



Morphology Course Specification

I. Information about Course Lecturer					
Name	Dr. Fawwaz An-Nashef			Office Hours: 3/weekly	
Place and phone number	Department of English				
E-mail:	fawanashef@gmail.com				
I. Course Identification and General Information:					
Course Title:	Morphology				
Course Code and Number:					
Credit Hours:	Theory	seminar	practice	training	Total
	3				42 hrs
Level & Semester:	Level Three – First Semester				
Pre-requisites (if any):	Introduction to Linguistics				
Co-requisites (if any):	None				
Program in which this course is offered:	BA in English Language and Literature				
Language of teaching the course:	English				
Location of teaching the course:	English Department- Faculty of Arts and Humanities – Sana'a University				
Prepared by:	Dr. Fawwaz An-Nashef				
Date of Approval:	2020-2021				

II. Course Description:
<p>This course is an introduction to morphology. It examines the internal structure of words and the rules by which words are formed. In other words, in this course we will study the rules for composing words and phrases from the smallest units of linguistic combination the "morphemes".</p> <p>The course will provide students with the basic concepts of word structure of English such as morphemes, morphs, allomorphs, root, stem and base. It will also explain the difference between inflectional and derivational affixes. The different processes of word formation will be discussed thoroughly. The students will be exposed to the descriptive and analytical techniques for understanding the internal structure of words. They will also be introduced to the tree analysis of word structure. Students will be familiar with the shapes of prefixes, suffixes and roots that change depending on their semantic and phonological context. Some related theories will be referred to during the study of this course.</p>

IV. Alignment of Course Intended Learning Outcomes (CILOs) to Program Intended Learning Outcomes (PILOs)	
PILOs	CILOs
(A) Knowledge & Understanding:	
Upon the completion of the BA program, students are expected to be able to:	Upon the completion of this course, students are expected to be able to:
A1: show knowledge and understanding of different linguistic and literary theories and schools of thought and English and American linguistics/literature;	a1-Demonstrate an awareness of the relationship between morphology and other branches of linguistics in English.
A2: express a knowledge of social values and traditions common in other cultures;	a2-Show an awareness of the key morphological concepts, terminologies and the basic word structure in English.
A3: show a solid background of various communication skills, be it reading, writing, speaking, or translation skills;	a3- Recognize the differences between inflectional and derivational morphology, and the different word formation processes.
(B) Intellectual Skills	
B1: distinguish different literary forms and currents as well as their distinct characteristics;	b1- Explain basic distinction between free and bound morphemes, and the characteristics of class - maintaining and class - changing morphemes.
B2: evaluate linguistic and cultural phenomena and suggest explanations for them;	b2-Recognize the analysis of English words into their root, stem and base morphemes.
B3: compare different literary, linguistic and translation theories and strategies;	b3-Compare the two different approaches to the study of morphology.
B4: distinguish different language skills in terms of reading, writing, and speaking and listening;	b4-Distinguish the different word forms based on the suffixes they have; and recognize which word form to use in speaking or writing accordingly.
(C) Professional & Practical Skills	
C1: employ theories, terms and concepts common in literature, linguistics and translation studies;	c1- Apply the two main morphological analyses to show the word structure.
C2: employ different language skills in order to	c2- Make use of the morphological knowledge

read and write different texts in English and translate them from English into Arabic and vice versa;	they got to choose the correct word form in their communication, be it written or spoken.
C3: make use of basic technological applications to facilitate learning and research process;	c3- Employ internet facilities in self-learning and improving themselves in different linguistic fields including Morphology.
(D) Transferrable Skills	
D1: make use of the linguistic and cultural knowledge acquired in order to interact efficiently and appropriately with people from different cultures;	d1- Connect the morphological knowledge acquired to their use of the language in their communication with people of different cultures, be it written or spoken..
D2: manage time, work under pressure, and involve in team activities;	d2-Reflect their confidence in the ability to communicate effectively through English, and in managing their assignments and submitting them on time.
D3: pursue knowledge to improve self-learning;	d3-Make use of some educational websites and tools that improve their knowledge and skills in English language.
D4: involve creatively in social and academic activities.	

V. Alignment of Course Intended Learning Outcomes (CILOs)		
(A) Alignment of Course Intended Learning Outcomes of Knowledge and Understanding to Teaching Strategies and Assessment Strategies:		
CILOs	Teaching Strategies	Assessment Strategies
Upon the completion of this course, students are expected to be able to:		
a1-Demonstrate an awareness of the relationship between morphology and other branches of linguistics in English.	<ul style="list-style-type: none"> ✓ Lecture/PPT Presentation ✓ Class Participation 	<ul style="list-style-type: none"> - Random questions for students - Oral questions
a2-Show an awareness of the key morphological concepts, terminologies and the basic word structure in English.	<ul style="list-style-type: none"> ✓ Lecture/PPT Presentation ✓ Class discussion 	<ul style="list-style-type: none"> - In- class exercises - Quizzes - Oral questions - Midterm Exam
a3- Recognize the differences between	<ul style="list-style-type: none"> ✓ Lecture/PPT Presentation 	<ul style="list-style-type: none"> - Assignments

inflectional and derivational morphology, and the different word formation processes.	<ul style="list-style-type: none"> ✓ In-class activities ✓ Group work 	<ul style="list-style-type: none"> - Analyzing some words on the board - Quick and short quiz - Midterm Exam
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(B) Alignment of Course Intended Learning Outcomes of Intellectual Skills to Teaching Strategies and Assessment Strategies:

CILOs	Teaching Strategies	Assessment Strategies
b1- Explain basic distinction between free and bound morphemes, and the characteristics of class - maintaining and class - changing morphemes.	<ul style="list-style-type: none"> ✓ Lecture ✓ Word analyzing ✓ Communicative drills ✓ Pair- work 	<ul style="list-style-type: none"> - Assignment - Midterm Exam - Asking volunteers to analyze words on the board.
b2-Recognize the analysis of English words into their root, stem and base morphemes.	<ul style="list-style-type: none"> ✓ Lecture ✓ Word analyzing ✓ Self-learning ✓ Problem solving 	<ul style="list-style-type: none"> - Class participation - Quizzes - Assignments - Exams
b3- Compare the two different approaches to the study of morphology.	<ul style="list-style-type: none"> ✓ Lecture ✓ Word analyzing ✓ Collaborative learning/team work 	<ul style="list-style-type: none"> - Quizzes - Assignments and oral discussion
b4-Distinguish the different word forms based on the suffixes they have; and recognize which word form to use in speaking or writing accordingly.	<ul style="list-style-type: none"> ✓ Class discussion ✓ Encouraging students to think independently and engage in group discussion. 	<ul style="list-style-type: none"> - Class participation - Quizzes - Assignments - Midterm Exam

(C) Alignment of Course Intended Learning Outcomes of Professional and Practical Skills to the Teaching Strategies and Assessment Strategies:

CILOs	Teaching Strategies	Assessment Strategies
c1- Apply the two main morphological analyses to show the word structure.	<ul style="list-style-type: none"> ✓ Lecture ✓ Analyzing morphological data from English, Arabic and other languages. 	<ul style="list-style-type: none"> - Quizzes - Group- work and discussion - Assignments
c2- Make use of the morphological knowledge they got to choose the correct word form in their communication, be it written or spoken.	<ul style="list-style-type: none"> ✓ Lecture ✓ Class discussion ✓ Formal analysis of morphemes, their types and functions ✓ Encouraging students' prediction skills. 	<ul style="list-style-type: none"> ✓ Assignments ✓ Midterm exam ✓ In-class activities

	<ul style="list-style-type: none"> ✓ Individual counselling ✓ Pair- work 	
c3- Employ internet facilities in self-learning and improving themselves in different linguistic fields including Morphology.	<ul style="list-style-type: none"> ✓ Class discussion ✓ Communicative drills ✓ Competitive tasks 	<ul style="list-style-type: none"> ✓ Assignments and oral discussion ✓ Exercises on challenging word structures ✓ Quiz
(D) Alignment of Course Intended Learning Outcomes of Transferable Skills to Teaching Strategies and Assessment Strategies:		
CIOs	Teaching Strategies	Assessment Strategies
d1- Connect the morphological knowledge acquired to their use of the language in their communication with people of different cultures, be it written or spoken..	<ul style="list-style-type: none"> ✓ Class discussion ✓ Competitive tasks ✓ Pair work ✓ Group work 	<ul style="list-style-type: none"> ✓ Class participation ✓ Class presentation ✓ Group assignment ✓ Midterm Exam
d2-Reflect their confidence in the ability to communicate effectively through English, and in managing their assignments and submitting them on time.	<ul style="list-style-type: none"> ✓ Competitive tasks ✓ Pair work ✓ Group work 	<ul style="list-style-type: none"> ✓ Class participation ✓ Group presentations ✓ Final exam ✓ Reflecting one's work session after term paper/assignments submission or midterm exam
d3-Make use of some educational websites and tools that improve their knowledge and skills in English language.	<ul style="list-style-type: none"> ✓ Lecture ✓ Class discussion ✓ Individual counselling 	<ul style="list-style-type: none"> ✓ Assignments ✓ Midterm exam ✓ In-class activities

V. Course Content:					
1-Theoretical Aspect:					
Order	Units/Topics	Sub-Topics	Number of Weeks	Contact Hours	Learning Outcomes
1	Morphology: Some Basic Concepts	<ul style="list-style-type: none"> - Introduction to the course. - Syllabus and Policies of the course. - What is morphology? - What is a morph? - What is a morpheme? 	first	3	a1, a2, b1, b2, b4, c2,c3, d1, d2

		<ul style="list-style-type: none"> - Morphs and morphemes - Morphemes and Allomorphs 			
2	Some Other Basic Concepts	<ul style="list-style-type: none"> - Free and Bound morphemes - Inflection and derivation - Class-maintaining and class-changing morphemes - Root, Stem and Base - Word and Lexeme - More on lexemes and word-forms - More on affixes, bases and roots - More on morphemes and allomorphs 	Second & Third	6	a2, a3, b1, b2, c2, d1, d2, d3
3	Morphology and Word Formation	<ul style="list-style-type: none"> - Words and morphemes - English inflectional morphology - English derivational morphology - Word formation processes - The internal structure of complex words - Some English derivational morphemes 	Fourth & Fifth	6	a2, a3, b1, b4, c1, c3, d1, d3
4	Inflection and Derivation	<ul style="list-style-type: none"> - Inflectional values - Derivational meanings - Properties of inflection and derivation - Dichotomy or continuum - Inflection, derivation and the syntax-morphology interface 	Sixth & Seventh	6	a1, a3, b3, b4, c1, c2, d1, d2, d3
5	Midterm Exam	Midterm Exam	eighth	3	a2, a3, b1, b2, b4, c2, c3, d1, d2, d3
6	A Word and its Structure	<ul style="list-style-type: none"> - Different types of morphological analyses - A mismatch 	Ninth	3	a2, b2, b4, c1, c2, c3, d1, d2

		between meaning and structure			
7	Analyzing Simple and Complex Words	- Analysis of simple words - Analysis of complex words	Tenth & Eleventh	6	a2, b2, b4, c1, c2, d1, d2
8	Analyzing Compound Words	- Analysis of compound words	twelfth	3	a2, b2, b4, c1, c2, d1, d2
9	General Revision	- Reviewing main topics in class - Analyzing the structure of some English words	Thirteenth	3	a1, a2, a3, b1, b2, b3, b4, c1, c2, c3, d1, d2, d3
10	Final Exams	Final Exams	Fourteenth	3	a1, a2, a3, b1, b2, b3, b4, c1, c2, c3, d1, d2, d3
Number of Weeks and Contact Hours per Semester:			14 weeks	42 hrs	

2. Practical Aspect (if any):

Order	Tasks/Experiments	Number of Weeks	Contact Hours	Learning Outcomes
1				
Number of Weeks and Contact Hours per Semester:				

VI. Teaching Strategies of the Course

- ✓ Lectures
- ✓ Class discussion
- ✓ In - class competitive tasks
- ✓ Pair work
- ✓ Group work
- ✓ Encouraging students to think independently
- ✓ Engaging students in group discussions.
- ✓ Class discussion
- ✓ Communicative drills
- ✓ Individual counselling
- ✓ Encouraging prediction skills.
- ✓ Collaborative learning/team work
- ✓ Problem-solving strategies
- ✓ Individual counselling

VII. Activities/Assignments

No.	Activities/Assignments	Aligned CILOs	Week Due	Mark
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1	Attendance and Participation	a1, a2, a3, b1, b2, b3, b4, c1, c2, c3, d1, d2, d3	Weekly	10
2	Assignments	a1, a2, a3, b1, b2, b3, b4, c1, c2, c3, d1, d2, d3	Weekly	10

VIII. Schedule of Assessment Task for Students During the Semester:					
No.	Assessment Method	Week Due	Mark	Proportion of Final Assessment	Aligned CILOs
1	Assignments and Presentation	Weekly	10	10%	a1, a2, a3, b1, b2, b3, b4, c1, c2, c3, d1, d2, d3
2	Attendance and Participation	Weekly	10	10%	a1, a2, a3, b1, b2, b3, b4, c1, c2, c3, d1, d2, d3
3	Midterm	Week 8	10	10%	a2, a3, b1, b2, b4, c2, c3, d1, d2, d3
4	written final exam	Week 14	70	70%	a1, a2, a3, b1, b2, b3, b4, c1, c2, c3, d1, d2, d3
Total Mark			100	100%	

IX. Learning Resources:
A. Required Textbook(s) (<i>maximum two</i>):
1. (Compiled by Dr. Fawwaz An-Nashef – 2016 – <i>Morphology</i> – (different chapters from different books compiled as a text book – IbnAlhaitham Xerox shop)
B: Essential References:
1. D Thakur, (2008). <i>Morphology</i> , first edition, Patna: BharatiBhawan.
2. Delahunty, G. P., & Garvey, J. J. (2010). <i>The English language: From sound to sense</i> . Fort Collins, Colo: WAC Clearinghouse. Chicago
3. Rochelle, L. (2010). <i>Introducing Morphology</i> . Cambridge: Cambridge University Press.
4. Carstairs-McCarthy, Andrew. (2002). <i>An Introduction to English Morphology: Words and Their Structure</i> . Edinburgh University
5. Spencer, A., & Arnold, Z. (1997). <i>The Handbook of Morphology</i> , Oxford: Blackwell.
6. Bauer, L., (1983). <i>English Word-formation</i> , New York: Cambridge University Press.
7. Martian, H., (2010). <i>Understanding Morphology</i> , New York: Routledge.
C. Electronic Materials and Websites:
1. https://www.education.vic.gov.au/school/teachers/teachingresources/discipline/english/literacy/readingviewing/Pages/litfocuswordmorph.aspx
2. http://translantida.ru/lexicology_content/word_structure/
3. https://linguisticsforteachersofells.weebly.com/morphology-in-the-classroom.html

X. Course Policies:

1.	<p>Class Attendance: It is determined according to the regulations and the general policy of the college/university.</p> <ul style="list-style-type: none"> - According to Article (21) of the regulations of Students Affairs, the system of study is 'Regular', hence; the student is denied entry to the final exam if his attendance is less than (75%).
2.	<p>Tardy: Tardy students are treated according to the regulations and the general policy of the college/university.</p>
3.	<p>Exam Attendance/Punctuality: It follows the general policy of the College/university which states that: During exams, the following rules will be followed:</p> <ul style="list-style-type: none"> a. In case the student comes at least half an hour late for an exam, the Article (45) of the Student Affairs Regulations states that he/she won't be allowed to take the exam. b. The student is not allowed to leave the examination room/hall until half of the time has passed.
4.	<p>Assignments/Projects: Assignments/projects should be submitted to the instructor of the course on time. In case of late- submission of assignments, the general policy of the department will be in effect.</p>
5.	<p>Cheating: It is subject to the general rules, procedures and regulations of the university which state that, according to Article (72) of the Student Affairs Regulations, the student shall be punished with one of the following:</p> <ul style="list-style-type: none"> a. Canceling the student's exam in the course. b. Depriving the students from one or more coming exams (as determined by the college's penal committee).
6.	<p>Plagiarism: All types of plagiarism are unacceptable and are considered dishonest practices. If some cases are found, the student will be punished with the final dismissal from the college based on the Article (79) of the Student Affairs Regulations.</p>
7.	<p>Other Policies: Students are expected to be punctual, and, as always, to conduct themselves professionally and courteously. Using electronic devices or speaking with each other is not allowed; the student involved shall be expelled out of the class and shall be considered to be absent.</p>

{END}



Template for Course Plan

I. Information about Course Lecturer		
Name:	Dr. Fawwaz An-Nashef	Office Hours: 3/weekly
Place and phone number	Dept. of English (774847787)	
E-mail:	fawwanashef@gmail.com	

II. Course Identification and General Information:					
Course Title:	Morphology				
Course Code and Number:					
Credit Hours:	Theory	Seminar	practice	training	Total
	3				42
Level & Semester:	Level Three – First Semester				
Pre-requisites (if any):	Introduction to Linguistics				
Co-requisites (if any):	None				
Program in which this course is offered:	BA in English Language and Literature				
Language of teaching the course:	English				
Study system:	Regular / by semester				
Prepared by:	Dr. Fawwaz An-Nashef				
Date of Approval:	2020/2021				

III. Course Description:

This course is an introduction to morphology. It examines the internal structure of words and the rules by which words are formed. In other words, in this course we will study the rules for composing words and phrases from the smallest units of linguistic combination the "morphemes".

The course will provide students with the basic concepts of word structure of English such as morphemes, morphs, allomorphs, root, stem and base. It will also explain the difference between inflectional and derivational affixes. The different processes of word formation will be discussed thoroughly. The students will be exposed to the descriptive and analytical techniques for understanding the internal structure of words. They will also be introduced to the tree analysis

of word structure. Students will be familiar with the shapes of prefixes, suffixes and roots that change depending on their semantic and phonological context. Some related theories will be referred to during the study of this course.

V. Learning Outcomes

a1-Demonstrate an awareness of the relationship between morphology and other branches of linguistics in English.

a2-Show an awareness of the key morphological concepts, terminologies and the basic word structure in English.

a3- Recognize the differences between inflectional and derivational morphology, and the different word formation processes.

b1- Explain basic distinction between free and bound morphemes, and the characteristics of class - maintaining and class - changing morphemes. b1-Explain the different positions and functions of the noun, adjective and adverb clauses.

b2-Recognize the analysis of English words into their root, stem and base morphemes.

b3- Compare the two different approaches to the study of morphology.

b4-Distinguish the different word forms based on the suffixes they have; and recognize which word form to use in speaking or writing accordingly.

c1- Apply the two main morphological analyses to show the word structure.

c2- Make use of the morphological knowledge they got to choose the correct word form in their communication, be it written or spoken.

c3- Employ internet facilities in self-learning and improving themselves in different linguistic fields including Morphology.

d1- Connect the morphological knowledge acquired to their use of the language in their communication with people of different cultures, be it written or spoken..

d2- Reflect their confidence in the ability to communicate effectively through English, and in managing their assignments and submitting them on time.

d3- Make use of some educational websites and tools that improve their knowledge and skills in English language.

VI. Course Content:

1-Theoretical Aspect:

Order	Units/Topics	Sub-Topics	Number of Weeks	Contact Hours	Learning Outcomes
1	Morphology: Some Basic Concepts	<ul style="list-style-type: none"> - Introduction to the course. - Syllabus and Policies of the course. - What is morphology? - What is a morph? - What is a morpheme? - Morphs and morphemes - Morphemes and Allomorphs 	first	3	a1, a2, b1, b2, b4, c2, c3, d1, d2
2	Some Other Basic Concepts	<ul style="list-style-type: none"> - Free and Bound morphemes - Inflection and derivation - Class-maintaining and class-changing morphemes - Root, Stem and Base - Word and Lexeme - More on lexemes and word-forms - More on affixes, bases and roots - More on morphemes and allomorphs 	Second & Third	6	a2, a3, b1, b2, c2, d1, d2, d3
3	Morphology and Word Formation	<ul style="list-style-type: none"> - Words and morphemes - English inflectional morphology - English derivational morphology - Word formation processes - The internal structure of complex words - Some English derivational morphemes 	Fourth & Fifth	6	a2, a3, b1, b4, c1, c3, d1, d3
4	Inflection and Derivation	<ul style="list-style-type: none"> - Inflectional values - Derivational meanings - Properties of inflection and derivation - Dichotomy or continuum - Inflection, derivation and the syntax-morphology interface 	Sixth & Seventh	6	a1, a3, b3, b4, c1, c2, d1, d2, d3
5	Midterm Exam	Midterm Exam	eighth	3	a2, a3, b1, b2, b4, c2, c3, d1,

					d2, d3
6	A Word and its Structure	- Different types of morphological analyses - A mismatch between meaning and structure	Ninth	3	a2, b2, b4, c1, c2, c3, d1, d2
7	Analyzing Simple and Complex Words	- Analysis of simple words - Analysis of complex words	Tenth & Eleventh	6	a2, b2, b4, c1, c2, d1, d2
8	Analyzing Compound Words	- Analysis of compound words	twelfth	3	a2, b2, b4, c1, c2, d1, d2
9	General Revision	- Reviewing main topics in class - Analyzing the structure of some English words	Thirteenth	3	a1, a2, a3, b1, b2, b3, b4, c1, c2, c3, d1, d2, d3
10	Final Exams	Final Exams	Fourteenth	3	a1, a2, a3, b1, b2, b3, b4, c1, c2, c3, d1, d2, d3
Number of Weeks and Contact Hours per Semester:			14 weeks	42 hrs	
2. Practical Aspect (if any):					
Order	Tasks/Experiments	Number of Weeks	Contact Hours	Learning Outcomes	
Number of Weeks and Contact Hours per Semester:					

VII. Teaching Strategies of the Course

- ✓ Lectures
- ✓ Class discussion
- ✓ In – class competitive tasks
- ✓ Pair work
- ✓ Group work
- ✓ Encouraging students to think independently
- ✓ Engaging students in group discussions.
- ✓ Class discussion
- ✓ Communicative drills
- ✓ Individual counselling
- ✓ Encouraging prediction skills.
- ✓ Collaborative learning/team work
- ✓ Problem-solving strategies
- ✓ Individual counselling

VIII. Activities/Assignments

No.	Activities/Assignments	Aligned CILOs	Week Due	Mark
1	In-class Q & A sessions	a1, a2, a3, b1, b2, b3, b4, c1, c2, c3, d1, d2, d3	Weekly	10
2	In-class individual presentations	-	-	-
3	Group presentations	-	-	-
4	In-class peer and teacher's evaluation			

IX. Schedule of Assessment Task for Students During the Semester:

No.	Assessment Method	Week Due	Mark	Proportion of Final Assessment	Aligned CILOs
1	Assignments and Presentation	Weekly	10	10%	a1, a2, a3, b1, b2, b3, b4, c1, c2, c3, d1, d2, d3
2	Attendance and Participation	Weekly	10	10%	a1, a2, a3, b1, b2, b3, b4, c1, c2, c3, d1, d2, d3
3	Midterm	Week 8	10	10%	a2, a3, b1, b2, b4, c2, c3, d1, d2, d3
4	written final exam	Week 14	70	70%	a1, a2, a3, b1, b2, b3, b4, c1, c2, c3, d1, d2, d3
Total Mark			100	100%	

IX. Learning Resources:

A. Required Textbook(s) (*maximum two*):

1. (Compiled by Dr. Fawwaz An-Nashef – 2016 – *Morphology* – (different chapters from different books compiled as a text book – Ibn Alhaitham Xerox shop)

B: Essential References:

8. D Thakur, (2008). *Morphology*, first edition, Patna: BharatiBhawan.
9. Delahunty, G. P., & Garvey, J. J. (2010). *The English language: From sound to sense*. Fort Collins, Colo: WAC Clearinghouse. Chicago
10. Rochelle, L. (2010). *Introducing Morphology*. Cambridge: Cambridge University Press.
11. Carstairs-McCarthy, Andrew. (2002). *An Introduction to English Morphology: Words and Their Structure*. Edinburgh University
12. Spencer, A., & Arnold, Z. (1997). *The Handbook of Morphology*, Oxford: Blackwell.
13. Bauer, L., (1983). *English Word-formation*, New York: Cambridge University Press.
14. Martian, H., (2010). *Understanding Morphology*, New York: Routledge.

C. Electronic Materials and Websites:

4. <https://www.education.vic.gov.au/school/teachers/teachingresources/discipline/english/literacy/readingviewing/Pages/litfocuswordmorph.aspx>
5. http://translantida.ru/lexicology_content/word_structure/

6. <https://linguisticsforteachersofells.weebly.com/morphology-in-the-classroom.html>

X. Course Policies:

1.	Class Attendance: It is determined according to the regulations and the general policy of the college/university. <ul style="list-style-type: none">- According to Article (21) of the regulations of Students Affairs, the system of study is 'Regular', hence; the student is denied entry to the final exam if his attendance is less than (75%).
2.	Tardy: Tardy students are treated according to the regulations and the general policy of the college/university.
3.	Exam Attendance/Punctuality: It follows the general policy of the College/university which states that: During exams, the following rules will be followed: <ul style="list-style-type: none">a. In case the student comes at least half an hour late for an exam, the Article (45) of the Student Affairs Regulations states that he/she won't be allowed to take the exam.b. The student is not allowed to leave the examination room/hall until half of the time has passed.
4.	Assignments/Projects: Assignments/projects should be submitted to the instructor of the course on time. In case of late- submission of assignments, the general policy of the department will be in effect.
5.	Cheating: It is subject to the general rules, procedures and regulations of the university which state that, according to Article (72) of the Student Affairs Regulations, the student shall be punished with one of the following: <ul style="list-style-type: none">c. Canceling the student's exam in the course.d. Depriving the students from one or more coming exams (as determined by the college's penal committee).
6.	Plagiarism: All types of plagiarism are unacceptable and are considered dishonest practices. If some cases are found, the student will be punished with the final dismissal from the college based on the Article (79) of the Student Affairs Regulations.
7.	Other Policies: Students are expected to be punctual, and, as always, to conduct themselves professionally and courteously. Using electronic devices or speaking with each other is not allowed; the student involved shall be expelled out of the class and shall be considered to be absent.