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جامعة زايد
ZAYED UNIVERSITY

College of Interdisciplinary Studies

The College of Interdisciplinary Innovation prepares top students for professional leadership in the rapidly changing global environment, imparting seminal skills that can be transferred across contexts and applied in novel ways.

ICS 360 - Computer Networks Fundamentals

Term	**202422 - 2025 Spring Semester**		
Section	**104**	CRN	**21871**
Course Pre-requisites	**ICS 215**		
Course Co-requisites			
Credit hours	**3**	Lab hours	**2**
Lecture hours	**0**	Other hours	**2 (Forum hours)**
Schedule Type	**Interdis. UG Lecture & Lab**		
Delivery Mode	**Blended**		

Instructor's Name	**Hanar Atroshi**		
Telephone	**+971 2 599 3305**	E-mail	**Hanar.Atroshi@zu.ac.ae**
Class Time/Location	**W 1330-1520 MIS-1-021;TR 1100-1150 ;**		
Office Location	**Office: MF1-1-039 - (Virtual Office (ZOOM): https://zu-acae.zoom.us/j/3015567706)**		
Office Hours	**Monday (09:30-12:30) & Friday (11:30-12:30) (1:30-3:30)**		

1. Course Description

This course covers the key foundations, components, and operations of computer networking. The topics covered include network terminology (e.g., end systems, router, switch), standards (e.g., ISO, IETF/RFC, IEEE 802), reference models (OSI, TCP/IP), protocols (e.g., HTTP, TCP, IP, Ethernet), classification categories (topologies-Star/BUS, size-LAN/WAN, media-Wired/Wireless), communication paradigms (client-server vs. P2P), switching and routing, VLANs, application areas (e.g., WWW, multimedia, email), and wireless communication and mobility. It also describes the fundamentals of computer operating systems, such as processes, threads, scheduling, memory and file-system management.

2. Course Learning Outcomes

By the end of this course, a student will be able to:

1. Identify the key components of a computer network, including end systems, switching devices, communication links, protocols, and applications
2. Understand the switching techniques, routing algorithms and protocols, routing and forwarding tables for proper network operation.
3. Design and build a Network (eg. VLANs) to support a specific enterprise use case (e.g. to meet specific business requirements)
4. Analyze the challenges and requirements inherent in wireless and mobile communication networks
5. Compare the operation of the typical networking applications, such as the World Wide Web, file transfer, DNS, and email, as well as emerging networking applications such as multimedia applications.
6. Describe the fundamentals and principles of operating systems, including processes, threads, file systems and scheduling and communications between computers.

Alignment to Program Learning Outcomes

IS_BSCPS: Computational Systems--B.S.: Bachelor of Science	**Course Learning Outcomes**
1. Computational Solutions: Analyze a complex computing problem and apply principles of computing and other relevant disciplines to identify solutions.	1, 2, 3, 4
2. Computational Design: Design, implement, and evaluate a computing-based solution to meet a given set of computing requirements in the context of the program's discipline.	3, 4, 5
3. Communication: Communicate effectively in a variety of professional contexts.	
4. Professional Practice: Recognize professional responsibilities and make informed judgments in computing practice based on legal and ethical principles.	
5. Working in Teams: Function effectively as a member or leader of a team engaged in activities appropriate to the program's discipline.	

3. Weekly Outline

Week	**Topic**	**Activity**
01/13 to 01/17	Launchpad and Orientation	Launchpad and Orientation

01/20 to 01/24	Unit 1 Session 1: Overview of computer networks, and Internet Session 2: Lab 1 - Course Outcome and Installations Session 3: Network classifications - Part 1	Discuss the different ways networks can be classified Read section 1.1 What is the Internet/ A Nuts and Bolts Description, from the textbook: Computer Networking – A Top Down Approach. Read Section 1.2_ Network edge, _from the textbook: Computer Networking – A Top Down Approach.
01/27 to 01/31	Session 4: Network classifications - Part 2 Session 5: Lab 2 - Binary & Hexadecimal Numbers Session 6: Circuit and Packet Switching – Part 1	Exercises in Network Addressing Read section 1.3 The Network Core, from the textbook: Computer Networking – A Top Down Approach. Read sections 1.3.1 Packet Switching and 1.4 Delay, Loss, and Throughput in Packet Switching from the textbook: Computer Networking – A Top Down Approach.
02/03 to 02/07	Session 7: Circuit and Packet Switching – Part 2 Session 8: Lab 3 - Packet Tracer - Navigate the Internetworking Operating System (IOS) Session 9: OSI vs TCP/IP Reference Models	Exercises in Switching Assignment 1 - Introduction Read Section 1.5, Protocol Layers and Their Service Models, from the textbook: Computer Networking – A Top-Down Approach. Read Section 1.1 What is the Internet? from the textbook: Computer Networking – A Top Down Approach.
02/10 to 02/14	Session 10: Networking Standards Session 11: Lab 4 - Layered Model using Wireshark Session 12: Network Architecture: Client/Server Versus P2P	Exercises with Wireshark for layered model Read Section 2.2 from the textbook: Computer Networking – A Top-Down Approach.
02/17 to 02/21	Session 13: Synthesis Day 1 Session 14: Lab 5 - Synthesis Workshop Unit 2 Session 15: Application Layer – Internet Protocol Stack – Part 1	Synthesis Workshop Read Section 2.2 and Section 2.4 What is the Internet? from the textbook: Computer Networking – A Top-Down Approach. Read Section 2.3 What is the Internet? from the textbook: Computer Networking – A Top-Down Approach.
02/24 to 02/28	Session 16: Application Layer – Internet Protocol Stack – Part 2 Session 17: Lab 6 - Application Layer (Web and E-Mail) Session 18: Transport Layer – Internet Protocol Stack – Part 1	Exercises in the Application Layer Submission of Assignment 1 Read Sections 3.1, 3.2 and 3.3 from the textbook: Computer Networking – A Top-Down Approach. Read Sections 3.4, 3.5, 3.6 and 3.7 from the textbook: Computer Networking – A Top-Down Approach.

03/03 to 03/07	Session 19: Transport Layer – Internet Protocol Stack – Part 2 Session 20: Lab 7 - Transport Layer Session 21: Network Layer – Internet Protocol Stack - Part 1	Exercises in the Transport Layer Assignment 2 - Introduction Read Section 4.1 from the textbook: Computer Networking – A Top-Down Approach. Read Section 4.3 from the textbook: Computer Networking – A Top-Down Approach.
03/10 to 03/14	Session 22: Network Layer – Internet Protocol Stack – Part 2 Session 23: Lab 8 - Network Configuration Session 24: Network Layer – Internet Protocol Stack – Part 3	Exercises in the Network Layer Read Chapter 4, Section 4.3 from the textbook: Computer Networking – A Top-Down Approach.
03/17 to 03/21	Session 25: Network Layer – Internet Protocol Stack – Part 4 Session 26: Lab 9 - Network Configuration Session 27: Data Link Layer – Internet Protocol Stack – Part 1	Exercises in the Network Layer Submission of Assignment 2 Complete readings on Ethernet Switching, Data Link Layer, Types of VLAN, VLANs and Trunking, CSMA/CD and CSMA/CA
03/24 to 03/28	Spring Break (No Classes)	Spring Break (No Classes)
03/31 to 04/04	STUDENT PD WEEK - NO CLASSES, PD Activities TBA	STUDENT PD WEEK - NO CLASSES, PD Activities TBA
04/07 to 04/11	Session 28: Data Link Layer – Internet Protocol Stack – Part 2 Session 29: Lab 10 - Link Layer Configuration Session 30: Physical – Internet Protocol Stack – Part 1	Exercises in the Data Link Layer Final Project - Introduction Complete readings on on Network Connectors, LINE CODING SCHEMES, Thin and Thick Ethernet, and Compare line coding schemes
04/14 to 04/18	Session 31: Physical – Internet Protocol Stack – Part 2 Session 32: Lab 11 - Physical Layer Components Unit 3 Session 33: Enterprise Network Use Cases	Exercises in the Physical Layer Complete readings on Connection in Physical Layer, and Mobile & Wireless Networking
04/21 to 04/25	Session 34: Wireless and Mobile Networks Session 35: Lab 12 - Wireless Network Lab Session 36: Overview of Network Security	Exercises in the Wireless Network Complete readings on Configuring Wireless Network, Symmetric and Public Key Encryption, Firewall, IPS, and IDS
04/28 to 05/02	Session 37: Synthesis Day 2 Session 38: Lab 13 - Final Project Workshop Session 39: Final Project Review	Review of Protocols Exercise: VOIP (Using Cisco Phones)

05/05 to 05/09	Final Project Workshop". There are no LPs on the Forum. The last day of classes is 9 May.	Final Project Workshop". There are no LPs on the Forum. The last day of classes is 9 May

4. Pedagogy - Learning Process

4.1 Zayed University Pedagogical Framework
Zayed University is committed to a student-centered learning environment that is characterized by the following approach to teaching:

1. Active and Varied: The ZU faculty member adopts a variety of active teaching-learning strategies, tailored to each learning task and to the intended learning outcomes.
2. Collaborative and Individual: Cooperative group learning tasks, as well as individual learning tasks, are integral to each ZU course.
3. Content-rich and Language-rich: Instruction focuses on the development of in-depth knowledge, along a continuum from richer-in-language, to richer-in-content in the baccalaureate and graduate programs.
4. Facilitated by Technology: Appropriate educational technology is integrated into every ZU course.
5. Interculturally attuned: Teaching in ZU requires global awareness, sensitivity to local culture, a commitment to developing intercultural competence, and a commitment to learning from students.
6. Interpersonally oriented: Successful learning at ZU is facilitated by building positive relationships with students, while maintaining professional demeanor and holding students accountable.
7. Learner focused: The ZU faculty member evaluates and builds on learner knowledge and strengths, while addressing learner needs.
8. Practical and Theoretical: Instruction lays solid theoretical foundations, as appropriate to the level of study, while having a real-world orientation.
9. Reflective: Instructors strive to be reflective educators who enable reflective and critical learning in students.
10. Supportive:The ZU faculty member fosters student dispositions of leadership, creativity, innovation, self-responsibility, and lifelong learning in a supportive learning environment.

4.2 Teaching Method

Blended Learning
This course is designed to be taught with significant learning activities undertaken online (synchronously and/or asynchronously) and a reduced number of on-campus face-to-face classes. The online activities are a purposeful substitution of on-campus classes as determined by the college.

5. Course Text/s

Textbook				
Title	**Publisher**	**Author**	**ISBN**	**Year**
Operating System Concepts Tenth Edition	John Wiley & Sons, Inc.	Avi Silberschatz, Peter Baer Galvin, Greg Gagne	978-1-118-06333-0	2018
Computer Networking: A Top-Down Approach, 8th Edition		Jim Kurose, Keith Ross		

Additional Learning Materials

Text Other
Other Material
How Computer Network Works: https://www.youtube.com/watch?v=3uhA8bdz8gI
How does the INTERNET work?: https://www.youtube.com/watch?v=x3c1ih2NJEg
Chapter 1, sections 1.1, 1.2, and 1.3 of Jim Kurose and Keith Ross, Computer Networking: A Top-Down Approach, 8th Edition: https://gaia.cs.umass.edu/kurose_ross/eighth.php
What is Internet: https://www.youtube.com/watch?v=74sEFYBBRAY
What would life be without the internet?: https://www.theatlantic.com/technology/archive/2016/04/a-world-without-internet/476907/
Chapter 1, sections 1.5 and 1.7 of Jim Kurose and Keith Ross, Computer Networking: A Top-Down Approach, 8th Edition: https://gaia.cs.umass.edu/kurose_ross/eighth.php
Layering and encapsulation: https://www.youtube.com/watch?v=IZ_PnVXtMeY
OSI model with real world example:https://www.youtube.com/watch?v=_FmDKQ3hlYs
TCP/IP stack with real world example: https://www.youtube.com/watch?v=PswmDjtWmMk
OSI vs. TCP/IP model: https://www.youtube.com/watch?v=LX_b2M3IzN8
Sahil Gupta JANUARY 18, 2022/#COMPUTER NETWORK
Computer Networking Tutorial – How Network Applications Talk Over the Internet https://www.freecodecamp.org/news/computer-networking-how-applications-talk-over-the-internet/
How packets move through a Network: https://www.youtube.com/watch?v=rYodcvhh7b8
Network traffic Analysis with Wireshark: https://www.youtube.com/watch?v=nS8KweAV1g0
Chapter 6, section 6.4, 5.2, 5.3 and 5.4 of Jim Kurose and Keith Ross, Computer Networking: A Top-Down Approach, 8th Edition: https://gaia.cs.umass.edu/kurose_ross/eighth.php
Chapter 6, sections 6.4 of Jim Kurose and Keith Ross, Computer Networking: A Top-Down Approach, 8th Edition: https://gaia.cs.umass.edu/kurose_ross/eighth.php
VLANs Explained | Cisco CCNA 200-301: https://www.youtube.com/watch?v=A9lMH0ye1HU
Free CCNA | VLANs (Part 1) | Day 16 | CCNA 200-301 Complete Course: https://www.youtube.com/watch?v=cjFzOnm6u1g
Chapter 4, sections 4.1 and 4.4 of Jim Kurose and Keith Ross, Computer Networking: A Top-Down Approach, 8th Edition: https://gaia.cs.umass.edu/kurose_ross/eighth.php
Introduction to the Network Layer: https://www.youtube.com/watch?v=olbr3WZwrdU
Generalized Forwarding : https://www.youtube.com/watch?v=HIPVDxTrHqI
Chapter 5, sections 5.1, 5.2, 5.3 and 5.4 of Jim Kurose and Keith Ross, Computer Networking: A Top-Down Approach, 8th Edition: https://gaia.cs.umass.edu/kurose_ross/eighth.php
Routing algorithms: link state routing: https://www.youtube.com/watch?v=bdh2kfgxVuw
Bellman Ford Distance Vector Routing: https://www.youtube.com/watch?v=jJU2AVX6gpU
BGP: the Border Gateway Protocol: https://www.youtube.com/watch?v=2rV4tJkP-CQ
Free CCNA | VLANs (Part 2) | Day 17 | CCNA 200-301 Complete Course: https://www.youtube.com/watch?v=Jl9OOzNaBDU

Network Simulator: https://skillsforall.com/course/getting-started-cisco-packet-tracer
https://www.youtube.com/watch?v=mGRClHHgNdk
Chapter 2, sections 2.1, 2.2, 2.3 and 2.4 of Jim Kurose and Keith Ross, Computer Networking: A Top-Down Approach, 8th Edition: https://gaia.cs.umass.edu/kurose_ross/eighth.php
Principles of the Application Layer: https://www.youtube.com/watch?v=abeupgK5z48
The Web and HTTP: https://www.youtube.com/watch?v=S9GEPaQ1lFs
Email: https://www.youtube.com/watch?v=D3GMrOMR2dk
The Domain Name System (DNS): https://www.youtube.com/watch?v=6lRcMh5Yphg
Chapter 2, sections 2.5, 2.6, and 2.7 of Jim Kurose and Keith Ross, Computer Networking: A Top-Down Approach, 8th Edition: https://gaia.cs.umass.edu/kurose_ross/eighth.php
Video Streaming and Content Distribution Networks: https://www.youtube.com/watch?v=ak5bbb-xHLI
Socket programming: https://www.youtube.com/watch?v=_iHMMo7SDfQ
Chapter 7, section 7.1, 7.2, 7.3 and 7.4 of Jim Kurose and Keith Ross, Computer Networking: A Top-Down Approach, 8th Edition: https://gaia.cs.umass.edu/kurose_ross/eighth.php
How does wireless network work ? https://www.youtube.com/watch?v=TlGnitLuhWg&t=105s
Knowing more about wireless networks when having fun - Wireless Network for gaming: https://www.youtube.com/watch?v=tiR5DJ-N5Nc https://www.youtube.com/watch?v=vX0Kwkao_l4 https://www.youtube.com/watch?v=ZjVTOrIXrwQ
Chapter 7, section 7.5, 7.6, 7.7 and 7.8 of Jim Kurose and Keith Ross, Computer Networking: A Top-Down Approach, 8th Edition: https://gaia.cs.umass.edu/kurose_ross/eighth.php
Everything you need to know about mobile communication technology evolution from A-Z: https://www.youtube.com/watch?v=2nsEAw_SirQhttps://www.youtube.com/watch?v=m8YkIcDVbGQ
Who’s stealing your bandwidth? https://www.youtube.com/watch?v=-4ff9RRUc4I
Introduction to OS, processes, Scheduling, Chapters 1, 2, 3 & 4 of A. Silberschatz,Peter Baer GalvinGreg Gagne, Operating System Concepts, 10th Ed., John Wiley & Sons, https://www.os-book.com/OS10/
Introduction to Operating System: https://www.youtube.com/watch?v=vBURTt97EkA
File System : Chapters 13 & 14 of A. Silberschatz,Peter Baer GalvinGreg Gagne, Operating System Concepts, 10th Ed., John Wiley & Sons, https://www.os-book.com/OS10/
Socket in Operating System : https://www.youtube.com/watch?v=uagKTbohimU

6. Assessment of Student Learning

Item	%	Description	Due Date MM/DD/YYYY	Course Learning Outcomes
Assignment 1	15	Assess student comprehension of networking components and concepts.	02/22/2025	1,2
Assignment 2	20	Assess student comprehension of networking standards and protocols.	04/05/2025	1,2,3,5
Class Work and Lab	40	Throughout the semester, students will be evaluated in their active Learning in Forum sessions (PreClass Work; Poll Responses; Verbal Contributions; and Labs)	04/29/2025	1,2,3,4,5
Assignment 3	25	Assess student comprehension of enterprise network configuration.	05/15/2025	1,2,3,4,5

7. Course Policies

7.1 General Course Expectations

- You are expected to be in class on time and to remain for the scheduled class period. Classes will begin promptly at the scheduled time. You should attempt to enter your online classes early to address any connectivity issues and plan to arrive early for on-campus classes to accommodate for possible delays (traffic, parking, ID access issues, etc.) to avoid being marked absent.
- Course documents (syllabus, readings, assignments, etc.), announcements, and grades will be posted on Forum. It is your responsibility to check Forum (https://forum.uae.minervaproject.com/app) regularly and ensure you are up to date.
- For any missed class, it is your responsibility to review the recorded session (if available) and the materials from the class. You are responsible for contacting your instructor with any questions about the missed class session. You are expected to complete all assigned readings and pre-classwork, undertake the class activities on your own to learn the material, and come prepared for the next session.
- Any work submitted must be your own and strictly adhere to the Zayed University Honor Code. This applies to graded take-home assignments, pre-class work, in-class polls and activities, and any other class contribution. The use of AI, or artificial intelligence, assistance of any sort for your class work is strictly prohibited, except for cases when it is explicitly permitted in writing for a class activity or assessment.
- You are required to keep all notes, drafts, and research related to any assignment or project until the final grades for each course are announced at the end of each semester. You must be able to show how you developed your assignments over time; this is evidence that you completed the work yourself.
- For student complaints, problems and/or suggestions, please visit SAHIM (http://sahim.zu.ac.ae).

7.2 Professional Behavior Expectations

Students are expected to behave professionally. This means you are required to prepare appropriately for each class and actively participate in all of them. You should read all assigned materials, watch all assigned videos, and complete all assigned pre-class work, including solving assigned problems and answering study guide

questions. You are also required to adhere to assignment guidelines and deadlines, and to contact your instructor promptly if you are not able to do so.

Instructors have the discretion to give you a 0 score for your classwork (specifically #ProfessionalEngagement) if you are not actively participating in an online or face-to-face session, even when you are technically or physically present. Such situations where an instructor may give a student a 0 score may include:

- When a student does not join the class at the scheduled time;
- When a student claims they have technology issues but has not reported these to Live Tech support or when they have failed to maintain their audio or video during class;
- When a student is taking class from a moving vehicle or other location with self-evidently unstable internet connectivity;
- When a student is demonstrating lack of engagement during the session, e.g. not responding to the instructor and/or not responding to the polls;
- When a student is turning off the camera or audio, or not being properly visible on camera (in an online session) or leaving the room or obviously not engaging in the session (in both online and face-to-face sessions);
- When a student is walking around, talking on the phone or texting, talking to others instead of participating, and any other similarly disruptive or negative behaviors.

7.3 Late Assignment Submission

You are allowed four 24-hour personal assignment deadline extensions per course.

Multiple 24-hour extensions may be applied to the same assignment, but no more than 4 total extensions are allowed per course, inclusive of family emergencies or medical reasons. This policy allows you substantial flexibility in those instances in which multiple courses have the same or similar major assignment deadlines. Not all assignments are eligible for an extension (see assignment instructions), and assignment extensions may not be used for final projects.

After the four extensions are used, or for Final Assignments, the Late Assignment Penalties below will apply:

Submission Time and Late Penalties for Assignments

- Before the submission deadline: There is no penalty.
- Up to 48 hours after the assignment submission deadline: The maximum rubric score is 4 on any LO.
- From 48 hours and one minute to 96 hours after the assignment submission deadline: The maximum rubric score is 3 on any LO.
- Up to 96 hours and one minute to 144 hours after the assignment submission deadline: The maximum rubric score available is 2 on any LO.
- More than 144 hours (6 days) after the submission deadline: The maximum rubric score available is 0 on any LO.

Submission Time and Late Penalties for Final Assignments

- Before the submission deadline. There is no penalty.
- Up to 24 hours after the assignment submission deadline: The maximum rubric score is 4 on any LO.
- From 24 hours and one minute to 48 hours after the assignment submission deadline: The maximum rubric score is 3 on any LO.
- Up to 48 hours and one minute to 72 hours after the assignment submission deadline: The maximum rubric score available is 2 on any LO.
- More than 72 hours after the submission deadline: The maximum rubric score available is 0 on any LO.

If you have documented extenuating circumstances that may prevent the completion of all of your assignments by the last day of the semester, you must petition the Assistant Dean for Student Affairs for an Incomplete grade by no later than Friday of week 15. Students who are denied an Incomplete grade (or who fail to petition for an Incomplete grade) and who do not submit their assignments will receive an F for the course.

7.4 Technology Expectations

For class sessions, you must use a laptop with a working camera that meets the recommendations circulated on enrollment in the course. Headphones are also required so you can hear well, and others can hear you when you are speaking. Technology Support Services: If you are having technology issues, you must contact Minerva Tech Support immediately via live chat through Forum or via email at helpdesk@minervaproject.com. If you are

having connectivity issues with your internet service provider, you need to contact your internet service provider and have documentation regarding issues. This does not excuse absences, but can be documentation to support your absences for a WF to W appeal (see Attendance Policy in this document).

7.5 Video Recording

Each class session will be video recorded. These recordings will be made available to students enrolled in the recorded class section so that you can view the personalized feedback written by your instructor and later review the class discussion. You must not share or distribute these recordings without the explicit written permission of your instructor.

The video recording of each class section will be made available to the students enrolled in that section shortly after the class, and will remain accessible to the students until the first day of the following academic year. Video recordings of class sessions may be viewed by employees of Zayed University and its partner/s only for legitimate university business.

Reference: ZU Policy & Procedure ACA-PRO-401 E-Learning: Online and Blended Learning

8. Grading Key

Zayed University has adopted a plus/minus grading scale for all undergraduate courses. Based on Zayed University policy, the grade points and outcome ranges are assigned to each letter grade as follows:

Outcome Average		Letter Grade
4.48	5.00	A
4.33	4.47	A-
4.18	4.32	B+
3.98	4.17	B
3.83	3.97	B-
3.68	3.82	C+
3.48	3.67	C
3.33	3.47	C-
3.18	3.32	D+
2.98	3.17	D
0.00	2.97	F

9. Attendance Policy

Attendance:

You are required to attend all classes, practical sessions, seminars, and examinations related to the courses in which you are registered. Your instructors are responsible for recording class attendance accurately on the official online register. You are responsible for checking and tracking your attendance records for each course through the Student Access Program.

You are expected to be present and/or logged in and ready to participate in class (physically in class with a laptop for in-person classes or visible on camera with functioning audio for online classes) at the designated time and to attend the entire class session.

As a reminder, to avoid unintentional absences due to lateness or technical issues, you are advised to:

- Restart your computer **every** day before classes begin
- Be at your computer and ready for classes ten minutes prior to the start of class
- Test your internet connection, video and audio prior to each class
- If you have persistent internet connectivity issues at home, plan to attend your Forum classes from campus
- Reach out to Live Tech support should tech issues occur so that they are resolved quickly

Absences:

- It is your responsibility to catch up on work missed through class absence.
- If you miss 5% of the class meetings allotted for a course you will receive a warning from the Registrar's Office.
- If you miss 10% of the class meetings allotted for a course you will receive a second warning from the Registrar's Office.
- If you miss more than 15% of the class meetings allotted for a course you will receive a **Withdrawal with Failure** (WF) grade for the course.
- **After missing 15% or more of the class meetings, you will not be allowed to continue the course and will need to re-take it in a later semester. There are no exceptions nor appeals if you fail to waive absences, in advance, properly and reach 15% absences.**

Student Appeals:

- Student appeals against receiving a WF grade for a course after exceeding the 15% absence limit, must be submitted on the Attendance Appeal e-form within three (3) working days of the student receiving the notification of the WF grade from the Registrar's Office.
- If the appeal is upheld, you will be allowed to withdraw from the course, and a grade of Withdrawn (W) will be assigned for that course.
- If the appeal is denied, the grade of Withdrawn with Failure (WF) will remain assigned for that course.

Waived Absences:

- For absences that qualify for the Absence Waiver, students must apply for the absence waiver in advance or as soon as possible following the absences. The Registrar's Office will email information regarding the Waiver Guidelines at the start of the semester. If you fail to apply for an absence waiver and reach 15% absences for a course, you will WF the course and will not be permitted to return to the course. There are no exceptions.

Reference: ZU Policy & Procedure ACA-REG-103 Attendance

10. Academic Integrity

10.1 Zayed University Honor Code

"In the Name of God Most Gracious Most Merciful"

As a student of the University that carries the name of the beloved and revered father of the nation, the late Sheikh Zayed Bin Sultan Al Nahayan (may his soul rest in eternal peace), I pledge to:

- Demonstrate the virtues of honesty, respect and fairness
- Adhere to the highest standards of personal moral conduct
- Refrain from any and all forms of academic dishonesty
- Present a positive image of myself by acting with maturity and honor
- Take responsibility for my actions and do my part to maintain a community of trust
- Dedicate myself to the achievement of the University's excellence

I promise to honor Sheikh Zayed and to preserve his legacy by following the example set by the wise and beloved father of the United Arab Emirates.

10.2 Desired Behavior

Students are expected to do their own work, citing all of the sources they use and being honest and open in all of their dealings with instructors, advisors, classmates, and administrators.

10.3 Collaboration Expectations

We strongly encourage you to discuss the ideas you learn about in class with your classmates. Learning in groups is always beneficial. However, although discussing pre-class work or assignments is acceptable, **you must produce all your assignments on your own unless otherwise indicated in the assignment instructions**. For essay assignments and research papers, you must always draft your work independently. If required as a part of the assignment, you may give and receive peer feedback on the drafts of assignments that have been completed by other students. For all other types of assignments, you may neither look at others' work, nor share work with anyone else who is not acting in an official capacity as a peer tutor or teaching assistant unless indicated in the assignment instructions. For example, while it is acceptable to discuss different approaches to a coding assignment, it is not acceptable to look at another student's code or to share code with a student who is not acting as a peer tutor for the course. In addition to violating the Honor Code, if a student submits an assignment that is not their own work, it misrepresents the student's understanding of the concepts, and prevents instructors from giving beneficial feedback.

10.4 Prohibited Behavior (Academic Misconduct)

All forms of academic dishonesty are strictly prohibited. Violators of this code are subject to university discipline. Academic dishonesty includes, but is not limited to:

1. Copying work produced by a person or generative AI tools either word for word or making some changes but keeping the structure, much of the language, and main ideas the same. Even if the work is not published, it should be treated as someone else's work and not as your own work.
2. Using the words, images, source code, ideas or any work created by someone else or generative AI tools without acknowledgment. Every source and tool used in a paper must be cited in the body of the work and also identified in the list of references.
3. Buying, borrowing, or otherwise obtaining and handing in a paper, project or course assignment as if it were your own.
4. Turning in someone else's paper as if it were your own is strictly prohibited, even if the paper is enclosed in quotation marks. A large part of a paper cannot simply be quotations.
5. Allowing someone or using AI tools, to edit, rewrite or make substantial changes in your work and turning it in as if you have done it all, without acknowledging the other person's contribution and without prior permission of the instructor.
6. Falsification of data.
7. Inventing or misrepresenting research or citations. (Whether through AI or not).
8. Representing coursework done for another course as new work without prior permission from the instructor.
9. Impersonating another student in an assessment or for class participation or using another student or AI to impersonate you.
10. Using generative AI tools in ways other than as prescribed in the official course syllabus.
11. Collaborating with others and/or using AI on assessments meant to be done on one's own, without the prior permission of the instructor.
12. Withholding or hiding shared instructional, research or AI resources.

At any time, if you think you may have unknowingly plagiarized someone's work, you should discuss this with your instructor before turning in the assignment.

10.5 University Discipline

At the discretion of your instructor, you may be required to answer questions about your assignment submission to ensure that you actually completed the assignment yourself. Any meetings that take place may be recorded. Depending on the outcome of these meetings, your case may be escalated to the College Academic Integrity Committee for further investigation and potential disciplinary action as per ZU Procedure ACA-STU-201 Student Code of Academic Integrity.

11. Students of Determination

Under UAE Federal Law; Students of Determination (Physical Disabilities and Learning Difficulties) are entitled to receive exam accommodation, such as, access to Assistive Technology, extra time, rest breaks or use of a separate room. To use this accommodation, you must register with Student Accessibility Services (SAS) where your requirements will be assessed. For registration and further information please contact:

Department of Student Accessibility Services (SAS);

Abu Dhabi, the Manager, Humaid Matter AlTayer Assistive Technology Resource Center, LB-01-037

Dubai, the Manager, Khalaf AlHabtoor Assistive Technology Resource Center, 04-GF-054.