



## Academic Violation of Student Code of Conduct 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.

Type and Description of the Violation	
1- Re-submitting the work prepared for one course to another course.	2- Cheating or attempting to cheat, assisting, or participating in any cheating act during assignments.
3- Submitting research or assignments accomplished by other students or other persons.	4- Intentionally disrupting classes, its order, or attempting to do so.
5- Falsifying and fabricating any information, figures, or quotes.	6- Cheating, or trying to cheat during the midterm or final exam, assisting, or participating in it.
7- Disrupting the examination process or causing a disturbance during the exam.	8- Impersonating in which a student or any other person fraudulently attends an exam or any academic activity in place of another student.
9- Violating of the intellectual property rights of others, whether by photocopying or undocumented quoting.	10- Forging any documents and information submitted to the University.
11- Carrying a mobile phone or any electronic device without informing 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 of Student Code of Conduct 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 Department.

- Student repeats the work in which the violation occurred, or performs any alternative work determined by the course instructor.
- Student writes an article discussing the negative impact of the violation on the University experience.
- Canceling the result of the assignment or examination in which the violation occurred.
- Forward the case to the head of the department.

Instructor Signature		Date	
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Head of Department Notes:

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Head of the Department			
Signature		Date	

College where the Violation Occurred

Recommendations of the College Student Affairs Committee

This section is to be completed by the Dean's office according to the recommendations of 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.

Chair of the College's Student Affairs Committee:			
Signature		Date	



## Academic Violation of Student Code of Conduct Form

### Decision of the College Dean:

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

- Student repeats the work in which the violation occurred, or performs any alternative work determined by the course instructor.
- Student writes an article discussing the negative impact of the violation on the University experience
- Canceling the result of the assignment or examination in which the violation occurred.
- Verbal warning.
- Canceling the result of some or all of the assignments related to the course.
- Written warning.
- Forward the form to the VP of 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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<b>Name of the Specialist</b>			
<b>Title</b>		<b>Job Number</b>	
<b>Email</b>		<b>Mobile Number</b>	
<b>Signature</b>		<b>Date</b>	

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

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

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

### Recommendations of the Students' Disciplinary Committee

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

<b>Head of Students' Disciplinary Committee</b>			
<b>Signature</b>		<b>Date</b>	



## Academic Violation of Student Code of Conduct Form

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

- Archive the incident.
- Student repeats the work in which the violation occurred, or performs any alternative work determined by the course instructor.
- Student writes an article discussing the negative impact of the violation on the University experience.
- Canceling the result of the assignment or examination in which the violation occurred.
- Verbal warning.
- Canceling the result of some or all of the assignments related to the course.
- Written warning.
- Failing the course in which the violation occurred.
- Receiving 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.
- Receiving 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 incident to the President.

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

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Vice President for Student Affairs			
Signature		Date	

## President of the University

### Decision of the President:

- Archive the incident.
- Student repeats the work in which the violation occurred, or performs any alternative work determined by the course instructor.
- Student writes an article discussing the negative impact of the violation on the University experience.
- Canceling the result of the assignment or examination in which the violation occurred.
- Verbal warning.
- Canceling the result of some or all of the assignments related to the course.
- Written warning.
- Failing the course in which the violation occurred.
- Receiving 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.
- Dismissal from the University for a period not exceeding one semester.
- Receiving a compulsory failing grade in all courses registered in the semester during which the violation occurred.
- Dismissal from the University at least one semester, but not more than four semesters.
- Suspending of granting the academic degree for a period not exceeding two semesters.
- Expulsion from the University.
- Canceling or revoking of the academic degree.

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

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President of the University			
Signature		Date	