



The American University of Kurdistan Policy of Course Syllabus

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Effective Date: May 28, 2023

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I. INTRODUCTION

- a. **Authority:** The Board of Trustees (herein referred to as “Board”) at The American University of Kurdistan (herein referred to as “AUK” or “University”) is authorized to establish rules and regulations to govern and operate the University and its programs.
- b. **Purpose:** This policy ensures that students have easy access to course syllabi that contain all information relevant to the policies, procedures, and students’ academic success in coursework in a specific course at AUK. This policy ensures that there is proper information communicated between the Faculty and students regarding course objectives and requirements.
- c. **Scope:** This policy applies to the Colleges, their Faculty and the students enrolled in their courses.

II. ROLES AND RESPONSIBILITIES

- a. **Responsible Executive:** Provost
- b. **Responsible Administrator:** Provost & Academic Affairs
- c. **Responsible Office:** Office of Provost
- d. **Policy Contact:** Provost

III. DEFINITION

The Course Syllabus is the document that sets forth the common understandings that govern the rules and regulations of the course. The course syllabus provides students with an outline of objectives, requirements, and policies as well as resources to support students' academic success in that credit-bearing activity.

IV. POLICY STATEMENT

The Faculty is required to develop a Course Syllabus for each credit-bearing academic activity (e.g. course, lab, capstone, thesis, internship, etc.) and communicate the syllabus to the registered students. Students must receive access to an electronic copy of the course syllabus by the first day of class. If the credit-bearing activity doesn't have regularly scheduled sessions (e.g. independent study, practicum), then the syllabus must be provided by the first day of the semester.

V. COURSE SYLLABUS REQUIREMENTS

1. Course Information

- Course Title
- Name of Faculty
- Course prefix and number (e.g. INTS402)
- Number of credit hours received for the academic activity
- Course section (if applicable)
- Semester (fall semester, spring semester, summer session)
- Location/room as applicable
- Delivery format (e.g. lecture, lab, hybrid, internship, seminar, independent study)
- Activity/course meeting days and times as applicable

2. Faculty Information

- Name of Faculty
- Office Location
- Contact Information (email and/or phone number) and hours of expected response; this should also include the proper online platforms for contacting the Faculty
- Office Hours

3. Course Description

This must be identical to that published in the University Catalog. Faculty may add additional text including a brief summary of the significant learning experiences of the course/activity. It may also include a statement on the skills and previous knowledge that are expected of all registered students.

4. Student Program/Course Learning Outcomes

As approved by the Department Chair and Dean, these should reflect what is stated in the University Catalog. Faculty may additionally list course-specific information regarding outcomes. There should also be a statement discussing how the course learning objectives/SLOs are related to those of the program, and to those of program-level accreditation as appropriate. Faculty should provide a mapping of course activities and assignments with these objectives along with the rubrics that will be used to measure them. Faculty will be collecting and analyzing data from the student course activities for the purpose of program assessment.

Course Requirements and Grading

Faculty must include the following:

- Assessment types such as quizzes, exams, assignments, performances, presentations, etc., and copies of the rubrics used to measure student achievement.
- Exam dates and assignment submission dates.
- Statements of the consequences for non-attendance at a quiz/test and the consequences for the late or non-submission of an assignment.
- The weighting scale of all required coursework and activities (and all other aspects factored into the final score calculation, e.g. class participation).
- A statement concerning the availability (or non-availability) of extra-credit assignments for the course and the possibility (or non-possibility) of second chances at exams; availability must be equal for all students and openly stated at the beginning of the course.
- The grading scale/system of the Department/College/University
- Dates during the semester when the student is required to go off-campus on field trips or engage in other activities that extend beyond the scheduled activity/course time.
- The recording of absences.
- Statements on institutional resources available to support student success (e.g. tutoring, writing center, disability support services).
- Statements on the Code of Conduct and Code of Ethics, especially those governing academic integrity (plagiarism) and classroom behaviors.
- Other statements/requirements as established by the respective college; these need to be approved by the dean and provost.

5. Course Methodology

Course Methodology consists of principles and methods used by the Faculty to enhance students' learning. Course methods are the pedagogical approaches and activities used to guide the facilitation of students' learning.

6. Course Resources

- Required textbooks, journals, articles, etc.
- Required software, equipment (if applicable)
- Laboratories, studios, and learning centers available for the course (if applicable)

7. Course Schedule

A detailed course schedule should be presented within the syllabus. This should include the dates of classes, topics to be discussed, learning activities, assignments due, exams, etc. Such course activities should also be mapped to the SLOs and PEOs mentioned previously in the syllabus. There should also be included a statement that the schedule is subject to change. If such a change is required, then the Faculty has the responsibility to distribute a revised course schedule to all students.

8. Course Policies

Course policies discuss different course-related matters including, but not limited to, attendance, class engagement/participation, field experiences, course grading (and the consequences for non-compliance), class conduct, ethics/integrity in coursework, and workload. These need to be consistent with such policies agreed upon on the departmental and college levels.

9. Statement on Academic Integrity

The Statement on Academic Integrity/misconduct lists the actions that violate academic integrity such as plagiarism, cheating, etc., and the appropriate disciplinary actions.

10. Review and Approval of Syllabus

Faculty need to submit the syllabus to the Department Chair for approval a week before the first day of that course. The Department Chair is responsible for assuring that the syllabus conforms with this policy. The College Manager will also need to review and give final approval to the syllabus prior to its implementation.

11. Student Rights

Students need to be aware of The Policy on Student Rights (#AS012) which lists students' right in the pursuit of education, right to freedom from discrimination, right to freedom from harassment, and the right to freedom of association, expression, advocacy, and publication. If a student perceives that a violation of his/her rights has occurred, s/he should discuss with the Faculty, Dean, or Director of Student Affairs. Any infringement on the students' rights will be taken seriously by the University.

VI. POLICY HISTORY

- a. **Approved by:** Board of Trustees
- b. **Adopted:** May 28, 2023