

***Revised/Updated Policy Approved by Administrative Council August 15, 2022
Effective August 15, 2022***

The purpose of the USPB is to decide findings of fact when a currently enrolled student does not accept responsibility for a formal charge that a student violated a *College's Code of Conduct** and when that violation could result in the student's College administration imposing a sanction that would result in 1) a delay in the student's expected graduation date, or 2) the student being suspended from the College that would result in a delay of the student's expected graduation date, or 3) the student being dismissed/expelled from the College.

The USPB is not intended to determine findings of fact 1) for incoming students (i.e., students who have not paid their tuition and fees and attended the first day of Orientation) or 2) when the alleged violation of a College's Student Code of Conduct occurred when the student was not enrolled at Roseman University or 3) when the sanction for the violation would not result in a delay in the student's expected graduation date.

The USPB will not recommend or impose sanctions.

*The phrase '*Code of Conduct*' includes, but is not limited to, referring to a College's published:

- Standards of Professional Conduct or
- Academic and/or Professional Misconduct and/or Clinical Misconduct or
- Student Professionalism / Honor Code

The Board consists of six (6) members: three (3) faculty members, two (2) students and the Vice President for Student Affairs (VPSA).

The VPSA is an ex-officio, non-voting member of the Board. The VPSA

three faculty members of the USBP can be from the same campus. To be considered for election by the Faculty Senate to serve on the Board, a faculty member must:

- Be defined as holding a full-time faculty appointment at Roseman with the rank of Instructor or higher, e.g., adjunct faculty or part-time faculty are not eligible to serve on the USBP
- Not hold the rank of Assistant Dean or higher or serve in an administrative role of a Dean's Executive Committee

The faculty member's term will begin on July 1 and will be for three (3) years. A faculty member may seek reelection to the USBP.

The President of the Faculty Senate or their designee will appoint the USBP Chair from the three faculty members serving on the Board. When c 0.0xc6 (r)-p 1.83 5i -1 (t)7.8ate6jEMC o3 (d)nl02 Tw

- The VPSA or their designee will inform the College USPB representative(s) in writing about the date and time of the hearing, and the specific charge(s) that are being presented to the USPB at least five (5) business days before the start of the hearing. The VPSA will make a reasonable, good faith effort to answer the College's USPB representative's questions about USPB policies and procedures and the USPB Hearing process.
- Except as provided below, the hearing will be closed to all individuals not directly involved.
- The student may ask the VPSA to allow a non-administrative faculty member (i.e., a faculty member who does not hold the rank of Assistant Dean or higher or serve in an administrative role of a Dean's Executive Committee) to serve in an advisory capacity to the student during the hearing. This faculty member must consent to serve as the student's advisor. This request must be sent to the VPSA or their designee via e-mail at least three (3) business days prior to the hearing and must identify the faculty member who consentg and muh Td{ma}6 (il a)6J0 Tc(t)-2 (y m)-2 (

College USPB representative(s), and Board members at least one (1) business day prior to the start of the hearing.

- If no request to reschedule the hearing has been submitted to the VPSA or their designee and the student is not present at the start of the hearing, the Board will proceed with conducting the hearing no later than ten (10) minutes from the scheduled start of the hearing.
- All witnesses scheduled to testify during the hearing are subject to questioning by the student, the Board members, and a College USPB representative. If a witness is unable to attend the hearing, the hearing will not be rescheduled. Therefore, the student and the College USPB representative should submit written statements from witnesses scheduled to testify during the hearing to the VPSA by the required deadline.
- Board members and a College USPB representative have the right to ask the student questions during the hearing. If a student declines to answer questions during the USPB Hearing, Board members have the right to consider the student's decision to decline to answer a question when the Board member considers if it is more likely than not that the student violated their College's Code of Conduct.
- Upon conclusion of the hearing and consideration of the evidence presented to it, the USPB, by a majority vote, ***will determine whether it is more likely than not*** that each charge is true.

The USPB Chair and the VPSA shall forward the results of the Board's majority vote with respect to findings of fact to the appropriate administrator(s) designated by the College and to the student within (five) 5 business days of the hearing. The College/Program is responsible for imposing sanctions, if any, on the student.

Request to Extend Deadline / Reschedule USPB Hearing

The College USPB representative or the student may request that the VPSA or their designee consider a request to extend a deadline. To request a deadline extension, the party requesting the deadline must:

submit a written request to extend the deadline to the VPSS before the deadline,
the rationale for the extension,
propose a new date and time for the deadline

If the VPSA or their designee grants a request to extend a deadline, the extension will be granted to both parties.

A request to reschedule a hearing from the student or a College USPB representative must be submitted to the VPSA or their designee before the start of the hearing. The VPSA will only grant requests to reschedule the hearing when there *are extra-ordinary circumstances*. A USPB Hearing will not be rescheduled because a witness could not attend the Hearing.

