

## DAU 5-8 Student Disciplinary and Academic Integrity Policy

Policy Code	Policy Name		
DAU 5-8	Student Disciplinary and Academic Integrity Policy		
	Responsible Executive	Current Revision Date	Next Revision Date
	- Student Violations Committee - Deanship of Admission, Registration and Student Affairs	10/2023	10/2027

### 1. Policy Purpose

This policy ensures that students respect DAU's ethical rules and regulations.

### 2. Policy Scope

DAU applies this policy to all students in DAU colleges.

### 3. Policy Statement

Any violation of university regulations is considered as misconduct and will render the student to a disciplinary action which may range from a verbal warning to dismissal from the University.

### 4. Policy Procedure

A complaint must be filed and sent to the Head of the Student Violation Committee.

*The Chairman of the Committee shall apply the following procedures:*

- Any member of the Committee having a conflict of interest in a case must not participate in the hearing.
- Set a time and place for the hearing in a meeting with the committee.
- Notify the respondent of the complaint and the specific allegation filed in writing.
- The respondent shall receive a written copy of the allegedly violated regulation and the time and place of the hearing through student affairs.
- The Committee shall meet at scheduled times as required regarding the caseload.
- Closed meeting between the committee members.
- The complaint, the respondent, and the members of the Committee have the right to cross-examine witnesses.
- All evidence offered must be relevant, not privileged, and legally acquired.
- If the respondent fails to notify the Head of the Committee of his/her inability to attend the scheduled hearing meeting, the Committee will hear the case in the respondent's absence.
- In closed session, the Committee, after due deliberation will decide whether, by clear and convincing evidence, the respondent has or has not in violated the code as charged.
- After deliberating, the Committee will determine the appropriate action.

*Cheating, Or Attempting to Cheat:*

- Cheating is an act of dishonesty and faculty members and students must maintain trust and honesty to ensure and protect the integrity of grades.
- All academic work or requirements assigned to a student must be carried out by him/her without any unauthorized aid.
- Instructors must exercise due professional care in the supervision and verification of academic work so that honest effort on the part of the students will be positively encouraged.

- If any instance of dishonesty by a student in homework assignments or any other requirements of the course (other than mid-term and final exams assessments) is discovered by the instructor, it is his/her responsibility to take appropriate action. Based on his/her judgment of each case, he should, for instance, give a zero grade for that assignment or homework and notify the student officially of his/her decision.
- A student has the right to appeal within one week of notification of a disciplinary decision.
- For the mid-term and final exams, A course instructor or a supervisor of a course examination who discovers that a student is cheating or attempting to cheat should submit a report containing his/her description of the case to the examination committee.
- The head of the examination committee collects all cases and submits them to the Academic Disciplinary Committee for review and investigation.
- Based on the Student Disciplinary Rules judgment, the student has the right to appeal within 30 days of notification of a disciplinary decision.

#### 5. Related Policies/ Documents/ Forms

[Students Ethical Rules and Regulations in DAU.pdf](#)

#### 6. Document History

Version	Issue/ Rev. Date	Updated Information/ Summary of Changes
1	10/2023	1 <sup>st</sup> issue of the Policy