

## ACADEMIC MISCONDUCT POLICY

Policy #	SA-200	Revision #	01
Accessibility level	A	Effective date	27 April 2015

### 1. Scope

This policy applies to all FBSU students.

### 2. Policy

FBSU is committed to a policy of credibility and honesty in all areas of academic affairs and expects students to pursue their academic endeavors with the values of honesty, integrity, and ethical responsibility. Conduct that comprises a breach of this policy is termed academic misconduct and may result in academic action and/or disciplinary action. The academic action affects student assignments, examinations, or grades. The disciplinary action affects student enrollment status.

The violations of student academic behavior standards on the undergraduate and graduate level shall be governed by the sanctions listed in the Procedures of this policy, implemented by the academic department, and executed by the Deanship of Student Affairs.

Academic misconduct includes, but is not limited to, cheating, plagiarism, assisting another in cheating or plagiarism, and unauthorized collaboration.

#### 2.1. Misconducts:

##### 2.1.1. Cheating

Deliberately, using, copying, or falsifying any material that is not one's own and in a matter that is not authorized by the instructor of the course. This form of academic misconduct includes but is not limited to:

- Copying, using, or attempting to copy from or use another's paper, examination, report, file, or any other unauthorized material during an academic exercise without the expressed permission of the course instructor.
- Allowing another to copy or use material from you in an authorized manner during an examination or any other academic exercise.
- Possessing and/or accessing unauthorized materials before and/or during an examination or other academic exercise including but not limited to textbooks, computers, cell phones, calculators, etc.
- Selling notes, handouts, or any other university materials without authorization or using them for any commercial purpose without the expressed written permission of the University.
- Purchasing assignments, examinations, handouts, or any other university material.

د. محمد بن سلطان

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- Changing a grade or answer on an assignment or examination that has already been graded and resubmitted for a new grade or changing a grade to another on any academic document or form: falsifying an academic document
- Fabrication or falsifying a report/document.
- Creating or knowingly adding incorrect data or citation to an academic document.

### 2.1.2. Plagiarism:

Another's work is deliberately used or appropriated without proper indication of the source, thereby attempting to convey the impression that such work is the student's own. This form of academic misconduct includes but is not limited to:

- Combining text or visuals from various sources into one document without proper citation of the sources and submitting as original work; 'cutting' and 'pasting' or piece plagiarism.
- Taking the work or concept of another author/creator without citing the original source.
- Changing a few words in a sentence from a source without changing the structure and not citing the source.
- Using pictures, statistics, charts, graphs, or other visuals from the Internet, book, journal, or other reference materials without citing the source.
- Using direct quotations without citing the source.

### 2.1.3. Unauthorized collaboration:

Working with others in a way that is not allowed or authorized by the instructor or the university. This form of academic misconduct includes but is not limited to:

- Communicating to or with another through written, visual, electronic or oral means in an academic exercise which is not authorized by the instructor.
- Working collaboratively either with a fellow student or with a person/group outside of FBSU on an academic project, examination, or assignment that has not been authorized by the instructor.
- Any student who knowingly helps another violate academic behavior standards is also in violation of the standards.

د. محمد بن سلطان  
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### 2.2. Classification and Recommended Penalties of Misconducts

If academic misconduct is suspected and proven, the first determination shall be the seriousness of the action: minor or major. Determination of the seriousness of the misconducts into minor and major and the recommended penalties for each type is as follows:

#### 2.2.1. Minor

Misconducts that are minor in nature or that of a first-time offense. Offenses of this type include but are not limited to:

- Plagiarism (part or whole): 1<sup>st</sup> time offense.
- Copying work from another student or source (electronic or other): 1<sup>st</sup> time offense.
- Aiding another student to copy, cheat or plagiarize: 1<sup>st</sup> time offense.
- Any other action deemed 'minor' by the course instructor and the concerned department.

Recommended penalties for first time or minor offense are no resubmission or resubmission for a reduced grade as determined by the faculty member.

All reports of minor offenses shall be kept in the student's file until the final semester. Reports shall be removed from the graduate's file.

#### 2.2.2. Major

Offenses that are major in nature including 2<sup>nd</sup> time offenses of academic misconduct and offenses of a serious nature. Offenses of this type include but are not limited to:

- Plagiarism (part or whole): 2<sup>nd</sup> offense and further.
- Copying work from another student or source (electronic or other): 2<sup>nd</sup> offense and further.
- Aiding another student to copy, cheat, or plagiarize: 2<sup>nd</sup> offense and further.
- Buying or selling unauthorized academic materials from a third party.
- Cheating during an exam.
- Any other offense deemed 'major' by the course instructor and the concerned department.

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Recommended penalties for a major offense can be any or a combination of the followings, as applicable:

- Zero grade for the assignment, report, exam, etc...;
- Course withdrawal;
- Course failing grade;
- Semester withdrawal;
- Academic probation;
- Expulsion for one or more semester; and/or
- Expulsion from the University.

All reports of major offenses shall remain in the student's file until graduation.

### 3. Related Documents

- 3.1 Academic Misconduct Procedure (SA-200-P01)
- 3.2 Plagiarism Policy (SA-210)

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