



Student Affairs Deanship Disciplinary Regulations and Procedures

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1. INTRODUCTION AND CONTEXT

- As members of the Alfaisal University community, students are expected to maintain a high standard of conduct. Whether on or off campus, students are required to comply with the current University rules, regulations, policies, procedures, and code of conduct at all times.
- All students at the time of their registration, are required to confirm that they both accept and will abide by the rules, regulations, policies, procedures, and code of conduct.
- Students shall adhere to the *Student Disciplinary Regulations and Procedures* and its enforcement of all stipulations contained therein throughout their academic tenure at Alfaisal.
- Applicable conduct shall include the actions of students both on and off campus.
- Students are responsible for both their own personal conduct as well as the conduct of those whom they invite onto the campus, at all times. If, while on the campus of the University, an invited guest of a student commits an offense, the University, at its discretion, will take disciplinary action against the student who issued the invitation.
- In the interest of fairness, one incident of misconduct by an individual student may only be submitted for disciplinary review under no more than one designated offense as written in the *University Rules and Regulations*.
- Academic misconduct shall be addressed under the University's regulations governing plagiarism and examination offenses.

2. RESPONSIBILITY FOR STUDENT DISCIPLINE

- The Provost/President is responsible for the discipline of student in the University and may suspend or exclude student on disciplinary grounds. The Provost/President may delegate this responsibility to other staff in the University to implement disciplinary procedures.
- The Provost/President authorizes members of the staff of the university listed below to deal with actual and possible misconduct.
 - 1- Deans of Colleges (for academic offences)
 - 2- Dean of Student Affairs
- The Authorized Persons have the authority to make inquiries or carry out investigations in order to collect the information relevant to allegation of misconduct and where appropriate may require a report from the security office or any other part of the university.
- All members of staff of the University are empowered to take such action as may be necessary to prevent or bring to an end any contravention of the Rules and Regulations of the University. Any member of staff in whose opinion a breach of discipline may have occurred will report the incident to the relevant Authorized Person at the earliest opportunity. All incidents will be reported in order to ensure that a transparent system operates in which all cases are treated consistently, equitably and fairly.
- The student should be informed by the member of staff at the time of the incident that the matter is being reported to the appropriate officer of the University.
- The University reserves the right to report any incident to the Governmental Authority (Police).
- Student Affairs counselor must attend academic & non-academic disciplinary committee for assisting & facilitating only.

3. ACADEMIC OFFENCES

Academic Honesty

Alfaisal University expects all students to conduct themselves in a manner above reproach both inside and outside of the classroom. Students are expected to maintain academic integrity at all times and to seek assistance from an instructor when uncertain. Students who engage in activities which misrepresent their academic work through plagiarism, cheating, and infractions of academic integrity will be subject to disciplinary measures by the University. All aspects of graded and ungraded academic coursework are covered by these rules including homework, research, lab reports, course reports, quizzes, and exams.

Academic dishonesty is a serious offense at any institute of higher learning. When students seek credit for work that is not their own, they are taking advantage of fellow students, instructors, professors, and their corresponding institutions. Dishonesty in academic endeavors, particularly in the form of plagiarism, defeats the process of discovery. Accuracy in acknowledging the work of other scholars is imperative in order to further the process of discovery. Previously authored work serves as a foundation for all that is built upon it and all that it inspires; hence, it must be acknowledge throughout the process as credit must be given where credit is due.

Definitions

Cheating is defined as fraud, deceit or dishonesty in an academic assignment or exam. It includes but is not limited to:

- É Copying another student's work for an assignment that is specific to a course which may include but is not limited to the following: homework, in-class assignment, test paper, class report, lab report, research data, and computer file or program.
- É Permitting others to complete an assignment or section of an assignment specific to a course for you.
- É Utilizing a commercial service to complete an assignment or research paper for a course.
- É Completing an assignment or section of an assignment specific to a course for another student.
- É Submission of an identical assignment for credit for more than one course without prior permission from all involved instructors.
- É Collaborating on a course assignment without prior approval from the instructor.
- É Taking an exam for another person.
- É Having another take an exam for you.
- É Collaborating on an exam with another without prior approval from the instructor.
- É Copying or attempting to copy another student's work during an exam.
- É Using or attempting to use concealed information during an exam.
- É Using or attempting to use notes, prepared answers, or other unauthorized materials during an exam.
- É Preprogramming a calculator with unauthorized information or answers for use during an exam.
- É Obtaining or attempting to obtain an exam, or any part thereof, in advance of the scheduled date of administration.
- É Using, buying, selling, stealing, transporting, soliciting, copying, or possessing a yet to be administered test, in whole or in part.
- É Changing the answer on a graded test and then requesting a score change from the instructor.
- É Participating in any activity or action that affords an unfair academic advantage over others.
- É Hindering another student's academic performance in a specific course.
- É Presence of phones and any other unauthorized electronic devices in the exam room constitute an academic misconduct.

Plagiarism is using another person's words, information, or ideas without properly acknowledging the source. It can include and is not limited to:

- Taking comments, ideas and text from blogs, articles, or a websites and submitting it as your own, online or in a written assignment.
- Translation, automatic or not, from one language into English and using it as your own is also plagiarism.
- Plagiarism can include using only a few words or phrases from a source, borrowing entire sections of a work, or using an entire essay or article written by someone else.
- Copying the work of another, during class or outside of class, and presenting it as one's own work, is also plagiarism.
- Receiving significant help with the writing process from a tutor, friend, family member, or online resource (commercial or free) is plagiarism.

Collusion is the unauthorized collaboration with another in preparing work offered for academic credit.

Academic Work is the preparation and completion of any course specific requirement for a grade.

4. NON-ACADEMIC OFFENCES

4.1 DEFINITION OF MISCONDUCT

No student should engage in conduct which is in violation of any regulations or rules of the University.

- Misconduct includes but is not limited to the following:
 - É Discrimination, harassment* (see Appendix A for definition), abuse, assault, or attempted assault on another student, member of the University, or a visitor to the University premises.
 - É Damage to any property owned or leased by the University, or to any property belonging to a student, member of staff, or a visitor to the University.
 - É Use of or attempted use of fraud, deceit, deception or dishonesty when dealing with the University or any one of its members.
 - É Use of or attempted use of fraud, deceit, deception or dishonesty in connection with holding any office in the University or as a student representative of the University.
 - É Jeopardizing or damaging the reputation of the University.
 - É Failing to comply with a previously imposed penalty under the *University Rules and Regulations*.
 - É Interference, misuse, or unauthorized removal of University equipment or property.
- The following are examples of unacceptable conduct:
 - É Any conduct which constitutes a criminal offense
 - É Physical violence
 - É Verbal threats or abuse
 - É Supply or possession of illegal substances
 - É Willful damage to University property
 - É Theft of University property
 - É Willful damage to property belonging to University staff, students, or visitors.
 - É Deliberate and unnecessary activation of fire alarms
 - É Disregard for Health and Safety Regulations
 - É Failure to disclose personal information to University staff upon request when warranted.

The above list is a sample of common examples of misconduct and is not to be interpreted as an exhaustive itemized compilation.

4.2 CRIMINAL MISCONDUCT

For alleged misconduct that constitutes a criminal offense under criminal law, the following shall apply:

- É Other than a suspension, no additional action by the University may be taken unless the offense has been both reported to the police and a criminal court has ruled to either dismiss all charges or to render a sentence. Once the court has ruled, the Dean of Student Affairs

- may decide whether further disciplinary action by the University is warranted.
- É A student who is convicted in a criminal court of law in Saudi Arabia and sentenced to one year or more in prison shall be withdrawn from the University. Only with permission from the Provost/President, upon completion of their sentence, may the student reapply for admittance to the University.
 - É A student acquitted in a criminal court in Saudi Arabia for an offense will not face additional charges for said offense from the University.

5. INVESTIGATION AND INTERVIEW

5.1 SUSPENSION PENDING INVESTIGATION

- É In circumstances whereby the safety of others is perceived to be at risk, the Dean of Student Affairs shall be empowered to suspend a student effective immediately. The suspension is to be reviewed within five business days; a written report stating the reason for the suspension is to be filed.
- É A student with a pending criminal charge may be suspended by the Dean of Student Affairs pending the outcome of the criminal proceedings.
- É A student who is the subject of a police investigation may be suspended by the Dean of Student Affairs pending the outcome of the investigation.
- É A student serving a suspension is subject to the discretion of the University with regards to continued participation in campus activities and being permitted to sit for an exam.
- É Appeals regarding suspension are to be written and forwarded by the student to the Dean of Student Affairs.
- É All suspensions are to be reviewed by the Dean of Student Affairs every four weeks.

5.2 JOINT HEARING

If two or more students are alleged to be involved in the same misconduct, a joint hearing may be held to facilitate due process in their respective cases.

5.3 PRELIMINARY INVESTIGATION AND INTERVIEW

- Any alleged breach of *University Rules and Regulations* shall be the subject of a preliminary investigation. The purpose of a preliminary investigation shall be to determine whether the alleged breach may be disposed of summarily by the person undertaking the preliminary investigation without the need to instigate formal disciplinary procedures.
- The relevant authorized person or their nominee shall carry out the preliminary investigation. At any time during the preliminary investigation the authorized person may decide to refer the matter to the Dean of Student Affairs. If the student has a prior formal warning on file, the case will automatically be considered a major offense and shall be referred to the University Disciplinary Committee.
- As part of the preliminary investigation the authorized person or their nominee shall hold an investigative interview with the student before deciding whether any further action should be taken. The student will be informed in writing of the issues discussed and the conclusion of the preliminary investigation within 5 business days of the investigative interview.

- Following the preliminary investigation, if the alleged offense is found to be insignificant (more trivial than minor offenses listed in **6.1.1**) the authorized person or their nominee shall have the discretion to apply one of the following:
 - É Dismiss the complaint of misconduct, in which case the matter is closed and no record is retained of the complaint.
 - É Require the student to apologize in specified terms to one or more named persons by a specified date.
 - É Issue a caution in writing, which is formal advice to the student that if the misconduct is repeated a more severe penalty may result.

Otherwise, the authorized person must refer the incident of misconduct to the University Disciplinary Committee for either minor or major offenses.

6. MAJOR AND MINOR OFFENCES

6.1 DEFINITIONS OF MINOR AND MAJOR DISCIPLINARY OFFENSES

Procedures for taking disciplinary action are dealt with at one of two levels and the level selection shall be determined by the preliminary investigation:

6.1.1 Minor offenses that include but are not limited to the following:

- É Obstructing staff in the performance of their duties
- É Noise or disturbance in study, residence, and university halls
- É Disorderly, insulting or antisocial conduct
- É Damage to University equipment or property
- É Minor Health and Safety violations
- É Distributing/issuing fliers without University approval
- É Collecting money, fund raising or signature campaigns without University approval
- É Refusing to present ID or University ID to faculty/staff when requested
- É Providing official information/data to media and newspapers without prior authorization by the University
- É Unauthorized mixed-gender meetings
- É Violating the University dress code (such as neglecting hair cover, i.e. female students in mixed gender areas)
- É Violating the hierarchy of correspondence
- É Violating the Alfaisal email policy

6.1.2 Major offenses that include but are not restricted to the following:

- É Subsequent offense when a formal warning is in place on a student's record.
- É Behavior that constitutes a criminal offense.
- É Possession of a weapon.
- É Violence.
- É Threatening, harassing or intimidating behavior.
- É Use of illicit substances.
- É Incidents requiring the involvement of law enforcement or police.

- É Sexual harassment.
- É Providing official information/data to media and newspapers without prior authorization by the University.
- É Providing documents or University IDs for illegal use.
- É Use of another's personal computer without authorization.
- É Using the media or social media to harm the University's reputation.
- É Use of unauthorized political slogans.

6.2 PROTOCOL FOR MINOR OFFENSES

- Minor offenses shall be dealt with by a panel approved by the authorized person and comprised of three university staff members and a student counselor that have had no prior involvement with the case. The student will be called to a meeting of the Minor Disciplinary Panel immediately following the preliminary investigation of the incident.
- **Notification and Procedures of the Meeting**
The student counselor attending the Minor Disciplinary Panel shall:
 - Invite the student to the meeting with an advanced written notice of no less than five business days before the scheduled date of the meeting. The student's official Alfaisal email address shall be used for all written communication. Students will be advised of the date and time of the meeting through their official Alfaisal email. Students will be requested to acknowledge receipt of the official email notification within five business days. If a student does not respond within this time period, the case may be reviewed in the student's absence.
 - Advise the student of the nature of the allegation and invite them to submit a written response to it.
 - Inform the student of their right to call witnesses, and their right to be accompanied at the hearing by a colleague who is not professionally engaged in legal practice or otherwise experienced in advocacy by reason of employment. The colleague should be another student or staff member of the University, or may be a member of the Students' Union.
 - The secretary of the panel will record the minutes of the meeting, the panel's decision, and any penalty imposed.
 - Inform the student by email within five business days of the decision of the panel. If no appeal of the decision is received within the timeframe outlined in Section 9, the University will issue a Letter of Completion of Procedures stating that the process of disciplinary procedures has been completed.
- **Powers of the Panel**
 - Of the penalties outlined in Section 8, the panel shall have the power to impose one or more in rendering its decision.
 - The student has the right to appeal either the decision of the panel regarding guilt or the penalty to be imposed under the summary of procedure as outlined in Section 9.

6.3 PROTOCOL FOR MAJOR OFFENSES

- In extreme cases (e.g. violence) the Dean of Student Affairs may suspend students

effective immediately.

- All major offenses will be dealt with by the University Disciplinary Committee. The Disciplinary Committee shall be comprised of three staff members appointed by the Provost/President to serve for one academic year with an option for renewal. No staff member may serve on the Disciplinary Committee if they are directly associated with the student or the student's studies.
- The student's official Alfaisal email address shall be used for all written communication.
- Students shall be advised of the date and time of the meeting through their official Alfaisal email.
- Students shall be requested to acknowledge receipt of the official email notification within five business days.
- The case may be reviewed in the student's absence if the student does not respond within the specified time period.

7. THE UNIVERSITY DISCIPLINARY COMMITTEE

The University Disciplinary Committee shall consist of three members approved by the Provost/President.

7.1 Meeting Notification

- A meeting of the Disciplinary Committee shall be scheduled upon completion of the preliminary investigation, or within approximately 20 business days. Should the timeframe need to be adjusted, the student shall be both notified and updated accordingly of any delays in scheduling the proceedings.
- The student shall be given a notice of no less than 3 business days regarding the date, time, and place of the meeting that they are required to attend. The notice of the hearing shall include both the details of the allegations against the student and the rules and regulations regarding the allegations. The notice of the hearing will confirm details of any student suspension that may be in place at the time.
- The student shall be informed of their right to be heard in person at the meeting.
- The student shall be informed of their right to call witnesses.
- The student shall be informed of their right to be accompanied by a colleague who is not professionally engaged in legal practice or otherwise experienced in advocacy by reason of employment. The colleague should be another student or staff member of the University, or may be a member of the Students' Union.
- The student shall inform the counselor of the Disciplinary Committee of any written documents that they intend to present on their own behalf at the meeting. Copies of these documents must be provided to the counselor at least 3 business days before the scheduled meeting.

7.2 Meeting Protocol

- The committee may review the case in the student's absence if the student fails to appear without an acceptable excuse; or fails to notify the secretary of the committee that they do not wish to appear.
- The protocol for the proceedings shall be as follows:
 - É Introduction of those in attendance.

- É The case against the student will be presented by the authorized person or their nominee. In presenting the case against the student, the authorized person shall advise the committee of the allegations as outlined in the notice to the student.
 - É The student shall respond to the allegations and shall have the opportunity to question the person presenting the case against them at the discretion of the committee chair.
 - É The committee shall have the opportunity to question both the person presenting the case and the student.
 - É Witnesses may be called by either party solely to present their evidence and to answer questions from the committee, another party, or the chair. Once they have completed their testimony and there are no further questions, the witness must leave the meeting.
 - É The person presenting the case shall make a summary of the allegations; new evidence will not be admissible at this time.
 - É The student shall make a summary in response to the case; new evidence will not be admissible at this time.
 - É The case presenter and the student shall withdraw whilst the Committee deliberates its decision in private.
- Witnesses are required to attend to give evidence in person. The Committee may accept a witness's written statement regarding the evidence if it is not possible for the witness to attend the hearing.
 - The Committee may impose time limits on oral addresses and submissions of evidence.
 - The Committee shall rely solely on the evidence presented verbally at the hearing or evidence that has been approved for written submission.
 - The Committee may take a period not exceeding 20 working days investigating the case, thereby, deferring its deliberations and final verdict accordingly.
 - The Committee shall find the allegation of misconduct proven if the evidence presented is sufficient or irrefutable. A majority ruling by the Committee is needed to issue a final verdict.
 - The decision of the Disciplinary Committee shall be communicated by the Committee Chair to the student in writing, within 5 working days of the incident and the Counselor must be informed. If no appeal against the decision is received within the timeframe then the Committee decision will be final.
 - If the student decided to appeal the initial decision then the appeal must be submitted to the course College Dean within 3 working days of the decision writing. The College Dean must organize a new committee with different members and the new committee must decide on the case within 5 business days. The decision of the appeal committee is considered final, and must be communicated to the student and the Counselor by the chair of the appeal committee.
 - The student shall respond to the allegations and shall have the opportunity to question the person presenting the case against them at the discretion of the committee chair
 - No committee shall take place through email unless approved by Student Affairs Dean or Vice Dean.
 - The secretary of the Committee shall document the minutes of the hearing, the decision of the Committee, and any penalty to be imposed.
 - Copy of the minutes must be send to Student Affairs Dean or Vice Dean.
 - During the committee works and the appeal process the student grade must remained Incomplete.

7.3 Authority of the Disciplinary Committee

- The Committee shall have at their discretion the authority to impose one or any combination therein of the possible penalties as detailed in Section 8.
- The student has a right to appeal both a finding of misconduct and/or any penalty imposed under the summary procedures as detailed in Section 9.

8. RANGE OF PENALTIES AND THEIR APPLICATION

For a single offense, one or more of the following penalties may be imposed:

LEVEL OF APPLICATION	PENALTY
Minor or Major	Dismissal of complaint, whereupon, the case is closed and no record is retained.
Minor or Major	Issuance of a reprimand, whereupon, a penalty is imposed and a record is retained. If the student is found guilty within six months of another offense, then the penalties for both the original reprimand and the new offense shall be served.
Minor or Major	Issuance of a formal written warning to remain on the student's permanent record for the duration of their tenure at the University. The warning may be cited in any future proceedings for misconduct committed by the student.
Minor or Major	A written apology by the student addressing the offense committed.
Minor or Major	Mandated monetary reimbursement by the student for any and all damages incurred by the University for the offense.
Minor ó up to the end of the current semester Major ó up to a maximum of 2 semesters	Limited access or usage of any one or of all campus facilities as determined by the University.
Major only	Temporary suspension from the University not to exceed two semesters, wherein, the student shall not be permitted access nor use of any University facilities. The student shall be granted a formal leave if it is determined that the student's studies will suffer irrevocably from the temporary suspension, then the student shall be granted a temporary withdrawal until such time as the temporary suspension is lifted.
Major only	A two-semester suspension from the University, wherein, if the student completes any coursework at another university while serving the suspension the earned credits will not be accepted for transfer by Alfaisal University.

Major only	Expulsion from the University upon approval of the Provost/President. The decision to award academic credit upon final exit from the University will be at the discretion of the Provost/President.
Major only	Assignment of charity work, community service, or a training course for up to one-month maximum on or off campus.
Major only	Failing grade issued in a specific course, or more.

- Unpaid fines and/or costs for repair/replacement/cleaning are considered by the University to be student debts and failure to pay such debts in full may prevent the student from continuing in their program of study or from graduating.
- Where fraud has occurred, the University will take any and all necessary measure to recover any money obtained fraudulently by the offending student(s).
- Where an offense has been committed in accommodation held by the University, the University reserves the right to remove the student from said accommodation. Upon further review of the issue, if it is determined that University accommodation is no longer tenable then the University reserves the right to move the student to alternative accommodation if it is determined that this would resolve the problem.
- When determining the penalty to be imposed in cases of proven misconduct, the following considerations shall be taken in account:
 - The seriousness of the offense
 - The student's prior disciplinary record
 - Subsequent conduct of the student following the offense
 - Admission of misconduct by the student
 - Any mitigating factors where applicable

9. APPEALS AGAINST DISCIPLINARY DECISIONS

- 9.1 A student may appeal the findings or the penalty to be imposed by the Minor Disciplinary Panel or the Disciplinary Committee. The appeal must be made in writing to the Dean of Student Affairs within ten business days of receiving written notification of the penalty to be imposed.
- 9.2 The student may appeal on only one or more of the following grounds for justification of appeal listed below. Furthermore, the specific grounds for the appeal must be specified in the *Letter of Appeal*:

- Failure of due process. *Student Disciplinary Regulations and Procedures* are to be reviewed before a decision is issued during the initial hearing. The Disciplinary Appeals Board shall determine if a failure of due process or any other irregularity has occurred.
- Discovery. New evidence obtained after a decision has been rendered may support grounds for an appeal if it is determined that it was either unavailable during the initial hearing; or that it has rendered the verdict and ensuing penalty in need of a review.
- Questionable penalty. A penalty may be appealed if it is deemed excessive, inappropriate, or cannot be imposed under the provisions of current University rules and regulations.

9.3 Following the submission of a formal appeal, the Dean of Student Affairs, or a designated representative, will undertake the preliminary review of the appeal. If the preliminary review affirms that the appeal has no merit based on the accepted grounds for appeal stipulated in 9.2, the student shall be informed of this decision in writing and the University will issue a *Completion of Procedures* letter advising that the disciplinary process has been completed. If the preliminary review determines that the grounds for appeal are valid, the appeal will then be forwarded to the Disciplinary Appeals Board for a hearing.

9.4 The Disciplinary Appeals Board shall consist of three members approved by the Provost/President. No one will be permitted to sit on the Disciplinary Appeals Board if they are directly associated with the student's studies or the initial disciplinary verdict that is being appealed.

9.5 The hearing shall be limited in scope to the grounds for the review as stated in the student's *Letter of Appeal*; it should not be a rehearing of the original allegations. The Disciplinary Appeals Board shall be provided with the original report of the Minor Disciplinary Panel or Disciplinary Committee but shall not interview again the appellant nor any witnesses.

9.6 If the Disciplinary Appeals Board determines that there is sufficient evidence to prove that an excessive penalty has been imposed, the student may be invited to a subsequent hearing.

9.7 The Disciplinary Appeals Board shall determine if both the appeal and all appropriate subsequent proceedings are of merit.

9.8 With regards to the appeal, the Disciplinary Appeals Board may take the following action:

- Reject the appeal, in which case the original penalty will stand.
- Issue a different penalty, in which case a penalty deemed more appropriate will be selected from the list of permitted penalties under Section 8. The approved penalty may be either less or more severe than the original penalty.

9.9 The Disciplinary Appeals Board will notify the student of its decision within five business days. The decision of the Disciplinary Appeals Board shall be final and no further appeal will be permitted within the University. The University will issue a *Completion of Procedures* letter advising that the disciplinary process has been completed.

9.10 It is possible for the student to appeal to the university's council to reconsider the disciplinary committee decision of expelling him/her from the university after two years of announcing that decision and the council may reconsider it.

10. APPENDIX A

DEFINITIONS OF HARASSMENT AND DISCRIMINATION

Harassment is defined as unwanted conduct that has the purpose or effect of creating an intimidating, hostile, degrading, humiliating or offensive environment for the complainant, or violates the complainant's dignity.

Discrimination is defined as the negative treatment of a person because of a personal characteristic.

Sexual Harassment is defined as physical, verbal, or nonverbal conduct of a sexual nature that is unwanted and offensive to the recipient.

Racial Discrimination is defined as offensive or hostile behavior toward a person because of their race, ethnic group, nationality or citizenship.

Disability Discrimination is defined as behavior which is offensive or hostile towards a disabled person that undermines their dignity and self-respect.

Age Discrimination is behavior which is offensive or hostile toward a person due to their age.

APPENDIX B

OFFENCES FEES

	Offence	Fee
2	Failure to respond to security or safety instructions.	300 SR
3	Speeding and failure to maintain lane assignment on campus property.	1000 SR
4	Failure to produce a student ID upon request.	100 SR
5	Entering the campus without an authorized vehicle sticker.	100 SR
6	Parking in non-designated places or visitor parking spaces.	500 SR
9	Smoking in a nonsmoking area.	500 SR
10	Parking without permission in designated University parking areas after work hours.	300 SR