Course Code & Name	Media Law and Ethics: JSC 419
Section, Class Time, & Location	Section 11, 9:30 am - 10:45 am TR, SFA 108 & 205
Instructor	Gretchen King Email: gretchen.king@lau.edu.lb Phone: +961 1 786456 Ext: 1374 WWW: https://www.gretchenk.net/ Office: Safadi Fine Arts - 511A, Beirut campus Office Hours: T-W-Th 11:30am - 1:30pm
Credits Hours	3
Semester	Spring 2023

Course Description

This course introduces students to principles and debates in media ethics and law by reviewing case studies from print, broadcasting, film, and digital online media. Students will consider ethical challenges and legal decisions, and reflect on how to put these into practice in their professional lives. The course provides some cross-cultural perspective, and puts Lebanese examples in context with international standards. Prerequisite(s): JSC 312 Media and Society

Course Learning Outcomes

At the completion of this course, students will:

- Recognize legal and ethical principles and debates related to old and new media;
- Demonstrate the ability to think critically about new legal and ethical challenges emerging with digital technologies and the internet;
- Demonstrate understanding of basic terminology to critically discuss media law and ethics cases;
- Identify important legal precedents and political economic contexts that have affected media law and ethics practices in Lebanon and abroad;
- Research and evaluate legal and ethical standards related to media production, products, and reception;
- Recognize when legal and ethical standards have been violated or abused and identify solutions.

Teaching/Learning Methods

- *Active learning methods/applied methods:* Students will address problems related to media law and ethics through various activities;
- *Research methods and critical inquiry:* Students will conduct research and engage in critical analysis of problems related to media law and ethics using various media studies theories and approaches;
- *Experiential methods:* The instructional method and teaching philosophy for this course is lecture-discussion. Students are encouraged to ask questions, add to/lead the discussion, and will collaborate together as a key component of learning;
- *Writing methods:* Workshops will be held during class for all written assignments. Students will learn how to write op-eds, case studies, and codes of ethics. Students will apply APA guidelines in all writing assignments and improve the quality of their writing during the course;
- *Activist knowledge:* This course will draw on activist knowledge through the assigned materials and by inviting local media activists to lead sessions and facilitate learning.

Course Materials/Technologies

- *Blackboard:* There are no required textbooks for this course. 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, assignment, and grades management by the instructor. 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.

Assignments

- *Discussion Board Posts (10%):* Students will prepare discussion board posts based on prompts provided before/during class. These posts require critical reflection on the readings and will be used during class discussion. Each post 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, spelling, and reference list in APA format.
- *Op-Ed (20%):* Students will write an opinion editorial (op-ed) that provides an original argument for a specific media law and ethics problem using the right to communicate framework. *An opinion piece gives the author's own argument for a certain prescription, backed by sourced facts.* Op-eds should be between 700-1000 words and include hyperlinks with at least four sources. Guidelines will be provided and a workshop will be held during class.
- *Case Study (30%):* Students will research media law within a SWANA country assigned by the instructor to present a PowerPoint of a case study and prepare a short paper. Students have the option to work in teams of two or solo. The case study should include: 1) historical context and an overview of media laws in your assigned country; 2) a focus on mapping the governance process around a specific problem concerning media law; 3) detail of this problem's impact on media production, products, and/or reception; and 4) provide information about related advocacy or campaigns. Each case study will be presented in class for peer-review and papers will be finalized based on this feedback. Both the presentation and the paper will be graded. Guidelines will be provided and a workshop will be held during class.
- *Code of Ethics (30%):* Students will work in teams of 2-3 to research and prepare a PowerPoint and short paper that develops an original code of ethics to address a problem related to media production practices in the SWANA region. The presentation and paper should include an overview of the problem in relation to media ethics, provide specific examples of the problem in media, mention any relevant codes of ethics that address this problem, and present how the original code of ethics developed addresses this problem. Each code of ethics will be presented in class for peer-review and papers will be finalized based on this feedback. Both the presentation and the paper will be graded. Guidelines will be provided and a workshop will be held during class.

Extra Credit (5%)
There will be one opportunity to complete an assignment for extra credit. It will be based on an assignment related to an activity undertaken outside of class. Details will be provided as the semester progresses.

Course Grading Distribution

Participation and Punctuality*	10
Discussion Board Posts	10
Op-Ed	20
Case Study	30
Code of Ethics	30
Maximum Possible Points	**100**

See Course Policies below.

Weekly Schedule/Themes

The content and/or evaluation scheme in this course is subject to change.

Module 1: The Right to Communicate			**Feb 12: Op-Ed due on BB**
WEEK 1	17-Jan	Introduction to the course & Ice breakers	Ward (2021): Read 1.2 Preliminary Definitions
	19-Jan	The Right to Communicate	Article 19 - UNGA (1948) Article 32 - ACHR (2004) Lee (2011) Rodriguez & Iliadis (2019) Milan (2021)
WEEK 2	24-Jan	Discussion: Right to Communicate	DB Post #1
	26-Jan	Case study: Migrant workers & the Right to Communicate in Lebanon	King et al. (2022)
WEEK 3	31-Jan	Module Review & Workshop: Writing an Op-Ed	
Module 2: Media Law			**Mar 26: Case Study due on BB**
	2-Feb	Broadcasting, Voice, and Accountability	Buckley et al. (2008): Chapters 1, 2 & Pick 1: Chapters 4, 5, 6, 7, or 8
WEEK 4	7-Feb	Discussion: Broadcasting, Voice, and Accountability	DB Post #2
	9-Feb	Holiday	
WEEK 5	14-Feb	Holiday	
	16-Feb	Media Law in the SWANA region	Alhassan & Chakravartty (2011) Khalil & Kraidy (2009) Khalil (2015)
WEEK 6	21-Feb	Guest Speaker: Digital Law and Ethics (SMEX)	Lekas Miller (2016) Sciacchitano (2014) DB Post #3
	23-Feb	Module Review & Workshop: Preparing a Case Study	Raboy & Padovani (2010)
WEEK 7	28-Feb	Teamwork: Case Study	
	2-Mar	Teamwork: Case Study	
WEEK 8	7-Mar	Presentations: Case Studies of SWANA Media Law	
	9-Mar	Presentations: Case Studies of SWANA Media Law	
WEEK 9	14-Mar	Presentations: Case Studies of SWANA Media Law	
Module 3: Media Ethics			**May 11: Codes due on BB**
	16-Mar	Handbook of Global Media Ethics	Ward (2021) Pick 2: McMahon & Ricketson (2021), Picard (2021), Steiner (2021), Wasserman (2021), or Zollmann (2021)
WEEK 10	21-Mar	Discussion: Handbook of Global Media Ethics	DB Post #4
	23-Mar	Class Viewing: *What is Real Journalism?*	Pilger (2006)
WEEK 11	28-Mar	Discussion: Truths, memory, objectivity, and power	
	30-Mar	Class Viewing: *The War You Don't See*	Pilger (2021)
WEEK 12	4-Apr	Discussion on PR, Wikileaks, War, and Media Ethics	
	6-Apr	Ethics of Livestreaming during Protests: BLM & Mosireen	Kasm (2018) Kumanyika (2016)
WEEK 13	11-Apr	Holiday	
	13-Apr	Holiday	
WEEK 14	18-Apr	Guest Speaker: Ethics of Livestreaming during Protests (CUTV)	Marouf (2014) DB Post #5
	20-Apr	Module Review & Workshop: Codes of Ethics	Bell & Keer (2021) Newton (2021)
WEEK 15	25-Apr	Teamwork: Codes of Ethics	
	27-Apr	Teamwork: Codes of Ethics	
WEEK 16	2-May	Presentations: Codes of Ethics for SWANA Media Practices	
	4-May	Presentations: Codes of Ethics for SWANA Media Practices	

Course Bibliography

Alhassan, A., & Chakravartty, P. (2011). Postcolonial Media Policy Under the Long Shadow of Empire. In R. Mansell & M. Raboy (Eds.), *The Handbook of Global Media and Communication Policy* (1 edition, pp. 366–382). Malden, MA: Wiley-Blackwell.

Arab Charter on Human Rights – ACHR (2004). Article 32. UN Office of the High Commissioner for Human Rights and the League of Arab States. https://digitallibrary.un.org/record/551368?ln=en

Bell, K. M., & Keer, G. (2021). Representing Queer Communities: News Media Stylebooks and LGBTQ Visibility. In Ward, S. J. A. (ed.), *Handbook of Global Media Ethics* (pp. 1233-1252). Springer International Publishing.

Buckley, S., Duer, K. M., Mendel, T., & Siochru, S. O. (2008). *Broadcasting, Voice, and Accountability: A Public Interest Approach to Policy, Law, and Regulation*. Ann Arbor: University of Michigan Press.

Kasm, S. (2018). Redefining publics: Mosireen, state crime and the rise of a digital public sphere. *State Crime, 7*(1), 100-140. https://doi.org/10.13169/statecrime.7.1.0100

Khalil, J. F. (2015). Modalities of Media Governance in the Arab World. In N. Sakr, J. Skovgaard-Petersen, & D. Della Ratta (Eds.), *Arab Media Moguls* (pp. 13-30). I.B.Tauris.

Khalil, J. F., & Kraidy, M. M. (2009). Chapter 6: Television Policy and Regulation in the Arab World (p. 123-145). *Arab television industries*. BFI Publishing.

King, G., Ayyad, Z., Saati, F., & the Anti-Racist Movement - Lebanon (2022). *Media Monitoring Report: Analyzing News about Migrant Workers in Lebanon*. Media/Digital Literacy Program. Institute of Media Research and Training, Volume 1, Issue 1, Lebanese American University, Beirut, Lebanon. Retrieved from: http://soas.lau.edu.lb/files/imrt-media-immigrants.pdf

Kumanyika, C. (2016). Livestreaming in the Black Lives Matter Network. In Day, A. (ed.), *DIY utopia: Cultural imagination and the remaking of the possible* (pp. 169-188). Lexington Books.

Lee, P. (2011). The Right to Communication as a Universal Value. In Fortner, R. S., & Fackler, M., (eds.), *The Handbook of Global Communication and Media Ethics*. Wiley-Blackwell.

Lekas Miller, A. (2016). Digital Rights in Lebanon. SKEYES Report. https://www.skeyesmedia.org/en/News/Reports/11-03-2016/Digital-Rights-and-Online-Expression-in-Lebanon

Marouf, L. (2014). CUTV: Community media balancing the airwaves. In Le Collectif dix novembre, This is Fucking Class War! Voices from the 2012 Québec student strike (pp. 110–127). Retrieved from: https://web.archive.org/web/20170331095811/http://thisisclasswar.info/marouf.html

McMahon, C. & Ricketson, M. (2021). Reporting Disasters and Traumatic Events (p. 677 - 693). In Ward, S. J. A. (ed.), *Handbook of Global Media Ethics* (pp. 619-633). Springer International Publishing.

Milan, S. (2021). Why digital culture needs a new MacBride Commission. *Media Development* 2: 11-14. Retrieved from: https://waccglobal.org/why-digital-culture-needs-a-new-macbride-commission/

Newton, J. H. (2021). The Seer and the World: Visual Journalism Ethics as Seeing Within and Beyond. In Ward, S. J. A. (ed.), *Handbook of Global Media Ethics* (pp. 1163-1190). Springer International Publishing.

Picard, R. G. (2021). Media Business Ethics, Corporate Social Responsibility, and Governance. In Ward, S. J. A. (ed.), *Handbook of Global Media Ethics* (pp. 59-70). Springer International Publishing.

Pilger, J. (2021, 14 December). The Judicial Kidnapping of Julian Assange. Retrieved from: http://johnpilger.com/articles/the-judicial-kidnapping-of-julian-assange

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Raboy, M., & Padovani, C. (2010). Mapping global media policy: Concepts, frameworks, methods. *Communication, Culture & Critique, 3*(2), 150-169. https://doi.org/10.1111/j.1753-9137.2010.01064.x

Rodriguez, C., & Iliadis, A. (2019). The MacBride Report legacy and media democracy today. *Media Development* 3: 17-24. Retrieved from: http://wacc-global.live.publishwithagility.com/articles/the-macbride-report-legacy-and-media-democracy-today

Sciacchitano, F. (2014). MedMedia Report: Media Law in Lebanon https://lebanon.mom-rsf.org/uploads/tx_lfrogmom/documents/2-1409_import.pdf

Steiner, L. (2021). A Feminist Ethics for Journalism. In Ward, S. J. A. (ed.), *Handbook of Global Media Ethics* (pp. 185-206). Springer International Publishing.

United Nations General Assembly - UNGA (1948). Article 19. Universal Declaration of Human Rights. https://www.un.org/en/about-us/universal-declaration-of-human-rights

Ward, S. J. A. (2021). What Is Global Media Ethics? In Ward, S. J. A. (ed.), *Handbook of Global Media Ethics* (pp. 6-9). Springer International Publishing.

Wasserman, H. (2021). Global Media Ethics: Perspectives from the Global South. In Ward, S. J. A. (ed.), *Handbook of Global Media Ethics* (pp. 619-633). Springer International Publishing.

Zollmann, Z. (2021). Manufacturing a New Cold War: The National Security State, "Psychological Warfare," and the "Russiagate" Deception (pp. 985 -1012). In Ward, S. J. A. (ed.), *Handbook of Global Media Ethics* (pp. 619-633). Springer International Publishing.

Resources

Fisher, D. (1982). The Right to Communicate: A Status Report. UNESCO. https://unesdoc.unesco.org/ark:/48223/pf0000050335

MacBride Commission (1980). Many Voices, One World: Towards a New more Just and more Efficient World Information and Communication Order. New York: UNESCO. http://www.un-documents.net/macbride-report.pdf

Richter, C., & Kozman, C. (eds.) (2021). *Arab Media Systems*. Cambridge, UK: Open Book Publishers. https://doi.org/10.11647/OBP.0238

Roy, J.-H. (2012). Qu'est-ce que CUTV (Concordia University Television)? [*en français*] https://vimeo.com/44040624

Said, E. W. (1994). *Culture and imperialism* (1st Vintage Books ed.). Vintage Books.

Sinha, N., & Newcomb, H. (2000). A student's guide to surviving communication scholarship (pp. 15-18). In Fleming D. (ed.), *Formations : a 21st century media studies textbook (2000). Formations : a 21st-century media studies textbook.* Manchester University Press.

Relevant Links

- MENA Media Law Reform (from International Media Support): https://www.menamedialaw.org/en
- Search MENA: https://www.article19.org/law-and-policy/
- Search MENA: https://www.apc.org/en/publications
- Digital rights in Palestine: https://7amleh.org/
- Digital rights in Jordan: https://josa.ngo/
- Digital rights in Lebanon: https://smex.org/
- Digital rights in Egypt: https://www.motoon.org/
- Foelebanon.net - Freedom of expression in Lebanon coalition: https://foelebanon.net/
- Cyrilla.org - Advancing access to digital rights law: https://cyrilla.org/
- Muhal.org - Tracking cases being investigated: https://muhal.org/en/cases
- Transparency Reports from Facebook - Government Requests for User Data: https://transparency.fb.com/data/government-data-requests/
- GLAAD Media Reference Guide - 11th Edition: https://www.glaad.org/reference
- Photo Bill of Rights - https://www.photobillofrights.com/
- The Arab and Middle Eastern Journalists Association - AMEJA's Media Resource Guide Palestine/Israel 2021: https://ijnet.org/en/story/tips-and-resources-covering-issues-related-israel-and-palestine
- National Center on Disability and Journalism's Disability Language Style Guide: https://ncdj.org/style-guide/
- Syrian Female Journalists Network: http://www.sfjn.org/en/who-we-are/code-of-conduct/
- Regulatory Statement on Gender Stereotypes in Ads: https://www.asa.org.uk/resource/regulatory-statement-on-gender-stereotypes-in-ads.html

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

In this course, students are not allowed to use AI writing tools for any assignment. Several times throughout the semester, you will be asked to write assignments with pen and paper in class. These in class assignments will be a measure to assess your assignments written outside of class. WARNING: Using AI tools to help you write any assignment is a form of cheating and arguably has consequences under the LAU Academic Code of Conduct. Note that you are encouraged to book an appointment with the Writing Center for your assignments written outside of class. Simply bring your draft and the assignment 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;
- Do not miss classes;
- Submit assignments early;
- Participate, take notes, ask questions, and listen attentively in class;
- Talk to your instructor if you feel like you are not understanding, or behind in work.

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 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			
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 cellphone or any other digital device is used without permission, including if a cellphone rings during 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 87 to 89: A-	83 to 86: B + 80 to 82: B 77 to 79: B -	73 to 76: C + 70 to 72: C 67 to 69: C -	63 to 66: D + 60 to 62: D Below 60: F

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