

9.6 Major and Minor Offences

9.6.1 Definitions of Minor and Major Disciplinary Offenses

Procedures for taking disciplinary action are dealt with at one of two levels and the level selection shall be determined by the preliminary investigation:

6.1.1. Minor offenses that include but are not limited to the following:

- a. Obstructing staff in the performance of their duties
- b. Noise or disturbance in study, residence, and university halls
- c. Disorderly, insulting or antisocial conduct
- d. Damage to University equipment or property
- e. Minor Health and Safety violations
- f. Distributing/issuing fliers without University approval
- g. Refusing to present ID or University ID to faculty/staff when requested
- h. Providing official information/data to media and newspapers without prior authorization by the University
- i. Violating the University dress code
- j. Violating the hierarchy of correspondence
- k. Violating the Alfaisal email policy

6.1.2. Major offenses that include but are not restricted to the following:

- a. Subsequent offense when a formal warning is in place on a student's record.
- b. Behavior that constitutes a criminal offense.
- c. Possession of a weapon.
- d. Violence.
- e. Threatening, harassing or intimidating behavior.
- f. Use of illicit substances.
- g. Incidents requiring the involvement of law enforcement or police.
- h. Sexual harassment.
- i. Providing official information/data to media and newspapers without prior authorization by the University.
- j. Providing documents or University IDs for illegal use.
- k. Use of another's personal computer without authorization.
- l. Using the media or social media to harm the University's reputation.
- m. Use of unauthorized political slogans.
- n. Collecting money, fund raising or signature campaigns without University approval.

9.6.2 Protocol for Minor Offenses

9.6.2.1. Minor offenses shall be dealt with by a panel approved by the authorized person and comprised of three university staff members and a student counselor that have had no prior involvement with the case. The student will be called to a meeting of the Minor Disciplinary Panel immediately following the preliminary investigation of the incident.

9.6.2.2 Notification and Procedures of the Meeting

The student counselor attending the Minor Disciplinary Panel shall:

- a. Invite the student to the meeting with an advanced written notice of no less than two business days before the scheduled date of the meeting. The student's official Alfaisal email address shall be used for all written communication. Students will be advised of the date and time of the meeting through their official Alfaisal email. Students will be requested to acknowledge receipt of the official email notification within two business days. If a student does not respond within this time period, the case may be reviewed in the student's absence.
- b. Advise the student of the nature of the allegation and invite them to submit a written response to it.
- c. Inform the student of their right to call witnesses, and their right to be accompanied at the hearing by a colleague who is not professionally engaged in legal practice or otherwise experienced in advocacy by reason of employment. The colleague should be another student or staff member of the University, or may be a member of the Students' Union.
- d. The secretary of the panel will record the minutes of the meeting, the panel's decision, and any penalty imposed.
- e. Inform the student by email within five business days of the decision of the panel. If no appeal of the decision is received within the timeframe outlined in Section 9, the University will issue a Letter of Completion of Procedures stating that the process of disciplinary procedures has been completed.

9.6.2.3 Powers of the Panel

- a. Of the penalties outlined in Section 8, the panel shall have the power to impose one or more in rendering its decision.
- b. The student has the right to appeal either the decision of the panel regarding guilt or the penalty to be imposed under the summary of procedure as outlined in Section 9.

9.6.3 Protocol for Major Offenses

- a. In extreme cases (e.g. violence) the Dean of Student Affairs may suspend students effective immediately.
- b. All major offenses will be dealt with by the University Disciplinary Committee. The Disciplinary Committee shall be comprised of three staff members appointed by the Provost/President to serve for one academic year with an option for renewal. No staff member may serve on the Disciplinary Committee if they are directly associated with the student or the student's studies.
- c. The student's official Alfaisal email address shall be used for all written communication.
- d. Students shall be advised of the date and time of the meeting through their official Alfaisal email.
- e. Students shall be requested to acknowledge receipt of the official email notification within two business days.
- f. The case may be reviewed in the student's absence if the student does not respond within the specified time period.