



























Examples: Plagiarism, academic dishonesty, disruption-obstruction, In-class disruption, mental or physical harm, discrimination and harassment.

**Suspension\***

This will be in writing and will form part of the student's permanent record (and will appear on the student's transcript). A student will be suspended for a fixed period of time during which the student may not participate in any academic or other activities at the University. At the end of the suspension period, the student may be readmitted to the University, only upon the recommendation of the University Committee on Student Affairs.

Examples: Cheating, theft, and destruction of property.

**Expulsion\***

This will be in writing and will form part of the student's permanent record (and will appear on the student's transcript). Expulsion denies the student the right to participate in any academic or other activities of the University for an indefinite time. Only under the most unusual circumstances, and upon the recommendation of the University Committee on Student Affairs, will an expelled student be readmitted to the University.

Examples: Academic dishonesty, possession of dangerous weapons or materials, and endangering public safety.

**\*Cases whereby the student affairs committee recommends suspension or expulsion should be referred to the University Committee on Student Affairs.**

**N.B: Any person who maliciously lies to cover up an act sanctioned by the code of conduct will be considered to be an accessory after the fact and may be subject to disciplinary action.**

**4. Required Withdrawal from Campus Pending Hearing**

In extraordinary circumstances, when the student's continued presence is deemed a danger to the university community, the student will be required to withdraw from the campus, pending a meeting of the University Disciplinary Committee. This action shall normally require the approval of the president of the University.



## **5. Secondary Disciplinary Actions**

In addition to the disciplinary actions listed above, the following secondary disciplinary actions may be imposed upon those who violate the Student Code of Conduct. Secondary disciplinary actions may be of an academic or non-academic nature.

### **a. Secondary Disciplinary Actions - Academic**

- i. The student may be prohibited from participating in the work study program.
- ii. The student may be prohibited from receiving any form of financial aid, scholarship, or monetary award.
- iii. The student may be prohibited from receiving any form of honor, merit award, or other academic recognition award.
- iv. The student may be prohibited from holding a graduate assistantship.
- v. The student may be given a failing grade in a course or a test or any other form of academic assessment.

### **b. Secondary Disciplinary Actions - Non-Academic**

- i. The student may be prohibited from representing AUB Mediterraneo in any official role, activity, or event.
- ii. The student may be prohibited from serving as an officer of any AUB Mediterraneo organization including club, team, or society.
- iii. The student may be prohibited from living in any AUB Mediterraneo hall of residence or similar facility.
- iv. The student may be strongly advised to attend treatment or counseling as determined by the director of the counseling center, in consultation with the Office of Student Affairs representative/ administrator.
- v. The student may be required to make financial restitution.
- vi. The student's case may be referred to an external agency for further action (this could include the filing of criminal charges).



### **Section 3 - Complaint Procedure**

Any person subject to, or who witnesses, a violation of the Student Code of Conduct should forward a written complaint to a faculty member, a chairperson, or any university official. Academic violations shall be forwarded to the dean of the faculty in which the violation occurred. Non-academic violations shall be referred to the Office of Student Affairs representative/ administrator. Violations that may require suspension or expulsion will be referred by the concerned dean to the University Disciplinary Committee.

### **Section 4 - Formal Hearing by University Committee on Student Affairs**

The University Committee on Student Affairs will deal with alleged violations in a manner that ensures that those charged with a violation understand the charge and the evidence against them and are afforded a reasonable right of rebuttal.

The University Committee on Student Affairs shall inform the student of the charge in writing. Evidence shall be presented in the presence of the student who shall have a reasonable right of rebuttal including the right to cross-examine witnesses. In determining penalties, the committee may take into consideration the student's cumulative discipline record. The University Committee on Student Affairs decision shall be final.

### **Section 5 - Appeal Procedure**

Any student who is charged with a disciplinary offense has the right to a full and fair hearing for any disciplinary charges brought against him or her under university regulations.

If any of the following apply, a student may appeal to the dean of the faculty or school regarding faculty or departmental decisions, or to the University Committee on Student Affairs against disciplinary action taken by the Office of Student Affairs representative/ administrator or the dean of the faculty or school to which the student belongs:

1. Procedural error.
2. New evidence.
3. Unsupported conclusion.
4. Disproportionate sanctions.

The outcome of this appeal may result in higher, lower, identical, or no sanctions at all being imposed. The University Committee on Student Affairs' decision shall be final.

**Section 6 – Grievance Policy and Procedures**

Undergraduate or graduate students may consider informal or formal procedures to seek redress for what they believe to be unfair, improper, or discriminatory decisions, actions, or treatment contravening the established policies and procedures of the University. These grievance procedures neither supersede, nor take precedence over established university procedures or due process for any and all matters related to academic misconduct, disciplinary appeals, grade appeals, financial aid, or other well-defined areas of faculty or staff responsibility. Moreover, grievances should not be confused with petitions related to academic issues, including deviation from academic requirements or policies.

For more information, refer to Student Grievance Policy and Procedures (Appendix 8).





**APPENDIX I  
VIOLATION OF THE STUDENT CODE OF CONDUCT**

**(To download this form in Word format)**

To: Office of the Dean of \_\_\_\_\_

Subject: Violation of the Student Code of Conduct

Date: \_\_\_\_\_

The following details pertain to a violation of the student code of conduct and for which an initial disciplinary action was/wasn't taken:

- Date of incident : \_\_\_\_\_
- Course (Department & Number): \_\_\_\_\_
- Nature of offense: \_\_\_\_\_
- Student(s) involved:
 

ID:	Name:	Faculty/Major:
• _____	_____	_____
• _____	_____	_____
• _____	_____	_____
• _____	_____	_____
- Initial disciplinary action taken by instructor (if any):  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Submitted by: \_\_\_\_\_

Signature: \_\_\_\_\_

- 
- To be completed by faculty members for reporting a violation of the student code of conduct
  - To be submitted within 15 academic days from the date of occurrence of the violation to the Student Records Officer in the Dean's Office
  - A description of the violation, related evidences and documents to be attached to this form
  - One copy to be placed in the student's file (at the Faculty/School where he/she is enrolled)
  - One copy to be given to the student's advisor for follow-up

Dean's instruction (if required):

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_



## **APPENDIX II**

### **BREACH OF THE STUDENT CODE OF CONDUCT PROCESS FLOW**

#### **1. Academic Misconduct**

- a. The immediate responsibility for dealing with instances of cheating, plagiarism, and other academic violations rests with the faculty member. If a faculty member has good reason to believe that a student has violated academic standards, it is his or her responsibility to discipline the student expeditiously. A faculty member who has good reason to believe that a student has violated academic standards must give a zero on the exam or assignment where the violation occurred, and to report the incident as per paragraph 3 below. Disciplinary actions of a more severe nature are recommended by the Faculty Student Affairs Committee to the Dean who in turn may refer the case to the University Committee on Student Affairs which is authorized to impose either suspension or expulsion from the University.
- b. The immediate responsibility for dealing with in-class disruption or dishonesty rests with the faculty member. It is his or her responsibility to ask the student to leave the classroom and to report the incident as per paragraph 3 below.
- c. The faculty member will report the incident to the office of the Dean of the Faculty or School, in which the incident occurred, informing him/her of the incident and the initial action already taken by the faculty member (see section 1 above). The letter will be forwarded to that Faculty's Student Affairs Committee for review and further action as necessary. Two copies of the letter will be sent to the Faculty where the student is enrolled. One will be kept in the student's file and the other sent to the student's advisor for follow-up.
- d. The Faculty/School administrator at the Faculty/School where the incident occurred retrieves pertinent information about the student(s) involved in the incident, and adds this information to the incident's file prior to handing it to the Chair of the Student Affairs Committee of that same Faculty. This information will be retrieved from the records of the Faculty in which the student is enrolled and/or from University records.
- e. The Student Affairs Committee of the Faculty where the incident occurred reviews the case and either endorses the faculty member's action as is, or recommends additional disciplinary actions. Its recommendations and



justifications are minuted and forwarded to the Dean of that same Faculty for approval and implementation.

- f. The Dean of the Faculty where the incident occurred will approve and implement the Faculty's Students Affairs Committee's recommendations for those students that are enrolled in that Faculty. He/she will communicate the action recommended by that committee to the dean/director of the school in which the student is enrolled for his/her approval and implementation.
- g. Recommendations for disciplinary actions up to and including the "2nd Dean's Warning" may be approved and implemented by the Dean of the Faculty in which the student is enrolled. Serious cases which in the opinion of the Student Affairs Committee may require suspension or expulsion will be referred by that Dean to the University Committee on Student Affairs (UCSA) for further review and recommendation.

## **2. Non- Academic Misconduct**

1. Misconduct that is clearly non-academic falls under the jurisdiction of the Office of Student Affairs representative/ administrator who will take the necessary action in consultation with the Dean(s) of the faculty or school to which the student(s) belongs.
2. The Office of Student Affairs representative/ administrator may decide and implement disciplinary actions up to and including the "2nd Dean's Warning". Violations that may require suspension and or expulsion are referred by the Office of Student Affairs representative/ administrator to the University Committee on Student Affairs (USAC) for further review and recommendation.