UNIVERSITY STUDENT PROFESSIONALISM BOARD (USPB)

Purpose and Scope
The purpose of the USPB is to make a determination of the findings of fact when a student contests an allegation of academic or professional misconduct or when an appropriate College/Program administrator requests the Board to evaluate an allegation. The USPB will not recommend or impose sanctions. However, the USPB will make an assessment of the severity of the violation, i.e., major, moderate, mild.

Composition and Terms of Service
The Board consists of six (6) members: three faculty members, two students and the VPSS or the VPSS’s designee who will serve as an ex-officio member.

The Faculty Senate will elect three (3) faculty members to serve on the USPB. Three (3) college/programs must be represented on the USPB. However, there is no requirement that a campus must be represented on the board. Additionally, a faculty member elected by the University Senate to serve on the USPB does not have to be a senator.

For the first election of faculty representatives to the Board, one term will be for a three-year term, one will be for a two-year term, and the other will be for a one-year term. After this initial election, all terms will be for three years. The term will begin on July 1 each year.

The University Student Government Association (SGA) will elect two (2) students from each campus to serve on the Board. The SGA election for the student Board members will occur during the SGA’s first meeting at the beginning of a new calendar year, but no later than the end of May. Two colleges/programs must be represented on the USPB. If a student elected to serve is enrolled in the Pharmacy/MBA program, the other student elected to serve on the USPB can’t be a pharmacy or MBA student. If a student elected to serve is enrolled in the Orthodontics/MBA program, the other student elected to serve on the USPB can’t be an Orthodontics intern/resident or MBA student. The student receiving the highest number of votes in the election shall serve on the Board, while the student receiving the second highest number of votes who is not from the same College/Program as the student receiving the highest number of votes will serve on the Board. A student elected by the SGA does not have to be an elected SGA representative.

The students members elected by the SGA will serve a one (1) year term. The President of the SGA or designee will appoint student alternates. The term will begin on July 1 each year.

Students from the South Jordan campus will hear cases involving students from the Henderson campus. Students from the Henderson campus will hear cases involving students from the South Jordan campus.

If any member of the USPB is unable to attend a hearing or decides not to participate in a hearing because a conflict of interest in a particular case exists, said member shall notify the Chair. The Chair is responsible for contacting the President of the Faculty Senate or designee to replace a faculty member of the USPB and/or SGA President or designee to replace a student member of the USPB. If any member of the Board feels there is a conflict of interest where a Board member has not recused him/herself, the Board may, by a majority vote, require the recusal of the individual in question.

Assessing Problems
The College/Program will complete an initial inquiry and determine if the problem can be resolved before it is forwarded to USPB.
Step 1: An individual witnessing a perceived violation of academic or professional misconduct reports this allegation to the academic administrator specified in the student’s College/Program’s Student Handbook. A member of a non-academic unit referring an alleged professionalism violation to an academic administrator will also notify her/his supervisor and the Vice President of Student Services (VPSS). The designated academic administrator meets with the student to discuss the alleged violation.

Step 2a: If the appropriate administrator from the College/Program identifies an academic or professional misconduct violation that the student does not contest, the administrator should contact the VPSS before imposing a sanction on the student to check to see if the student has been found guilty of any other violation(s). The administrator may consider a student’s previous documented violation(s) when imposing a sanction on the student. After an administrator informs the student of the sanction, the administrator will complete an ‘Academic or Professional Misconduct’ form and forward it to the VPSS to document that the issue has been resolved by the College/Program. The incident and the sanction will be listed in the Student Professionalism Violation and Sanction Database (SPVSD) until the student graduates from the University or until a Dean/Program Director or Chancellor informs the VPSS to edit or delete information about the incident and/or sanction from the database.

Step 2b: If the appropriate administrator from the College/Program identifies a professionalism violation that the student contests or at the discretion of the administrator, the administrator will refer the matter to the Chair of the University Student Professionalism Board (USPB). The accused student may contest an alleged violation if he/she disputes the allegation or if the accused believes that a College/Program administrator would place the student on probation, or suspend or terminate the student from the College/Program as a result of being found guilty of committing the violation.

Hearing Procedure

1. The USPB Chair will inform the accused student in writing about the process.

2. Except as provided below, the hearing will be closed to all individuals not directly involved.

3. The student may petition the USPB to allow a non-administrative faculty member to serve in an advisory capacity during the hearing. This faculty member must consent to serve as the student’s advisor. This petition must be sent to the Chair via e-mail at least three (3) business days prior to the hearing, and must identify the faculty member who consented to attend the meeting. A faculty member involved in the incident and/or who has been called as a witness is prohibited from serving in this role during the hearing. The role of a faculty member who agrees to assist a student called before the Board is limited to advising the student during the hearing, and is therefore accordingly not allowed to make statements or question witnesses on behalf of the student. The student can ask the Chair of the Board for a break to meet with the faculty advisor outside of the Board’s presence. The faculty advisor will meet with the student and review the student’s request for advice. The total amount of time for the faculty advisor to meet privately with the student during the hearing shall not exceed thirty minutes.

4. The student may testify and present evidence and witnesses on his/her behalf. All documentation (including written affidavits) and names of witnesses the student intends to present (either in person or linked to the hearing via telephone or videoconference) need to be provided to the Chair via e-mail at least three (3) business days prior to the hearing. Failure to do so will prevent said evidence and witness testimony from being considered by the Board. The student and all witnesses are subject to questioning by members of the USPB.

5. All documentation (including written affidavits) and names of witnesses the USPB intends to present (either in person or linked to the hearing via telephone or videoconference), need to be provided to the student via e-mail at least three (3) business days prior to the hearing. Any witnesses called by the USPB are subject to questioning by the student.

6. Upon conclusion of the hearing and consideration of the evidence presented, the USPB, by a majority vote, will determine whether it is more likely than not that the charges are true based upon the evidence presented.
7. When the USPB determines by majority vote that it is more likely than not that the charges are true, it will also assess the severity of the violation(s). The USPB, by majority vote, will assess if the violation(s) falls into one of the following three levels:

**Level I. Major Violation**
- The violation significantly endangered or could have significantly endangered the personal safety and/or well-being of self or other, and/or disrupted or interfered with the orderly operation of the College, the University, a practice site, or other institution/organization.
  
  or

- A review of the Nevada state ‘Reports of Occupational Licensing Boards’ and/or meeting minutes of a Utah health care professional licensing board identifies incidents where the licensing board specific to the student’s profession revoked or suspended an individual’s license for a similar violation. The VPSS will collaborate with the Roseman health profession colleges and programs to develop a list of offenses that resulted in the Nevada and Utah health care professional licensing boards revoking or suspending an individual’s license.
  
  or

- The USPB concludes this was a major violation of Roseman’s academic or professional standards.

**Level II. Moderate Violation**
- The violation did not endanger the personal safety and/or well-being of self or other or disrupt or interfere with the orderly operation of the College, the University, a practice site or other institution/organization. However, the violation moderately increased the risk to the personal safety and/or well-being of self or other and/or of disrupting or interfering with the orderly operation of the College, the University, a practice site or other institution/organization.
  
  or

- The USPB concludes this was a moderate violation of Roseman’s academic or professional standards.

**Level III. Mild Violation**
- The violation mildly increased the risk to the personal safety and/or well-being of self or other and/or of disrupting or interfering with the orderly operation of the College, the University, a practice site or other institution/organization.
  
  or

- The USPB concludes this was a mild violation of Roseman’s academic or professional standards.

The USPB shall forward its majority decision with respect to findings of fact and the severity of the violation to the academic administrators designated by the College/Program and to the student within (five) 5 business days of the hearing. If the USPB finds the student guilty of the violation(s), the VPSS will provide the designated academic administrator with information about the student, if any, in the SPVSD within five (5) business days of the hearing or within an extension approved by a Chancellor. Each College/Program will describe in their respective Student Handbook the process it will follow if a majority of the USPB concludes that a student violated the College/Program’s academic or professional standards.

A request for an extension of the Board’s five (5) day deadline to report to the academic administrators must be submitted in writing by the Chair of the USPB to the Chancellor responsible for supervising the student’s Dean/Program Director. The Chair will also notify the accused that the Board has requested an extension. The designated Chancellor’s decision to grant or deny the extension is final.

When an academic administrator from a College/Program makes a decision after reviewing the results of USPB hearing, he/she will complete an ‘Academic or Professional Misconduct’ form and forward it to the VPSS to document that the issue has been resolved by the College/Program. The incident and the sanction will be listed in the SPVSD until the student graduates from the
University or until the appropriate Dean/Program Director or designated Chancellor informs the VPSS to edit or delete information about the incident and/or sanction from the database.

**Appeals Process**
A student has five (5) business days to file a written appeal of the Dean/Program Director’s decision to the Chancellor responsible for supervising the student’s Dean/Program Director. The Chancellor’s decision shall be final.

**Student Professionalism Violation and Sanction Database (SPVSD) and Review Process**
The Vice President for Student Services will:

• Develop a centralized database that documents confirmed academic and professional misconduct-related violations and sanctions involving a student. The VPSS will also collect information from the University’s Human Resources Office when a University student employee, including a work-study student, has been disciplined, suspended or terminated by her/his supervisor; all of this information will be stored in the SPVSD;

• Provide information about documented academic and/or professional misconduct-related violations and sanctions to a Dean/Program Director and/or his designee when this incident involves a student in her/his College/Program;

Meet with the Chancellors and Deans/Program Directors to review and discuss confirmed academic and professional misconduct violations and sanctions. Areas of discussion could include but not be limited to, improving the USPB process, the evaluation of the severity of a professionalism violation, and consistency in sanctions.