

# University of Balamand

## University Policy on Student Disciplinary Actions

**Title:** University Policy on Student Disciplinary Actions

**Policy Document Type:** Public

**Policy Owner:** Office of the Provost, Office of Student Affairs

**Applies to:** All Enrolled Students

**Effective date:** Spring 2026

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**Official Website:** <https://www.balamand.edu.lb/AboutUOB/Pages/University-Policies.aspx>

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### Background

The University of Balamand (UOB) is committed to fostering a campus environment centered on learning and characterized by respect and civility. As the university has grown and technology has assumed an increasingly significant role in student life, clearly defined and enforced standards of conduct have become a necessity. Thus, this policy establishes the expectations for student behavior and reaffirms UOB's commitment to ensuring that all students are treated with fairness, equity, and respect.

### Purpose Statement

This policy establishes the standards of conduct that may give rise to disciplinary actions for students. Its purpose is to ensure a safe and respectful academic environment that upholds high standards of integrity and scholarship. The policy defines prohibited behavior, outlines the procedures for disciplinary proceedings, and ensures that disciplinary outcomes are guided by principles of fairness, due process, and proportionality.

## Applies to

This policy applies to all enrolled students, whether undergraduate, graduate, or non-degree seekers. The policy remains in effect, both on and off campus, in university-affiliated housing, during university-sponsored activities, and in both in-person and online environments. The policy covers both student individual and group conduct.

## Definitions

**Academic Misconduct:** Any action by a student that violates the principles of academic integrity or the university's policies, including but not limited to cheating, plagiarism, fabrication or falsification of data, or dishonest practices intended to gain an unfair academic advantage or misrepresent one's own work.

**Harassment:** Behavior that is unwelcome, intimidating, hostile, or offensive, targeting an individual or group based on personal characteristics (gender, race, religion, disability) or otherwise creating a hostile environment. This can include verbal, physical, sexual or digital forms of misconduct.

**Sanctions:** Official disciplinary measures imposed by the university in response to a violation of policies or rules. Sanctions can range from warnings and fines to suspension or expulsion, depending on the severity of the offense.

**Separative sanctions:** Refers to disciplinary measures that physically or administratively separate a student from the university community or a particular activity because of misconduct.

**Appeal:** A formal request by a student to review or reconsider a decision, such as a disciplinary outcome, grade, or sanction, typically submitted to a designated authority or committee within the university.

## Policy Statement

The University of Balamand (UOB) holds all students accountable for their conduct and expects them to uphold the values of academic integrity, personal responsibility, and respect for others. Students found to have engaged in the behaviors outlined below will be subject to disciplinary proceedings, with sanctions determined according to the nature and severity of the violation, ranging from a formal warning to permanent expulsion.

The following illustrative list identifies actions that may result in disciplinary measures:

- 1. Academic Misconduct:** Cheating, plagiarism, use of AI tools without disclosure, fabrication and falsification of data, unauthorized access to exams or course materials, or falsifying academic records. *Refer to the Academic Integrity Policy at <https://www.balamand.edu.lb/CurrentStudents/Pages/Policies.aspx>*
- 2. Ethical Misconduct:** Violating the ethics in research policy (<https://www.balamand.edu.lb/AboutUOB/Documents/EthicsResearchPolicy.pdf>), and breaching confidentiality in research, misusing or selling laboratory material, offering or attempting to offer bribes to faculty and staff, attempting to improperly influence grading, exerting unwarranted pressure on faculty or staff, or posting or disclosing confidential university information.
- 3. Harassment and Discrimination:** Verbal, physical, or online harassment based on race, gender, religion, disability, sexual harassment or assault, stalking, or creating a hostile academic or campus climate. *Refer to the policy against Sexual Harassment at <https://www.balamand.edu.lb/AboutUOB/Documents/SexualHarassmentPolicy.pdf>*
- 4. Violence and Threats:** Verbal abuse, disrespectful conduct, physical assault, intimidation, bullying, or the making of threats of harm to any person or property.
- 5. Technology Misuse:** Unauthorized access to university systems, sharing of passwords or credentials, excessive or abusive bandwidth use, or cyberbullying using university networks. *Refer to The Ethical Use of Information Technology Policy at <https://www.balamand.edu.lb/AboutUOB/Documents/ITPolicy.pdf>*
- 6. Health and Safety Violations:** Endangering other students through reckless behavior or failure to comply with applicable public health mandates.
- 7. Substance Abuse:** Possession, use, distribution, or manufacture of illegal drugs or unauthorized alcohol on campus.
- 8. Property Damage and Theft:** Vandalism, unauthorized entry, theft, or misuse of university property, intellectual property, or personal belongings of any UOB community member.
- 9. Fraud and Financial Misconduct:** Engaging in fraudulent activities, misusing university funds, or conducting financial frauds using the identity or name of UOB.

- 10. Disruption of University Operations:** Interfering with classes, events, research, or administrative functions, unauthorized protests blocking access to UOB facilities, or cyber disruptions such as hacking.
- 11. Weapons and Dangerous Items:** Unauthorized possession or use of firearms, firecrackers, explosives, or other weapons on university premises or during university-sponsored activities.
- 12. Provision of False Information:** Providing false or misleading statements to UOB officials, forging or altering documents, or misusing or facilitating misuse of university identification or soliciting others to submit falsified, misleading, or malicious statements or reviews about instructors, courses, departments, faculty members, or the university, whether internally or on social media platforms. This includes encouraging classmates to intentionally provide false information in course evaluation forms, particularly for purposes of personal grievance or retaliation against a specific instructor.
- 13. Retaliation:** Retaliating against any individual who has reported a policy violation or participated in an official investigation.
- 14. Other Violations:** Breaches of dorm regulations, hazing, violation of the university smoking policy, violation of campus circulation policy, unauthorized commercial activities on campus, or actions that violate the law in a manner that harms the reputation or operations of UOB.
- 15. Unauthorized Recording and Distribution:** Recording lectures without permission, recording students, faculty and staff without their consent, or distributing such recordings without authorization.

## Disciplinary Process

When a potential violation of this policy is identified, UOB will initiate a structured disciplinary process conducted in line with the principles of due process, fairness and transparency to ensure that the rights of all parties are protected.

### 1. Reporting:

- 1.1.** Any member of the UOB community (Student, faculty member, staff) may report a suspected violation by a student to the Office of Students Affairs. Reports should be

submitted within 14 days of the occurrence or discovery of the incident by filing an incident report at the Office of Student Affairs.

- 1.2. Violations of the University's Sexual Harassment Policy will be handled in accordance with the reporting mechanism described in the policy.
- 1.3. Violations of the Academic Integrity Policy are reported by the Faculty Dean. After reviewing the details of the violation, the Faculty Dean informs the Provost and then the Director of Student Affairs, after which the case is referred to the University Disciplinary Committee.
2. **Investigation:** Upon a formal request from the Provost or Director of the Office of Student Affairs, the University Disciplinary Committee will impartially examine all available evidence, including interviews with the parties involved and relevant witnesses. The privacy of all individuals will be maintained throughout the investigation. The Committee may request that the University Counselor assess the parties involved in the investigation.
3. **Notice and Hearing:** A student accused of a violation will receive written notice of the allegation from the Director of the Office of Student Affairs and will be granted a hearing before the University Disciplinary Committee. The student has the right to review and present evidence, call witnesses, respond to allegations, be accompanied by an adviser, and appeal decisions. The student also bears the responsibility to cooperate with investigations and uphold the University's community standards.
4. **Sanctions:** Sanctions are applied across three levels based on the gravity of the violation. Depending on the nature of the violation, and the investigation process, the following sanctions may be implemented by the University Disciplinary Committee:
  - a. Minor sanctions are educational or restorative in nature and may include a formal warning, or academic probation. Violators may also be asked to attend to mandatory counseling.
  - b. Moderate sanctions are restrictive and may take the form of fines, suspension of certain privileges (academic, campus facilities, participation in clubs, or student support services) or a temporary suspension from the university.
  - c. Major sanctions are separative and represent the most serious outcomes, including long-term suspension, expulsion, or the withholding of an academic degree.

5. **Decision Issued:** All decisions of the University Disciplinary Committee will be communicated to the Provost. The Director of the Office of Student Affairs shall subsequently notify the student of the Committee's decision via email. In cases involving academic misconduct, the Provost shall first communicate the decision of the University Disciplinary Committee to the relevant Faculty Dean. The Director of the Office of Student Affairs shall thereafter notify the student of the decision.
6. **Appeals:** A student may appeal a disciplinary decision within five business days of receiving written notice of the outcome. The appeal request should be sent to the Director of the Office of Student Affairs. Grounds for appeal are limited to procedural error that materially affected the outcome, the availability of new and material evidence, or a sanction deemed disproportionate to the violation.
7. **Records:** All disciplinary records are strictly confidential. Records pertaining to minor violations will be retained for seven years following graduation. Records pertaining to expulsions will be retained permanently.

## Guiding Principles

The following guiding principles are designed to ensure that UOB's disciplinary process is fair, transparent, and protects the rights and responsibilities of all members of the academic community.

1. **Proportionality:** Sanctions imposed must be proportionate to the severity of the violation and consider the student's disciplinary history.
2. **Restorative Justice:** Where circumstances allow, UOB favors educational, rehabilitative, and restorative approaches over purely punitive measures.
3. **Interim Measures:** UOB reserves the right to impose an immediate interim suspension when there is credible evidence of an imminent risk of harm to any individual or to the university community. This may also include the implementation of financial restrictions or measures, where applicable.
4. **Student Support:** Students subject to disciplinary proceedings will be informed of available support resources, including counseling services and academic advising. In certain cases, referral to these services may be mandatory.

## Enforcement

UOB will establish a University Disciplinary Committee to implement this policy. The Committee will report to the Office of the Provost, which is responsible for overseeing policy enforcement and conducting an annual review.

All students are expected to uphold this policy and are encouraged to report suspected violations in good faith. Faculty and staff members who become aware of suspected policy violations are obligated to report them promptly to the Director of the Office of Student Affairs to initiate the disciplinary process.

## Policy Review

This policy will be reviewed on an annual basis. All amendments to this policy require formal approval by the Office of the Provost before taking effect.