



ACADEMIC DISCIPLINE POLICY

1.0 Overview

1.1 The Academic Discipline Policy is designed to ensure that SHEL's students behave professionally, respectfully, and appropriately. It aims to help students meet their academic responsibilities by developing a professional behaviour, skills needed to complete their programs on time while promoting fairness, respect, equality, and objectivity in their interactions with staff, peers, and instructors.

2.0 SHEL aims to:

- 2.1. Ensure that students remain in good academic standing
- 2.2. Take appropriate actions when a student violates academic rules and regulations
- 2.3. Ensure that lecturers and students work harmoniously to achieve academic standards successfully

3.0 Violations that will require the school to take disciplinary action towards a student:

- 3.1. Misconduct in the classroom which destructs the lecturer and students' concentration to continue the classwork
- 3.2. Destroying classroom facilities, educational equipment and library materials
- 3.3. Falsification and misrepresentation of academic information submitted to school, or forging school's document to gain approval of other institutions
- 3.4. Maligning the credibility of the school and its faculty members through verbal form or any other means of social media
- 3.5. Obtaining copy of exam papers or past papers and distributes them to fellow students and other schools
- 3.6. Plagiarising the written work of other students or other students course papers found in the library, or any means that a student was able to get access of it.
- 3.7. Cheating in examinations
- 3.8. Harassment, Sexual Misconduct, and Intimate Relationship with staff, students, or teachers.
- 3.9. Physical or sexual assault, verbal abuse, and drug use in the school compound.

For item 3.8 disciplinary action, please refer to the Policy and Procedure on Harassment, Sexual Misconduct, and Intimate Relation Between Staff and Students.

4.0 A Student misconduct can be reported either by a lecturer, Programme Coordinator, Programme Manager, a fellow student or a credible witness in the incident. Report may be presented by the witness in a verbal or written form.

5.0 Academic Disciplinary Process and Procedure

5.1. Once an academic misconduct was believed to have been occurred and a report was sent to the school's office, the Senior Programme Coordinator and the Academic Director will meet to plan the investigation.

5.2. After careful investigation and proceedings, and the team believes that there is a sufficient evidence to warrant the charge of misconduct, a report will be conferred to the Academic Committee

5.3. The Academic Committee will send a formal written notice to the student regarding the charge and of the evidence that supports the charge. The student is given an opportunity to respond in the letter within five days and appear before the Academic Committee, the Executive Chairman and the lecturer of the student (if necessary) to explain himself of charges that was pressed against him. The student is given the right to bring with him in the hearing a witness or an advisor (e.g. tutor) of his choice.

5.4 After the hearing, the Academic Committee and the Executive Chairman, would decide, by majority of vote, if;

5.4.1. the charge has not been proven and the case shall be dismissed

5.4.2. the charge has been proven but the misconduct is not a serious misconduct and the committee has to decide for appropriate and necessary action.

5.4.3. the charge has been proven and an appropriate sanction shall be imposed to the student

5.5. The committee will send a copy of the evidences and notify the student in writing explaining the sanction and the reason of the committee. The student is given seven days to appeal, if there is no appeal receives during the period, the decision is considered accepted and final.

5.6. The penalty will commensurate based on the nature and gravity of the offense, the usual penalties the committee will impose is:

5.6.1. Suspension in the class for a period of four weeks

5.6.2. Non-admission in the school's following term or semester

6.0 Record of student misconduct

6.1. Report of offense, notice and copy of evidences and letter sent to student pertaining to student's misconduct will be treated as confidential file. Any SHEL staff who would like to review or access the file must ask the approval of the Administrative Director.

7.0 Record Keeping and Confidentiality

7.1. The Academic Discipline Policy can be accessed together with other SHEL's policies and procedures. Files are being kept at SHEL's main campus in Rushworth Street, San Fernando.

8.0 Approval and Accessibility of the Policy

8.1 This policy and procedure is agreed and approved by the Board of Directors. A part of this policy is mentioned in the SHEL's Student Handbook.

Responsibility:

Academic Director

Programme Coordinators

Academic Committee

Title:	Academic Discipline Policy
Current Status:	Version 3
Approved by Board of Directors:	
Approval Date:	August 8, 2025
Next Review Date:	Date will confirm when necessary