

## Academic Violation Form

Academic Semester		Date of Incident	
Course Subject and Number		Location of Incident	
Name of instructor			

**Note:** This form and all the incident-related documents should be forwarded to the Student Code of Conduct Office in the Student Affairs Sector to archive them after following all the procedures highlighted in the Student Code of Conduct and the flowchart.

### Description of the Violation

#### Type of violation:

- 1- Re-submitting the work prepared for one course to another course.
- 2- Cheating or any attempt of cheating, assisting, or participating in any cheating act during assignments.
- 3- Submitting research or assignments written and completed by other students or other persons.
- 4- Intentionally disrupting the teaching and learning in the classrooms, or attempting to do so.
- 5- Falsifying and fabricating any information, figures, or quotes.
- 6- Cheating, trying to cheat, assisting, or participating in any cheating during the mid-term or the final exams.
- 7- Disrupting the examination process or causing a disturbance during the exams.
- 8- Student Impersonating by another student or any other person during an exam, assignment, or any academic activity.
- 9- Violating the intellectual property rights of others, whether by unauthorized photocopying or undocumented quoting.
- 10- Forging any documents and information submitted to the University.
- 11- Possession of a mobile phone or any electronic device during an exam or an assignment without disclosure to, or prior permission by, the responsible proctor, whether it is intentional or unintentional.

#### Details about students who committed the violation:

QU ID	Name

#### The person who is reporting the violation

Name			
Job ID		Position	
Email		Mobile	
Date		Signature	



# Academic Violation Form

Academic Department Where the Violation Occurred

Details of the Violation

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-You can attach additional pages for more details

**Instructor's Notes**

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**Instructor's Decision**

This section is to be completed by the instructor if the violation is listed among the violations 1 to 3 shown above otherwise the form should be forwarded to the Head of the Department.

- The student repeats the work in which the violation occurred or performs any alternative work as determined by the course instructor.
- The student writes an article reflecting on the negative impact of the violation on his/her university experience.
- Exclude the result of the assignment or examination in which the violation occurred.
- Forward the case to the head of the department.

<b>Instructor Signature</b>		<b>Date</b>	
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**Head of Department Notes:**

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<b>Head of the Department</b>			
<b>Signature</b>		<b>Date</b>	



# Academic Violation Form

## College Where the Violation Occurred Recommendations of the College Student Affairs Committee

This section is to be completed by the College Student Affairs Committee if the violation is among the violations from 1 to 5 shown above otherwise the form should be forwarded to the Vice President for Student Affairs.

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- The minutes of the meetings and the decisions of the committee should be attached to this form

<b>Chair of the College's Student Affairs Committee:</b>	
<b>Chair of the College's Student Affairs Committee Signature:</b>	
<b>Date:</b>	

## Decision of the College Dean:

This section is to be completed by the College Student Affairs Committee or the College Dean if the violation is among the violations from 1 to 5 shown above otherwise the form should be forwarded to the Vice President for Student Affairs.

- The student repeats the work in which the violation occurred or performs any alternative work as determined by the course instructor.
- The student writes an article reflecting on the negative impact of the violation on his/her university experience
- Exclude the result of the assignment or examination in which the violation occurred.
- Verbal warning.
- Exclude the result of some or all of the assignments related to the course.
- Written warning.
- Forward the form to the VP for Student Affairs

<b>Dean of the College</b>			
<b>Signature</b>		<b>Date</b>	

## Vice President for Student Affairs

Description of the student record including academic status and previous academic violations (if available).

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## Academic Violation Form

Name of the Specialist			
Title		Job Number	
Email		Mobile Number	
Signature		Date	

### Recommendations of the Vice President for Student Affairs

- Archive the incident.  
 Forward the case to the Students' Disciplinary committee.

Vice President for Student Affairs			
Signature		Date	

### Recommendations of the Students' Disciplinary Committee

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- The minutes of the meetings of the committee and decisions should be attached to this form

Head of Students' Disciplinary Committee			
Signature			
Date			

### Decision of the Vice President for Student Affairs:

- Archive the case.  
 The student repeats the work in which the violation occurred or performs any alternative work as determined by the course instructor.  
 The student writes an article reflecting on the negative impact of the violation on his/her university experience  
 Exclude the result of the assignment or examination in which the violation occurred.  
 Verbal warning.  
 Exclude the result of some or all of the assignments related to the course.  
 Written warning.  
 Cancel the registration of the student in the course in which the violation occurred.  
 Cancel all the courses registered in the semester in which the violation occurred.  
 Receive a compulsory failing grade in the course in which the violation, occurred and cancel all the courses registered in the semester in which the violation occurred.



## Academic Violation Form

- Receive a compulsory failing grade in all courses registered in the semester during which the violation occurred.
- Dismissal from the University for a period not exceeding one semester.
- Dismissal from the University at least one semester, but not more than four semesters.
- Forwarding the case to the President.

**Recommendations of the Vice President for Student Affairs if the case is to be forwarded to President:**

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<b>Vice President for Student Affairs</b>			
<b>Signature</b>		<b>Date</b>	

**President of the University**

- Archive the incident.
- The student repeats the work in which the violation occurred or performs any alternative work as determined by the course instructor.
- The student writes an article reflecting on the negative impact of the violation on his/her university experience
- Exclude the result of the assignment or examination in which the violation occurred.
- Verbal warning.
- Exclude the result of some or all of the assignments related to the course.
- Written warning.
- Cancel the registration of the student in the course in which the violation occurred.
- Cancel all the courses registered in the semester in which the violation occurred.
- Receive a compulsory failing grade in the course in which the violation, occurred and cancel all the courses registered in the semester in which the violation occurred.
- Receive a compulsory failing grade in all courses registered in the semester during which the violation occurred.
- Dismissal from the University for a period not exceeding one semester.
- Dismissal from the University at least one semester, but not more than four semesters.
- Suspension of awarding the academic degree for a period not exceeding two semesters.
- Final Dismissal from the University.
- Denial of the awarding of, or revoking the academic degree.

**Notes (Remarks) of the President of the University:**

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<b>President of the University</b>			
<b>Signature</b>		<b>Date</b>	