

# Disciplinary Policy on Academic Misconduct

## I. Purpose

This policy is designed to uphold academic integrity within Alfaisal University and provide a clear framework for addressing incidents of academic misconduct, including cheating during exams. The aim is to maintain a fair and transparent process, while ensuring that students have a clear avenue to appeal decisions that they believe to be unjust.

## II. Scope

This policy applies to all students enrolled at Alfaisal University and covers any acts of academic misconduct, including but not limited to cheating, plagiarism, falsification of academic records, or any other form of dishonest academic behavior, particularly during examinations.

## III. Authority and Responsibility

1. **College-Level Authority:** Each college is empowered to handle and make decisions regarding academic misconduct cases within its respective programs. College Deans or designated academic committees shall have the authority to investigate allegations of academic misconduct, determine the appropriate disciplinary actions, and implement consequences based on the severity of the violation.

2. **Possible Sanctions:** Depending on the severity of the misconduct, sanctions may include, but are not limited to:

- A. A formal warning
- B. A failing grade for the affected exam or course or more
- C. Suspension or expulsion from the college or university
- D. Any other disciplinary actions deemed appropriate by the college

## IV. Student Right to Appeal

1. **Initial Appeal Process:** If a student disagrees with the decision made by the college regarding academic misconduct, they have the right to appeal the decision to the Deanship of Student Affairs.

2. **Timeframe for Appeal:** The student must submit their appeal in writing to the Deanship of Student Affairs within 10 business days of receiving the final decision from the college.

## V. Appeal Committee

1. **Composition of the Appeal Committee:** The Deanship of Student Affairs shall organize an Appeal Committee to review the case. The committee will consist of:

- A. Faculty members from different academic colleges within the university
- B. A representative from the Deanship of Student Affairs

2. **Responsibilities of the Appeal Committee:** The committee will review all documentation and evidence related to the case, conduct interviews if necessary, and make a final decision based on a thorough examination of the facts.

## **VI. Final Decision**

1. **Binding Decision:** The decision of the Appeal Committee is final and binding. The committee has the authority to uphold, modify, or overturn the original disciplinary decision made by the college.

2. **Notification:** The student will be notified in writing of the Appeal Committee's decision within 10 business days after the committee's meeting. The decision will include a summary of the findings and rationale for the committee's conclusion.

## **VII. Confidentiality**

All proceedings under this policy will be handled with strict confidentiality. Only individuals directly involved in the investigation, decision-making, and appeal processes will have access to information about the case.

## **VIII. Prevention and Education**

In addition to disciplinary actions, the university is committed to promoting academic integrity through educational programs and awareness campaigns. These initiatives aim to reduce incidents of academic misconduct and encourage students to engage in ethical academic practices.

## **IX. Conclusion**

This policy seeks to preserve the integrity of the academic environment at Alfaisal University while ensuring fairness and transparency in the handling of academic misconduct cases. By empowering colleges to manage cases locally and providing an accessible appeal process, we aim to support both academic excellence and student rights.

This policy is effective immediately upon approval and will be reviewed periodically to ensure it meets the needs of the university community.