calculation.
5. **Deadline for the "WP" and "WF" withdrawal from courses**: check university calendar (It is the student's responsibility to drop the course)

Incomplete Coursework

The course grade "I" (Incomplete) will only be given under extenuating circumstances such as a major illness, death in the family or other unexpected emergencies. The student has to petition to the department Chair to receive an incomplete grade. Any incomplete work must be made up by a date planned with the instructor, but no later than the eighth week of the following semester (fall or spring). Otherwise, the grade of I is changed to an F (or an NP). It is the responsibility of the student to contact the instructor to make the arrangements for the completion of the incomplete work. In no case may incomplete work be made up after a lapse of one year from the end of the semester or module in which the grade of I was received.

Policy on Mobile Phones

Mobile phones should be turned off during class. You will lose "Participation" points if your cell phone or any other digital device is used without permission, including if a cell phone rings in class.

Course Online Evaluation

Completion of the online course evaluations is important for feedback and improvement. In order to improve the effectiveness of the educational process, all students are expected to submit their course evaluations by the last day of classes. Students who fail to complete the evaluation of all registered courses by the set deadline:

1. will not be able to access their course grades from Banner or Portal until two weeks after the end of the final exams period; and
2. will not be able to request transcripts.

Online evaluations are anonymous, and faculty and administrators never receive any information about who submitted the evaluation. Faculty do not receive the results of the evaluations until after the semester is over (several weeks after the grades are posted).

University Grading Scheme*

90 and up: A	83 to 86: B +	73 to 76: C +	63 to 66: D +
87 to 89: A-	80 to 82: B	70 to 72: C	60 to 62: D
	77 to 79: B -	67 to 69: C -	Below 60: F

Grades are earned, there is <u>no</u> rounding up.