

9.3 Academic Offences

Academic Honesty

Alfaisal University expects all students to conduct themselves in a manner above reproach both inside and outside of the classroom. Students are expected to maintain academic integrity at all times and to seek assistance from an instructor when uncertain. Students who engage in activities which misrepresent their academic work through plagiarism, cheating, and infractions of academic integrity will be subject to disciplinary measures by the University. All aspects of graded and ungraded academic coursework are covered by these rules including homework, research, lab reports, course reports, quizzes, and exams.

Academic dishonesty is a serious offense at any institute of higher learning. When students seek credit for work that is not their own, they are taking advantage of fellow students, instructors, professors, and their corresponding institutions. Dishonesty in academic endeavors, particularly in the form of plagiarism, defeats the process of discovery. Accuracy in acknowledging the work of other scholars is imperative in order to further the process of discovery. Previously authored work serves as a foundation for all that is built upon it and all that it inspires; hence, it must be acknowledge throughout the process as credit must be given where credit is due.

Definitions

1. *Cheating* is defined as fraud, deceit or dishonesty in an academic assignment or exam. It includes but is not limited to:
 - A. Copying another student's work for an assignment that is specific to a course which may include but is not limited to the following: homework, in-class assignment, test paper, class report, lab report, research data, and computer file or program.
 - B. Permitting others to complete an assignment or section of an assignment specific to a course for you.
 - C. Utilizing a commercial service to complete an assignment or research paper for a course.
 - D. Completing an assignment or section of an assignment specific to a course for another student.
 - E. Submission of an identical assignment for credit for more than one course without prior permission from all involved instructors.
 - F. Collaborating on a course assignment without prior approval from the instructor.
 - G. Taking an exam for another person.
 - H. Having another take an exam for you.
 - I. Collaborating on an exam with another without prior approval from the instructor.
 - J. Copying or attempting to copy another student's work during an exam.
 - K. Using or attempting to use concealed information during an exam.
 - L. Using or attempting to use notes, prepared answers, or other unauthorized materials during an exam.
 - M. Preprogramming a calculator with unauthorized information or answers for use during an exam.
 - N. Obtaining or attempting to obtain an exam, or any part thereof, in advance of the scheduled date of administration.
 - O. Using, buying, selling, stealing, transporting, soliciting, copying, or possessing a yet to be administered test, in whole or in part.
 - P. Changing the answer on a graded test and then requesting a score change from the instructor.
 - Q. Participating in any activity or action that affords an unfair academic advantage over others.
 - R. Hindering another student's academic performance in a specific course.
 - S. Presence of phones and any other unauthorized electronic devices in the exam room constitute an academic misconduct.

- T. Assisting or helping another student in cheating on an exam (signing their attendance or sending the exam code).
- U. Opening or doing the exam outside the designated area for the exam.
- V. Talking with another student during the exam.
- W. Sitting in a seat that was not designated for the student during the exam.
- X. Marking or calling the attendance on behalf of an absent student in class.

The above list is a sample of common examples of cheating and is not to be interpreted as an exhaustive itemized compilation.

1. *Plagiarism* is using another person's words, information, or ideas without properly acknowledging the source. It can include and is not limited to:
 - A. Taking comments, ideas and text from blogs, articles, or a websites and submitting it as your own, online or in a written assignment.
 - B. Translation, automatic or not, from one language into English and using it as your own is also plagiarism.
 - C. Plagiarism can include using only a few words or phrases from a source, borrowing entire sections of a work, or using an entire essay or article written by someone else.
 - D. Copying the work of another, during class or outside of class, and presenting it as one's own work, is also plagiarism.
 - E. Receiving significant help with the writing process from a tutor, friend, family member, or online resource (commercial or free) is plagiarism.

The above list is a sample of common examples of plagiarism and is not to be interpreted as an exhaustive itemized compilation.

1. *Collusion* is the unauthorized collaboration with another in preparing work offered for academic credit.
2. *Academic Work* is the preparation and completion of any course specific requirement for a grade.

Procedure for cases of academic misconduct (cheating)

1. **First attempt:** it is treated as a minor offense and the course instructor can assign the minimum penalty (zero) to the student (the assessment not final exam) and the student sign a pledge. If the student appeals the instructor's decision, the case is moved to the college disciplinary committee with the student affairs involvement.
2. **Second attempt:** treat it as a major offense as per university policy and the course instructor can assign a fail in the course. If the student appeals the instructor decision, the case is moved to a college disciplinary committee with the involvement of student affairs.
3. **Third attempt, group cheating, complicated cases, or final exam:** form a college disciplinary committee to decide with the involvement of student affairs.

Student Grievance Policy (Non-Academic Complain)

A grievance arises when a student believes, based on established administrative policies and procedures, that he or she has been treated in an arbitrary or capricious manner by a university department, faculty or a representative of the university.

Policy

Students may initiate a grievance for any of the following actions:

- A. A grievance of personal misconduct towards the student by a faculty member or other university employee when a student believes he or she has been the subject of inappropriate behavior outside of the employee or student role and duties within the university.
- B. Act of threat of intimidation or harassment.
- C. Act or threat of physical aggression.
- D. Verbal abuse of any sort.

If a situation is to arise in which a student is unable to resolve his or her grievance informally, the university's formal grievance process may be employed. This process, outlined below, should also be initiated within 15 days of the incident.

Procedure

Step 1

- A. A student should first discuss the grievance with the Department Head directly.
- B. If the matter is not satisfactorily resolved, the student should request a meeting with the College Dean.

Step 2

- A. If the student not satisfied with the College Dean Decision, A formal grievance presented in writing to the Counseling Office.
 - 1. If the grievance by a staff, the Counseling Office will communicate with the HR.
 - 2. If the grievance by a faculty member, the case will be dealt with according to *Alfaisal University Faculty Handbook*.
- B. This written grievance must include the following:
 - 1. Name, address and phone number of the person submitting the grievance.
 - 2. A report of the incident.
 - 3. Identification of the office or individual against whom the grievance is brought.
 - 4. A description of the specific action or individual behavior resulting in this grievance.
 - 5. The date or period of time in which the behavior occurred and the location of the incident.
 - 6. A listing of all individuals who witnessed any part of the incident in dispute.