

LEBANESE AMERICAN UNIVERSITY

STUDENT CODE OF CONDUCT

Amended by the Board of Trustees on March 27 & 28, 2008

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Article I: Introduction

The Lebanese American University (LAU) Student Code of Conduct emanates from the institutional values, mission, and vision of a university committed to student centeredness, the education of the whole person, the enhancement of student leadership, the promotion of the highest ethical and moral values and aspirations, the development of a deep sense of civic engagement, and the advancement of peace, democracy, and social justice.

In the context of a university operating as an extended family community, the Student Code of Conduct regulates the pedagogical and behavioral relationship between administration, faculty, staff, and students. This code describes the boundaries of acceptable student behavior and considers the individual student's welfare as inseparable from the welfare of the university community. While students have the privilege to enroll at the institution of their choice, choosing to enroll at LAU requires a student to become aware of, and to abide by, the behavior standards of the University.

The University respects the dignity of all individuals, and in return expects each individual to have that same respect for others within the University community, so that all may achieve their full potential. Membership in LAU community imparts to every student a set of rights and responsibilities that are essential to the University's educational mission. LAU students enjoy the rights to freedom of thought and expression; to freedom from discrimination on the basis of race, color, religion, national origin, gender, age, disability, height, weight, or family status; to have access to and participate in the academic and non-academic opportunities offered by the University and the right to fair judicial process in the determination of accountability for conduct. In return, students are expected to exhibit a responsible behavior that complies with all provisions of the Student Code of Conduct and abstains from harming or threatening to harm any individual or group. The university may take appropriate action in situations involving misconduct or demonstrating flagrant disregard for any person or persons.

Disciplining university students is part of the learning process and as such, its focus shall be educational. This includes the possible use of suspension or expulsion and/or remedial means as disciplinary measures may prove invaluable tools in the education of the University community. Any query about the processes, rules, or policies, or any other concern not specifically covered by the Student Code of Conduct, shall be decided by the University Planning Council. Additionally, the Student Code of Conduct may be extended or amended to apply to new and unanticipated situations. Enrollment in the University does not protect students from their obligation to behave in a manner consistent with the laws of the Lebanese government.

Article II: Student Rights

A. Basic Rights

Students shall have the right to be:

1. Availed of the opportunity for free inquiry, expression, and creed.
2. Free from discrimination and harassment based on race, sex, age, color, national origin, religion, or disability.
3. Secure in their persons, residence, and belongings.

4. Protected against improper disclosure.
5. Participants in the governance of the University through membership in appropriately designated University councils and committees provided they meet the requirements established by the University.
6. And protected, as all members of the University community, against prejudiced behavior.

B. Academic Rights

Students shall have the academic right to be:

1. Fully informed by the faculty about course requirements, evaluation procedures, and the academic criteria to be used in each course. (This information shall be spelled out in the syllabi at the beginning of each term.)
2. And evaluated in their performance solely on academic criteria.

Article III: Proscribed Conduct

A. Jurisdiction of the University

Generally, University jurisdiction and discipline are limited to conduct which occurs on University premises. However, the University may take action in off-campus situations involving student misconduct that affects negatively the reputation of the University; or when a student's or student organization's behavior is judged to threaten the health, safety, and/or property of any individual or group.

B. Conduct Rules and Regulations

The University Students are expected to respect, abide by, and comply with the letter and the spirit of the University Student Code of Conduct on and off campus.

Any student found to have committed misconduct is subject to the disciplinary sanctions outlined in Article V-B. A non exhaustive list of misconducts includes:

1. Possession, use, or distribution of alcoholic beverages.
2. Manufacturing, possession, use, exchange, trafficking in , or distribution of narcotics or other controlled substances.
3. Misuse of another person's credit card, debit card, charge card, secured card, smart card or any other instrument of credit.
4. Possession and/ or use of firearms, explosives, dangerous chemicals or compounds or the brandishing of any object in a threatening manner on University premises or entrances.
5. Public intoxication on University premises or at University sponsored or supervised functions.
6. Dishonesty - including but not limited to the following:
 - a. Cheating, fabrication, falsification, forgery, multiple submissions, plagiarism, complicity, or other forms of academic dishonesty.
 - b. Furnishing false information to any University officer, faculty member or office.
 - c. Forgery, alteration, or misuse of any University document, record, account, computer account, or instrument of identification.
 - d. Tampering with any student election conducted by the Lebanese American

- University.
- e. Acting as an agent of the University without authorization.
7. Disruptive behavior by any student or group of students, in or out of class, which for any reason materially disrupts the class work of others, involves substantial disorder, invades the rights of others, or otherwise disrupts the regular and essential operation of the University. This includes the following:
 - a. Disruption, or interference, which impedes, impairs or obstructs teaching, research, administration, disciplinary proceedings, or other functions including public-service functions or other authorized activities.
 - b. Participation in an unauthorized campus protest or sit-ins which disrupt the normal operation of the University and infringe on the rights of other members of the University community; leading or inciting others to disrupt scheduled and/or normal activities within any campus building or area.
 - c. Obstruction of the free flow of pedestrian or vehicular traffic to University premises or to any off campus University function.
 - d. Conduct or discourse which is disorderly, obscene, or indecent.
 - e. Use of Cellular phones in classrooms, laboratories or studios.
 8. Threatening behavior which includes but is not limited to:
 9. Instances where a student engages, or threatens to engage in behavior which poses a danger of causing physical harm to self or others; or
 10. Instances which could cause significant property damage, or would directly and substantially impede the lawful activities of others; or
 11. Instances where a student's behavior is sufficiently disturbing so as to interfere with the educational process, and the orderly operation of the University.
 12. Failure to comply with direction of University or law enforcement officers acting in performance of their duties.
 13. Failure to provide proper identification upon request by University officers.
 14. Tampering with or misuse of fire or any other safety equipment or disregarding, circumventing, or disabling any security or safety device or system.
 15. The use of another person's identity, password, identification number, University identification card or any other identification card; or assisting in any of the above.
 16. System abuse, including but not limited to:
 - a. Failure, without a legal excuse, to set up and/or attend an appointment when directed to do so by a University officer.
 - b. Falsification, distortion, or misrepresentation of information before a judicial body.
 - c. Disruption or interference with the orderly conduct of a University proceeding.
 - d. False accusation or libeling.
 - e. Harassment (verbal or physical) and/or intimidation of a member of the University community, prior to, during, and/or after a University proceeding.
 17. Making obscene or harassing telephone calls, sending obscene or harassing letters or electronic mail or using any medium to communicate in an obscene or harassing manner.
 18. Physical abuse, verbal abuse, threats, intimidation, harassment, coercion and/or other conduct which threatens or endangers the health, well-being, or safety of any person.
 19. Improper or unwanted sexual invitation, revelation, or indecent exposure.
 20. Unauthorized use of another person's telecommunication code, telephone card.
 21. Attempted or actual removal or, theft of, damage to, littering on or defacing property of the University or any of its constituents.

22. Theft or other abuse of University computing resources, including but not limited to:
 - a. Any attempt to breach or actual breach of network or computer security.
 - b. Unauthorized entry into a file, to use, read, delete, or change the contents, or for any other purpose.
 - c. Unauthorized copying or distribution of copyrighted computer software or other materials.
 - d. Unauthorized transfer of a file.
 - e. Use, or attempted use, of another person's identification and/or password or assisting another to misuse any identification or password.
 - f. Use of computing facilities to interfere with the work of another student, faculty member, University officer, or any other member of the University community.
 - g. Use of computing facilities to send obscene or abusive messages.
 - h. Use of computing facilities to send unauthorized mass emailing or chain mail.
 - i. Use of computing facilities to interfere with normal operation of any University computing system or network.
 - j. Misuse of computing facilities/resources to violate any campus policy or rule or to violate any law.
 - k. Illegal use of copy-righted software on any University computer.
23. Unauthorized entry into or use of University premises or property, or remaining in any area on University premises, which is officially closed or restricted.
24. Unauthorized possession, duplication, or use of keys, key cards, or other access or security devices.
25. Placing of notices, posters, signs, handbills, etc. anywhere on University premises without proper authorization.
26. Violation of Lebanese law on University premises or at University sponsored or supervised activities.
27. Violation of any University policies, rules or regulations; and/or any attempt to commit prohibited activities defined herein
28. Disruption of the normal on-campus operations or activities through direct or indirect loud and disturbing noises, music, or speeches.
29. Interrupting or attempting to interrupt regular university business.

C. Violation of the Student Code of Conduct and the Lebanese law

University disciplinary proceedings will be instituted against any student charged with violation of this Student Code of Conduct. However, if a student violates Lebanese laws, but not this code, disciplinary action may be taken and sanctions imposed.

When governmental authorities charge a student with a violation of the Lebanese law, the University will not request or agree to special consideration for that individual because of his or her status as a student.

Article IV: Disciplinary Proceedings

A. Charges and Hearings

Any member of the University community may report in writing alleged violations of the Student Code of Conduct to the Director of Guidance or to the Dean of Students. It is preferable that incidents be reported as soon as possible, but no later than five (5) University business days.

Depending on the nature of the violation, the Dean of Students shall proceed in taking the following steps:

1. Reconciling divergent points of views; otherwise
2. gathering relevant information from the involved parties and channeling it to the appropriate council or University constituency ,
3. and reporting the disposition of each case to the VP SDEM for action or referral to the SAC if need be.

B: Sanctions

Sanctions may be imposed upon any student found to have violated the Student Code of Conduct. Sanctions may be used independently or in combination depending on the particular circumstance of the violation. More than one of the sanctions may be imposed for any single violation. Chronic and/or multiple violations shall increase the severity of sanctions applied. Sanctions are listed in order of severity from the least to the most severe.

Sanction determination shall be based on the severity of the offense. Sanctions shall be determined as a separate part of the disciplinary proceedings and only after a finding of responsibility has been reached.

Types of Disciplinary Sanctions:

- a- **Verbal Reprimand** by the Director of Guidance or the Dean of Students
- b- **Citation:** Written notice that specific inappropriate conduct is unacceptable. (Two citations are equivalent to one warning)
- c- **Loss of Privileges:** Denial of specified privileges for a designated period of time
- d- **Warning:** An official written censure containing three components: A reprimand for inappropriate behavior, notice that the conduct associated with the violation must stop immediately and permanently, and notice that additional violations shall result in more severe sanctions.
- e- **Double Warning:** A very serious official written censure containing in addition to the three components of (d) above an immediate suspension of benefits of Financial Aid. This is the most severe in sanctions as a third warning leads to immediate suspension.
- f- Sanctions "b" through "e" are normally imposed by the Campus Life Council (CLC), and are administered by the Director of the Guidance Office.
- g- In case of an Academic misconduct, the Academic School Councils may impose sanctions "b" through "e", which shall be administered by the Directors of Guidance.
- h- In crucial situations, the Dean of Students has the right to impose sanctions "a" through "e" after the approval of the VPSDEM. Pertinent councils will be informed of such sanctions
- i- **Suspension:** Separation of the student from the University for a definite period of time, after which the student is eligible to return, after completing the conditions for readmission, if any. During the suspension period, students under suspension shall forfeit all rights of

- their student status and may have their privileges of access to University premises revoked. Student Transcripts shall display this sanction as "Behavioral Suspension".
- j- **Expulsion:** Permanent separation of the student from the University. An expelled student shall have no access to University premises and shall forfeit all rights of their student status immediately and permanently upon expulsion. Student Transcripts shall display this sanction as "Behavioral Expulsion".
 - k- In cases of violations mandating sanctions "f" or "g" a committee formed of the campus Dean of Students, Chair of the SAC, the University General Counsel , an academic dean (selected by the VPAA) and a faculty or staff member (selected by the VPAA or VPHRUS respectively), shall meet promptly to investigate the case and give appropriate recommendations to the SAC.

A student who intentionally fails to complete any sanctions imposed upon her/him within the assigned time limits would be subject to more severe sanctions.

C. Disciplinary Record/Files

Individual disciplinary files shall be kept permanently and confidentially in the Guidance office. A disciplinary warning may be removed after two years of good behavior provided the student has been a full time student for the two-year period.

Any suspension or expulsion sanction shall remain on file unless the SAC decides otherwise.

D. Interim Suspension

In certain circumstances, with the approval of the VPSDEM, the Dean of Students may impose an interim suspension prior to the hearing.

Interim suspension, for a period that ends with the submission of the investigation report to the appropriate council, may be imposed only:

1. To ensure the safety and well-being of members of the University community or preservation of University property
2. To ensure the student's own physical or emotional safety and well-being; and/or
3. If the student poses a definite threat of disruption of, or interference with, the normal operations of the University.

During the interim suspension, students shall be denied access to the residence halls and/or to the campus (including classes) and/or all other University activities or privileges for which the student might otherwise be eligible.

Students placed on interim suspension are entitled to a subsequent hearing within a reasonable time period not exceeding five University business days.

Once this sanction is imposed, the appropriate council should be called for a meeting to discuss the issue and make a final decision.

E. Appeals and Grievances:

The University recognizes the Student Rights of Appeal. Upon receiving the sanction notification, appeal may be addressed in writing and within five (5) University business days to the Guidance Office, which in turn channels it to the relevant Council or University constituency.

In case a student, felt that his/her academic rights were violated, the student is requested to follow the steps listed below:

1. Discuss the issue with the concerned faculty. If not satisfied go to step 2.
2. Submit a written complaint to the chair to look into the matter. If not satisfied go to step 3.
3. Petition the school council. If not satisfied step 4 will be initiated.
4. An appeal panel formed of the dean of students, the academic dean of the school, a faculty member from a different school will examine the complaint. Its decision is final and binding.

F. Academic Dishonesty:

Any student found cheating in an exam, fabricating, falsifying or using any other form of academic dishonesty in the preparation of a paper or a project, shall receive a zero on that exam, project, or paper. The instructor shall inform his Academic Chair and the Guidance Office. The Guidance Office will issue a Disciplinary Warning and inform all concerned offices and individuals.

A student found plagiarizing or cheating for a second time shall receive an F grade for the course, as well as a second Disciplinary Warning, as per the above guidelines.

Article V: Glossary

- a- The term "University" means Lebanese American University.
- b- The term "student" includes all persons taking courses at the University on a full- or part-time basis, or attending the Continuing Education program.
- c- The term "faculty member" means any person hired by the University to conduct classroom activities or research.
- d- The term "University officer" includes any person employed by the University, performing assigned administrative or professional responsibilities.
- e- The term "member of the University community" includes any person who is a student, faculty member, University officer, staff, or any other person employed by the University
- f- The term "University premises" includes all land, buildings, facilities, and other property in the possession of or owned, used, or controlled by the University.
- g- The term "registered student organization" or "organization" means any number of persons who have complied with the formal procedures for University recognition.
- h- A "computer facility" is any place where the University makes one or more computers or one or more computer hookups available.
- i- A "sanction" is a penalty for the violation of the Student Code of Conduct.
- j- The term "Appeals Panel" means the council authorized to consider an appeal. Appeals are submitted through the Guidance Office.
- k- The Offices of Student Affairs are responsible for the administration of the Student Code of Conduct.
- l- The term "policy" is defined as the written regulations of the University as found in, but not limited to, *The Student Code of Conduct, the Residence Hall, Athletics, and Lebanese*

American University Undergraduate and Graduate Rules and Regulations.