

Academic Violation Registration Form

(Responsible entity: course instructor)

Course Information		Violation Documentation Information	
Academic Semester		Day and Date of Violation	
Course Code and Number		Location of Violation (Building code and room number)	
Course Name		Time of Violation	
Instructor Name		Description of Violation Tool /Method (Attach photo if any)	
Department and College		Violation Officer (who recorded it)	
Other Information			

Important Notes:

- Before filling out the form, the instructor must verify with the Assistant Dean for Student Affairs in the college whether the student has any prior violations. The Assistant Dean for Student Affairs shall communicate with the Student Conduct Office to verify if the student has previous violations to determine which form should be used.
- This form is filled out if the student commits one of the violations stipulated in items 1 to 7 below, and the student has no prior violations. The instructor has the right to impose any of the sanctions stipulated in items 1 to 4.
- If the student commits any of the violations stipulated in items 1 to 7 more than once in one or more courses, the Academic Violation Registration Form (Responsible Entity: Discipline Committee) shall be filled out. The Dean of the College shall refer the violation documents to the responsible Vice President to take appropriate action.

Description of Academic Violation:

- 1. Resubmitting an assignment prepared for one course in another course.
- 2. Attempting to cheat in assignments.
- 3. Cheating in assignments or assisting or participating in it.
- 4. A student assigned research or assignments submitting work completed by other students or other persons or using Artificial Intelligence without adhering to the ethical guidelines governing its use.
- 5. Intentionally disrupting the educational process or its order
- 6. Failure to observe academic integrity in assignments.
- 7. Using or attempting to use a mobile phone or any other means that may be used for cheating during assignments without prior authorization.

Details about students who committed the violation

ID Number	Name	Email	Mobile Number

Details of the Violation committed by the student(s):

Instructor's Decision:

Notes:

- This section is filled out if the violation is among those listed in items 1–7 above, and the case is sent to the Head of Department / Head of the concerned entity.
- The principle of gradual disciplinary sanctions should be followed when an academic violation occurs.
- The student must be notified of the decision in writing, and a copy of the notification must be attached to the form.
- The specified timeframes for reporting, submitting, and following up on violations must be adhered to, in accordance with the approved regulations and procedures.

Sanctions:	
<input type="checkbox"/>	1.Warning the student not to repeat the violation.
<input type="checkbox"/>	2.The student shall be required to resubmit the assignment in which the violation occurred or complete an alternative assignment.
<input type="checkbox"/>	3.Requiring the student to write an essay discussing the negative impact of the violation on the university experience.
<input type="checkbox"/>	4.Cancelling the result of the assignments regarding which the violation occurred.

Any further notes:

Signature of the Course Instructor		Date:	
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Head of Department / Head of the concerned entity comments:

Head of Department/ Head of the Concerned Entity		Signature of Head of Dept./Concerned Entity		Date:	
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Assistant Dean for Student Affairs' Comments:

Assistant Dean for Student Affairs	
Signature of Assistant Dean for Student Affairs:	Date

Dean of the college's comments:

College	
Signature of Dean of the College	Date

Note: The form and all documents related to the violation shall be forwarded to the responsible Vice President for archiving in the student's record.