

# STUDENT CODE OF CONDUCT

Approved by the Senate in May 2009

## Table of Contents

[Preamble](#)

[Jurisdiction](#)

[Section 1 - Definitions of Misconduct](#)

[Section 2 - Disciplinary Actions](#)

[Section 3 - Complaint Procedure](#)

[Section 4 - Formal Hearing by University Disciplinary Committee](#)

[Section 5 - Appeal Procedure](#)

[Appendix I - Violation of the Student Code of Conduct](#)

[Appendix II - Breach of the Student Code of Conduct Process Flow](#)

[Back to Top](#)

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## **Preamble**

The American University of Beirut expects that all faculty, staff, and students embrace and exemplify the values of AUB, as defined in general university policies regarding ethical standards of behavior.

AUB has a long and distinguished tradition of seeking to instill in students high academic and ethical principles. The University expects students to adhere to norms of academic integrity that accord with those of accepted international scholarly practice and professional ethics. Students should speak and act with due regard to the rights, dignity, and freedom of others, whether within the academic context of the classroom and laboratory, or within the context of co-curricular life and social and recreational events. AUB encourages the free exchange of ideas and opinions, but it does not tolerate any form of discrimination or harassment against members of the university community, breach of academic integrity, or infringement of ethical standards of conduct. These principles and values are expressed in AUB's [mission statement](#).

By applying for and accepting admission at AUB, students accept its regulations and acknowledge the right of the University to take disciplinary action for conduct judged to be in violation of the applicable university rules and regulations, and in particular of the Student Code of Conduct.

The Student Code of Conduct shall be applied on campus and at AREC, the AUB medical center, and all university-authorized events such as galas, sporting events, graduation parties, etc.

[\*\*Back to Top\*\*](#)

## **Jurisdiction**

The purpose of this code is to provide students with a clear statement of the standards of behavior expected in an educational environment, so that they make responsible choices regarding their participation in the academic community and understand the consequences of their infringement of these standards. Violations may be of an academic or non-academic nature.

Jurisdiction of academic violations lies initially under the authority of the instructor of the course in which the violation occurred. If necessary, the case will subsequently be reviewed by the Student Affairs committee of the Faculty or School in which the violation occurred. The Dean of Faculty or School in which the student is enrolled, is responsible for implementing the sanctions recommended by the Student Affairs committee.

Misconduct that is clearly non-academic falls under the jurisdiction of the dean of student affairs who will take the necessary action in consultation with the dean(s) of the faculty or school to which the student belongs. AUB holds all students responsible for actions occurring on campus and at AREC, the AUB medical center, and university-authorized events.

Students attending an off-campus function as representatives of the University (such as, but not limited to, students serving on academic or athletic teams or engaging in club activities) are subject to disciplinary sanctions for violations of this code.

### Students Code of Conduct

The following are examples of actions deemed in violation of the Student Code of Conduct; they are not intended to define misconduct in exhaustive or exclusive terms. Any student who violates the principles described in the preamble to this document shall be subject to disciplinary action in accordance with the Student Code of Conduct.

[Back to Top](#)

## Section 1 - Definitions of Misconduct

1. [Academic Misconduct](#)
  2. [Non-Academic Misconduct](#)
- 

### 1. Academic Misconduct

Offences involving academic misconduct include, but are not limited to, the following:

#### a. Cheating<sup>1</sup>

While taking a test or examination, students shall rely on their own mastery of the subject and not attempt to receive help in any way not explicitly approved by the instructor; for example, students shall not try to use notes, study aids, or another's work.

Such cheating includes trying to give or obtain information about a test, trying to take someone else's exam, or trying to have someone else take one's own exam.

Recommended range of actions: [3-5].

#### b. Plagiarism<sup>2</sup>

Whenever students draw on another's work, they must specify what they borrowed, whether facts, opinions, or quotations, and where they borrowed it from. Using another person's documented ideas or expressions in one's writing without acknowledging the source constitutes plagiarism.

Recommended range of actions: [3-5].

#### c. In-Class Disruption

Students in class are expected to behave appropriately, and shall not disrupt classes or exams by extraneous conversation and/or misbehaving.

Recommended range of actions: [1-3].

#### d. Dishonesty<sup>3</sup>

Students are expected to be honest in all dealings with the University. Certain kinds of dishonesty, though often associated with academic work, are of a different category than cheating or plagiarism. These kinds of dishonesty include (but are not limited to) the following:

- a. Misrepresenting personal circumstances to an instructor (for example, in requesting a makeup exam or special due date for an assignment, or in explaining an absence).

Recommended range of actions: [1-3].

- b. Forging parts of, or signature on, official documents (including both, university documents and relevant outside documents, such as doctors' notes).

Recommended range of actions: [3-5].

- c. Taking credit for work in a team-project when little or no contribution to the work of the team has been made.

Recommended range of actions: [1-3].

- d. Unlawfully copying computer software.

Recommended range of actions: [2-4].

- e. Engaging in bribery of any kind.

Recommended range of actions: [3-5].

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<sup>1</sup>Adapted from the Villanova Academic Integrity Code.

<sup>2</sup>Adapted from the Modern Language Association Style Manual and Guide to Scholarly Publishing, as found on Duke University's web page.

<sup>3</sup>Adapted from the Villanova University Academic Integrity Code.

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

### **a. Disruption/Obstruction**

Students have the right to express their opinions on matters of concern to the University in an organized manner and in a public space, excluding residences on campus, but they must notify and consult with the dean of student affairs before doing so. The nature of the event and any publicity accompanying it must be reviewed by the dean to assure that neither Lebanese law, nor university policies and norms are being violated.

In cases where student-sponsored events, including protests, sit-ins, and demonstrations are, after such consultation, not approved by the dean of student affairs, or, if needed by the Board of Deans or the president, it may become necessary for the dean of student affairs to undertake disciplinary measures and even to instruct campus protection to bring the public gathering to an end.

Disrupting or obstructing the normal educational process or any university function or activity by student demonstrations, sit-ins, or 'strikes' is strictly prohibited. This includes, but is not limited to: disrupting classes, library operations, seminars, exhibitions, meetings, ceremonial events, or examinations; impeding or preventing others from attending such events; falsely activating a disaster alarm; or making a threat.

Under no circumstances are any members of the university family to be intimidated or threatened in the execution of their normal duties and responsibilities. That means that students and faculty who wish to hold or attend classes or to go to their offices or places of study shall not be prevented from doing so; non-academic staff and administrators shall not be impeded from going to their places of work.

### **b. Distribution of Unauthorized Published Material**

The public distribution and posting of published materials such as fliers, leaflets, posters, audiovisuals, etc., must be approved and stamped by the dean of student affairs. The campus protection office will remove from display any such unauthorized material.

### **c. Theft**

Stealing on campus or at a university-authorized event off campus, including unauthorized use of university equipment or services (e.g., telephones, photocopiers, or computer facilities), or possession of stolen property, is prohibited.

### **d. Destruction of Property/Endangering Public Safety**

Students are expected to protect university property and to respect the safety of others. Acts contrary to these principles, which include, but are not restricted to, the following, are subject to disciplinary procedure:

- i. Engaging in vandalism or other intentional damage (such as spray painting or graffiti) to property on campus or at university-authorized events off campus.
- ii. Littering, such as disposing of waste (empty bottles, cigarette butts, food containers, etc.) in other than designated places on campus.
- iii. Unjustified discharge, damaging, or tampering with any fire extinguisher, fire alarm, or other safety devices.
- iv. Taking, or attempting to take, action that damages or could damage private property, without the consent of the owner or person legally responsible.
- v. Appropriating, or attempting to appropriate or possess, private property, without the consent of the owner or person legally responsible.
- vi. Unauthorized entry, unapproved duplication of keys or use of such, or unauthorized use of campus facilities.

**e. Mental or Physical Harm**

Acts that inflict mental or physical harm are prohibited, including the following:

- i. Engaging in physical aggression including, but not limited to, assault.
- ii. Engaging, or attempting to engage, in intimidation, coercion, extortion, blackmail, or bribery; bullying; threatening violence, injury, or harm to others on campus or at university-authorized events off campus; endangering or tending to endanger the safety, health, or life of any person.
- iii. Engaging in behavior that creates a substantial risk of, or results in, injury to others, such as committing arson or causing a riot.
- iv. Using force, inciting violence, inflicting or attempting to inflict injury to others on campus or at a university-authorized event off campus.
- v. Engaging in any activity that endangers the health and safety of an individual or demeans an individual in conduct of an unbecoming or humiliating nature, or in any way that detracts from an individual's academic pursuits.

**f. Possession of Dangerous Weapons or Materials**

Students must not distribute, possess, store, or use, on campus or at a university-authorized event off campus, any kind of weapon, device, explosive, dangerous chemicals, hazardous materials, or any other instrument designed to do bodily harm or to threaten bodily harm. Instruments used to simulate such weapons, which endanger or tend to endanger any person, shall be considered weapons. Students are also prohibited from distributing, possessing, storing, transferring, selling or attempting to sell, delivering, using or attempting to use, any illegal drugs, narcotic or hallucinogenic, on campus or at any university-authorized event off campus.

**g. Discrimination and Harassment**

Students are not allowed to discriminate on the basis of race, gender, age, religion, national origin, ethnic origin, marital status, mental or physical disability. Nor shall they harass, intimidate, insult, or threaten others whether verbally, in writing, or through electronic means.

Engaging in sexual harassment, e.g., requests for sexual favors, unwelcome sexual advances, unwelcome physical contact of a sexual nature, spoken comments or abuse (including email) of a sexual nature, and the public display of sexually suggestive objects or pictures is prohibited (refer to the [University Policy Against Discrimination and Harassment](#)).

**h. Smoking and Alcohol**

The consumption of alcohol, on campus, by students is not permitted. Smoking is not permitted in university buildings other than private residences and those areas within the student dormitories, as may be designated from time to time by the dean of student affairs (refer to the [University Policy on Smoking](#)).

**i. Inappropriate Sexual Behavior**

Publicly engaging in sexual behavior is prohibited as deemed by Lebanese law.

**j. Use of Computers**

Accessing protected computer accounts or other computer functions, knowingly transmitting computer viruses, and unethical use of AUB access is prohibited (refer to the [University Policy on the Use of Computers](#)).

**K. Inappropriate Conduct in the AUB Libraries**

Any action that impedes the safe and effective use by all patrons of the AUB Libraries for the purpose of study, research, reading, and other intellectual pursuits, is prohibited (refer to the [University Policy on Appropriate Conduct in Libraries](#)).

[Back to Top](#)

## Section 2 - Disciplinary Actions

1. [Academic Misconduct](#)
  2. [Non-Academic Misconduct](#)
  3. [List of Primary Disciplinary Actions](#)
  4. [Required Withdrawal from Campus](#)
  5. [Secondary Disciplinary Actions](#)
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Disciplinary action will be imposed according to the nature (academic or non-academic) and severity level of the violation.

### 1. Academic Misconduct

In principle, enforcement of disciplinary actions for academic violations is carried out by those immediately responsible.

It is the responsibility of the faculty to uphold university policies. Thus, 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 grade of zero on the exam or assignment where the violation occurred.

When the instructor has taken the initial disciplinary action, he or she should send a letter (see [Appendix I](#)) 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 he/she has taken. A copy of the letter will be placed in the student's file, and another copy forwarded to the student's advisor for follow-up. See detailed flow in [Appendix II](#).

### 2. Non-Academic Misconduct

#### a. General

Violations of a non-academic nature are the responsibility of the dean of student affairs, in consultation with the dean of the faculty or school in which the student is enrolled and, as necessary, the chief of campus protection. Students should know that the laws of the Republic of Lebanon apply on campus, and those who violate these laws may be subject to criminal prosecution. See detailed flow in [Appendix II](#).

#### b. Library-Related

As detailed in the "[University Policy on Appropriate Conduct in Libraries](#)", the immediate responsibility for dealing with violations of library rules rests with the librarian or library staff in charge of a department, section, or room of the Library where a violation occurs. Violations that are not dealt with internally by the librarian will follow the flow in [Appendix II](#).

### 3. List of Primary Disciplinary Actions

All disciplinary actions listed below will be recorded in the student's permanent record at the registrar's office. Only suspension and expulsion, will become part of the student's official transcript or record. Records of the University Disciplinary Committee decisions, including charges and sanctions, will be maintained as part of the confidential records in the office of the respective dean, for a period of up to four years after the student graduates or ceases to be a student.

#### **Range of Actions**

##### **Warning**

This may be oral or written. It is a statement that the student has inadvertently violated a university regulation. The warning will be documented and recorded.

Examples: Littering and smoking in prohibited areas.

##### **Reprimand**

This will be in writing. It is a statement that the student has violated a university regulation. It is intended to communicate most strongly, both the disapproval and the reprimand of the university community.

Examples: Inadvertent plagiarism - failure to cite sources appropriately, and inappropriate physical contact.

##### **Dean's Warning**

This will be in writing. Only two Dean's Warnings are allowed in a student's academic career at AUB. It is recommended that any violation of university regulations after the second Dean's Warning results in consideration of suspension. Dean's warnings are normally accompanied by secondary disciplinary actions (see section 5 below).

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 Disciplinary Committee.

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 Disciplinary Committee, 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 Disciplinary Committee.**

**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 in any official role, activity, or event.
- ii. The student may be prohibited from serving as an officer of any AUB organization including club, team, or society.

- iii. The student may be prohibited from living in any AUB 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 dean of student affairs.
- 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).

[Back to Top](#)

### **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 dean of student affairs. 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 Disciplinary Committee**

The University Disciplinary Committee 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 Disciplinary Committee 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 Disciplinary Committee's 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 Disciplinary Committee against disciplinary action taken by the dean of student affairs 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 Disciplinary Committee's decision shall be final.

[Back to Top](#)

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

(To download this form in Word format, [click here](#))

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):

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

[Back to Top](#)

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

(To download this appendix in Word format, [click here](#))

### **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 Disciplinary Committee 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 Student Records Officer at the Faculty 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 Disciplinary Committee (UDC) for further review and recommendation.

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

1. Misconduct that is clearly non-academic falls under the jurisdiction of the Dean of Student Affairs 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 Dean of Student Affairs 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 Dean of Student Affairs to the University Disciplinary Committee (UDC) for further review and recommendation.

[Back to Top](#)