

USCIENCES ONLINE STUDENT CONDUCT CODE

INTRODUCTION:

The student code of conduct and procedures foster an environment of integrity and responsibility that contribute to the mission of the University. The Office of Student Conduct & Grievances is responsible for administering the code according to the policy and for upholding the rights and responsibilities of students. This policy pertains to all USciences Online enrolled students including students enrolled in non-degree seeking and certificate programs. All incidents of alleged misconduct are handled with respect and fairness.

JURISDICTION:

The USciences Online Student Conduct Policy (UOSCP) applies to the conduct of individuals enrolled in USciences Online courses. For the purposes of student conduct, the University considers an individual to be a student from the time of admission to the University, through the actual awarding of a degree or permanent removal from the University, even though conduct may occur before classes begin or after classes end, as well as during the academic year and during periods between terms of actual enrollment. These policies also apply to behaviors that take place on the campus, at University sponsored events/trips, and also applies beyond the geographic limits of the University; thus, conduct action is appropriate regardless of where student misconduct occurs or where the student resides.

All violations of the UOSCP that occur within the USciences email system, the learning management system educational system, USciences Online learning environment and community, or any other electronic means of communication prescribed by an instructor/reviewer as it pertains to classwork, research, or communication fall under the jurisdiction of the university. Students should also be aware that online postings such as blogs, web postings, chats and social networking sites can subject a student to allegations of conduct violations if evidence of policy violations is posted online. While the University does not regularly search for this information, it may take action if such information is brought to the attention of University officials. Behavior that conflicts with university expectations may subject students to a hearing pursuant to the UOSCP.

The University retains conduct jurisdiction over students who choose to take a leave of absence, withdraw from the University or who have graduated for any misconduct that occurred prior to the leave. Additionally, conduct action may be taken against a student who withdraws from a course after being charged with a violation. If sanctioned, a hold may be placed on the student's ability to re-enroll, and/or obtain official transcripts, and/or graduation. All sanctions must be satisfied prior to re-enrollment eligibility. In the event of serious misconduct committed while still enrolled, but reported after the accused student has graduated, the University may invoke these procedures and if the former student is found responsible, the University may revoke that student's degree.

Conduct action may also be appropriate regardless of whether law enforcement officials have taken criminal action and, where such action has been taken, regardless of the outcome of the criminal system. A student who is, or has been, under investigation by any law enforcement agency for any potential violation must report to the Dean of Students when he or she becomes aware of such investigation. Any student who has a "no contact" or restraining order applicable to any University community member must report this information to the Dean of Students.

DEFINITIONS:

"Complainant" Any person who submits a charge alleging that a student(s) or student organization violated the UOSCP.

“Conduct Advisor” A person who may attend an Appeal Board Hearing with the complainant or respondent for the purposes of providing moral support and procedural guidance. The Conduct Advisor must be a University Community member, except where required by law. The Conduct Advisor may confer quietly with their advisee, exchange notes, and suggest questions to their advisee. The Conduct Advisor does not have a speaking role during the hearing and may only speak to the person they were invited to support. The advisor may not make a presentation or otherwise represent the party bringing the complaint or the respondent during the hearing.

“Hearing Officer” The individual designated to coordinate and supervise a specific incident that will be processed under the UOSCP. Typically the Director of Student Conduct and Grievances, however a designee may be assigned at the discretion of the Director of Student Conduct and Grievances.

“Incident” An event, action, or communication that is reported to the OSCG as a potential violation of a University policy.

“Not Responsible” An outcome to a hearing means that there was insufficient information to determine that the respondent’s behavior violated the UOSCP.

“Office of Student Conduct & Grievances (OSCG)” The department designated by the University to facilitate the Student Conduct Process and the Student Grievance Process, educate the campus community on the process, maintain records, and evaluate the program.

“Preponderance of the evidence” The evidentiary standard that is used to determine if a student is responsible for a policy violation. The preponderance standard is satisfied when it is “more likely than not” that the responding student is in violation of a policy.

“Respondent” A student(s) or student organization accused of violating the UOSCP.

“Responsible” An outcome to a hearing means that that there was sufficient information to determine that the respondent’s behavior violated the UOSCP.

“University Community Member” Any person who is a student, faculty member, University official, contractor or vendor with a contract with the University, or any other person employed by the University. During experiential learning, the site coordinator is considered a University community member. A person’s status in a particular situation shall be determined by the OSCG.

“Witness” Any person with information relevant to an incident.

PROHIBITED BEHAVIORS:

The University considers the behavior described in the following section as inappropriate for USciences community. These expectations and rules apply to all students, whether undergraduate, graduate, doctoral, professional, online, or certificate/non-degree seeking. Members of the community are encouraged to report all incidents that involve the following behaviors or actions, which may trigger the initiation of the student conduct process. Any student found to have

committed or to have attempted to commit the following misconduct is subject to the sanctions outlined under this policy.

1. **Abuse of Conduct Process.** Abuse or interference with, or failure to comply in, any University processes including conduct and academic integrity hearings. Some examples include:
 - a. falsification, distortion, or misrepresentation of information;
 - b. failure to provide, destroying or concealing information during an investigation of an alleged policy violation;
 - c. attempting to discourage an individual's proper participation in, or use of, the campus conduct system;
 - d. harassment (verbal or physical) and/or intimidation of a member of a campus conduct body prior to, during, and/or following a campus conduct proceeding;
 - e. failure to comply with the sanction(s) imposed by the campus conduct system;
 - f. influencing, or attempting to influence, another person to commit an abuse of the campus conduct system.

2. **Academic Dishonesty.** Any act of academic dishonesty including, but not limited to:
 - a. Fabrication. The presentation of information for a classroom assignment, exam, or lab procedure that is fictitious or falsified. Examples include, but are not limited to, listing invented references for a report assignment or concealing the identity of the source of information presented in an assignment by omitting the secondary source identification.
 - b. Cheating. The act of or attempted act of deceiving or misrepresenting the acquisition of a skill or body of knowledge. Common examples include, but are not limited to, copying from another student's exam; aiding in the attainment of the answers to an exam; allowing another student to copy from another exam; impersonating another student during a class or exam; the use of possession of unauthorized materials (e.g. books, notes, calculators, "cheat-sheets", electronic devices, etc.) during a quiz or examination.
 - c. Plagiarism. The presentation, whether intentional or unintentional, of the words or ideas of a source as if they are the student's own words or ideas. This definition applies to unpublished and published material. Examples include, but are not limited to, presenting in a written report a direct quote without quotations and an appropriate reference; paraphrasing without providing an appropriate reference; copying the writings (sentence, paragraph, or an entire work) or graphic materials of a fellow student or another source and not giving credit to the author; reusing one's own work developed for another purpose (self-plagiarism). Students should familiarize themselves with the specific standards of the University by referring to resources available in this Student Handbook, the Library, and academic departments. (See Appendix A for further information on plagiarism).
 - d. Unauthorized Collaboration. Students are not permitted to collaborate in a manner that does not allow the faculty member to determine their individual work. Examples include, but are not limited to, working on a group project and then submitting the group work as your own or working with a partner to whom you were not assigned.
 - e. Facilitating Academic Dishonesty. The act of helping someone else to commit an act of academic dishonesty. Examples include, but are not limited to, giving someone a paper or homework to copy from, allowing someone to cheat from your test paper, signing another student into a class, and using another student's clicker.
 - f. Abuse of Academic Materials. Any act that damages, appropriates, or disables academic resources so that others cannot use them. This includes destruction of books, journals or periodicals, stealing books or articles and deleting, or damaging computer files intended for others' use.
 - g. Deception and Misrepresentation. Lying about or misrepresenting your work, academic records or credentials. Examples include forging signatures, altering documents, forging letters of recommendation and falsifying credentials in an application. It can also include providing false information to an instructor concerning a formal academic exercise (e.g., giving a false excuse for missing a deadline, falsely claiming to have submitted work, or falsifying information on a peer assessment).

- h. **Electronic Dishonesty.** Using network access inappropriately, in a way that affects a class or other students' academic work. Examples include using someone else's authorized computer account to send and receive messages, breaking into someone else's files, gaining access to restricted files, disabling others' access to network systems or files, knowingly spreading a computer virus or obtaining a computer account under false pretenses. For more information, please refer to the University Computing Policy in the Student Handbook.
 - i. **Other Academic Dishonesty:** The list above is a partial one. Instructors may explain other types of academic dishonesty relevant to the work in particular disciplines or particular courses including failure to comply with academic directives, instructions, or syllabus.
- 3. **Alcohol.** Regardless of a student's age, the possession, consumption, distribution, or sale of alcohol or paraphernalia in any University property is prohibited unless approved by the University President or designee. Additionally, underage drinking and/or public intoxication is prohibited both on and off campus. Students are accountable for being in the presence of unauthorized alcohol on campus.
- 4. **Animals.** Animals, with the exception of animals that provide assistance (e.g. seeing-eye dogs), and pets as outlined in the Residence Life Handbook, are not permitted on campus except as permitted by law.
- 5. **Arrest.** Failure of any student to accurately report an off-campus arrest by any law enforcement agency for any crime (including non-custodial or field arrests) to the Dean of Students within seventy-two (72) hours of release.
- 6. **Assault.** Assault is defined as a threat or an attempt to cause harm or injury to another person.
- 7. **Battery.** Battery is defined as the infliction of an injury or unauthorized and unwanted touching that causes harm or injury.
- 8. **Bullying and Cyberbullying.** Bullying and cyberbullying are repeated and/or severe aggressive behaviors that intimidate or intentionally harm or control another person physically or emotionally, and are not protected by freedom of expression. Bullying can take one or more of the following forms: verbal abuse; offensive conduct, both verbal and nonverbal, which is threatening, humiliating, patronizing, demeaning, and/or intimidating; interference with and/or sabotage of work or academic performance.
- 9. **Co-curricular Violation.** Violation of the Policies on co-curricular activities, or the Rules of Eligibility for Fraternities/Sororities, or the Rules for Student Organization Participation. Student organization leaders may be held to a higher standard of responsibility and may be held accountable if they knew, or should have known, of misconduct of students in the student organization.
- 10. **Complicity.** Attempting to engage in, soliciting another to engage in, or passively allowing another to engage in prohibited conduct under the UOSCP.
- 11. **Computing Violation.** Failure to abide by the Computing/Acceptable Use Policy.
- 12. **Damage and Destruction.** Intentional, reckless and/or unauthorized damage to or destruction of University property or the personal property of another.
- 13. **Disorderly Conduct.** Students are required to engage in responsible social conduct that reflects positively upon the University's community and to model good citizenship in any community. Conduct that is lewd, indecent or a breach of peace is disorderly. As a member of the University, the University City, and West Philadelphia communities, University of the Sciences recognizes its obligation to respect the members of the University community and its neighbors. As members of the University community, students are required to refrain from

behavior that interferes or obstructs the orderly process of the University or the surrounding community (e.g., excessive noise; inappropriate, loud, or disruptive behavior; or failure to maintain property).

14. **Drugs:**
 - a. **Possession/Consumption.** Possession or consumption of illegal drugs or other controlled substances for a nonmedical purpose;
 - b. **Sales/Distribution.** The manufacturing, sale, distribution, or offer of transfer of illegal drugs and/or other controlled substance;
 - c. **Drug Paraphernalia.** Possession or use of drug paraphernalia;
 - d. **Inappropriate Care.** Inappropriately providing care, dispensing or prescribing medicine without the proper supervision, authority, or license.
15. **Endangerment.** Behavior or activities that intentionally or recklessly cause physical harm or endanger the health or safety of oneself or others.
16. **Failure to Comply.** Failure to comply with the reasonable directives of University officials or law enforcement officers during the performance of their duties, or provide identification to University officials or law enforcement officers when requested to do so. Additionally, a student may be charged with failure to comply if they fail to fulfill any sanction(s) levied as a result of a student conduct proceeding or meet with an authorized University official when directed to do so, including participation in an ongoing University investigation.
17. **False/Misleading Statements.** Making a false or misleading statement with the intent to deceive a University official. This includes, but is not limited to, dishonesty, misrepresentation, fraud, forgery, or knowingly using or providing false information, documents, or instruments of identification.
18. **False Report.** Intentionally initiating or causing to be initiated any false report, warning, or threat of fire, explosion, or other emergency.
19. **Fleeing the Scene.** Leaving a scene where a violation may have occurred prior to the resolution of the matter.
20. **Financial Responsibilities.** Failure to promptly meet financial responsibilities to the institution, including, but not limited to; knowingly passing a worthless check or money order in payment to the institution or to an official of the institution acting in an official capacity.
21. **Fire Safety.** Violation of local, state, federal or campus fire policies including, but not limited to:
 - a. intentionally or recklessly causing a fire;
 - b. failure to evacuate a University controlled building during a fire-alarm;
 - c. improper use of fire safety equipment; or
 - d. tampering with or improperly engaging a fire alarm or fire detection/control equipment while on University property. Such action may result in a local fine in addition to University sanctions;
22. **Forgery or Alteration.** Forgery or alteration of any document or instrument of identification for any purpose.
23. **Gambling.** Illegal or unauthorized gambling or gaming as defined by state or federal law.
24. **Harassment/Discrimination.** Violation of the University's policy on Harassment and Discrimination.
25. **Hazing.** University of the Sciences adheres to the Timothy J. Piazza Anti-hazing Law. The Timothy J. Piazza Anti-hazing Law defines hazing to include: Hazing, Aggravated Hazing, or Organizational Hazing are each prohibited by University of the Sciences Policy. It shall not be a defense that the consent of the minor or student was sought or obtained. It is also not a defense that the conduct was sanctioned or approved by the organization. Please refer

to the anti-hazing policy for the entire anti-hazing policy, which can be found here:
<https://www.usciences.edu/student-life/fraternity-sorority-life/anti-hazing-policy.html>

26. **Interference with University Activities.** Intentionally or recklessly interfering with normal University or University-sponsored activities, including, but not limited to: studying, teaching (including class sessions and office hours), research, University administration, or emergency services. Examples include, but are not limited to, loud disruptive continuous noise during class, prohibiting the continuation of a sponsored event through disruptive behavior, or preventing a University official from caring for a person in need.
27. **Parking.** Violation of the University parking regulations.
28. **Public Exposure.** Includes deliberately and publicly exposing one's intimate body parts, public urination, defecation, and public sex acts.
29. **Smoking.** Smoking and the use of all tobacco products is prohibited on all campus property, in owned or leased and operated buildings, recreation areas, and outdoors areas. Smoking paraphernalia (e.g. hookahs, pipes, bowls, vaporizers, electronic-cigarettes) and devices are also prohibited. See the Smoke and Tobacco-free policy for more information.
30. **Tampering/Fraud.** Tampering with, or the unauthorized or fraudulent use of University property or equipment. Examples include: campus telephone equipment, credit cards, or access codes/passwords.
31. **Theft.** Attempted or unauthorized taking of University property or the personal property of another, including goods, services and other valuables; also includes knowingly taking or maintaining possession of stolen property.
32. **Threatening Behaviors:**
 - a. **Threat.** Behaviors, communications, and/or conduct that causes a reasonable expectation of injury to the health or safety of any person or damage to any property.
 - b. **Intimidation.** Intimidation defined as implied threats or acts that cause a reasonable fear of harm in another.
33. **Trademark.** Unauthorized use (including misuse) of University of the Sciences or organizational names, images, logos, or symbols.
34. **Unauthorized Entry.** Misuse of access privileges to University premises, or unauthorized entry into, or use of buildings, including trespassing, propping or unauthorized use of doors for entry into or exit from a University building. Also includes entering, attempting to enter, or remaining without authorization or permission in any University office, residence hall room, University-sponsored event, or University premise.
35. **Unauthorized Soliciting.** Soliciting or canvassing by an individual, group, or organization without proper authorization.
36. **Violation of Residence Hall Policy.** Violation of the residence hall policies as stated in the Residence Life Handbook and/or housing agreement.
37. **Violation of Sanctions.** Failure to make amends as ordered through the Student Conduct Process. If the student violates suspension or expulsion, a Conduct Board Hearing will be convened to address the matter. If the student violates any other sanction, the student will be put on probation for one year or their current probation will be extended for one year. In addition, the Conduct Officer may impose other appropriate sanctions.
38. **Violation of University Policies.** Violating other published University policies or rules.

39. **Weapons.** Possession, use, or distribution of explosives (including fireworks and ammunition), guns (including air, BB, paintball, facsimile weapons and pellet guns), or other weapons or dangerous objects such as arrows, axes, machetes, nun chucks, throwing stars, or knives, including the storage of any item that falls within the category of a weapon in a vehicle parked on University property. (See Campus Weapons Policy for more information).

OVERVIEW OF THE USCIENCES ONLINE STUDENT CONDUCT PROCESS

This overview provides a general idea of how the campus conduct proceedings work for students enrolled in USciences Online courses. Please note that not all situations are of the same severity or complexity. Thus, these procedures are flexible, and are not exactly the same in every situation, though consistency in similar situations is a priority.

Students should be aware that the student conduct process is quite different from criminal and civil court proceedings. Procedures and rights in student conduct procedures are conducted with fairness to all, but do not include all of the same protections afforded by the courts. Due process, as defined within these procedures, assures written notice and the opportunity for a hearing before an objective decision-maker. No student will be found in violation of a University policy without information showing that it is more likely than not that, a policy violation occurred. Any sanctions will be proportionate to the severity of the violation and to the cumulative conduct history of the student.

The OSCG may accommodate concerns for the personal safety, well-being, and/or fears of confrontation of the complainant, respondent, and/or other witnesses during the hearing by providing separate facilities, by using a visual screen, and/or by permitting participation by telephone, videophone, closed circuit television, video conferencing, videotape, audio tape, written statement, or other means where and as determined appropriate by the Director of Student Conduct and Grievances.

Filing of Complaints

Any member of the University community may file a complaint against a student for potential violations of the UOSCP. Complaints may be filed with the OSCG. Faculty and staff can access the reporting forms on the University Blackboard page. Anyone else wishing to file a complaint should contact the office at 215.596.8844.

While there is no time limit on filing complaints, it can become difficult to gather information regarding an incident and take action when there is a prolonged delay in filing a complaint. As such, every effort should be made to file a complaint as soon as possible after the event takes place or becomes known. Complaints filed more than 45 days after the event takes place or becomes known, will be addressed at the discretion of the Director of Student Conduct and Grievances, in consultation with the Dean of Students .

The Director of Student Conduct and Grievances will review the complaint and will determine the initial course of action to be taken. If necessary, the Director of Student Conduct and Grievances may request that the complainant gather and/or submit additional information prior to determining how to proceed. If additional information is recommended, the goal is to have the alleged violation resubmitted within five business days to allow a timely resolution.

The Director of Student Conduct and Grievances may dismiss a complaint which fails to identify a violation of the UOSCP. In matters involving more than one respondent, the OSCG may permit the matter to be processed either separately or jointly. Separate determinations of responsibility will be made for each responding student.

Notice of Conduct Action

University email is the primary means of communication with students. Notice of conduct action will be emailed to the student's University issued email account. Once emailed, such notice will be presumptively delivered. Students are responsible for all communication delivered to their University email address. Alternate methods of delivery may be used to deliver notice as necessary.

USciences Online student advisors will be copied regarding all formal actions including initial allegation, resolution, and appeal.

General Procedures

Depending on the nature of the complaint and circumstances involved, alleged policy violations may be resolved informally or through one of the formal resolution options described below. The OSGC holds ultimate authority and discretion to determine the course of action for any allegation.

If an instructor is unsure whether the conduct violates the academic honesty policy or is otherwise in need of help and guidance, the instructor should consult with the Director of Student Conduct & Grievances.

Informal Resolution

USciences Online Faculty are able to resolve minor or unintentional academic integrity violations by way of the informal resolution option. This option is only available for assignments worth less than 10% of the course grade.

When an instructor becomes aware of a possible violation of academic honesty, the instructor should notify the student as soon as possible via an email to the student's university email address, before imposing a penalty. The email should detail the suspicion of dishonesty and provide the student an opportunity to respond to discuss the situation.

The University views this as a learning opportunity to help students understand expectations and prevent further violations. These types of concerns can be resolved informally between student and instructor and no official report is needed unless there is a dispute about the incident that needs to be resolved.

If the student would like to challenge the proposed informal resolution, then the formal resolution option will be used.

Formal Resolution

Academic integrity violations which are worth more than 10% of the course grade, or violations that are not considered academic dishonesty, must be reported through the USciences Online Incident Reporting Form (LINK). The Director of Student Conduct & Grievances will review the incident report and determine the appropriate formal resolution option.

Disposition with Review Option (DRO)

The DRO will be utilized in the following cases:

- If a respondent does not have any previous academic dishonesty history, and
- if the proposed action does not rise to the level of a failing grade in the course

The faculty member will submit an incident report which includes a narrative about the incident and the recommended academic sanction. Upon receipt and review of the incident report, Student Conduct will notify the respondent in writing of the violation and sanctions imposed by the faculty member. The respondent can accept responsibility for the violation(s) along with the sanctions imposed, or can initiate a request for review of the original decision and/or sanctions imposed. The respondent will have 5 business days to initiate a request for review. If the respondent does not initiate a request for review within 5 business days, the decision is final.

If the student initiates a request for review, a hearing officer will review the case materials and may contact all parties to gather additional information as needed. After reviewing the case materials, the hearing officer may take the following

actions: modify the decision and/or sanctions, or affirm the original decision and/or sanctions. All parties will be informed in writing of the decision. This decision is final.

Administrative Decision with Appeal Hearing Option

The Administrative Decision will be utilized in the following cases:

- If a respondent has prior academic dishonesty history, or
- if the alleged violation is non-academic in nature, or
- if the proposed action is a failing grade in the course

Upon receipt and review of the incident report, Student Conduct hearing officer will notify the respondent in writing of the allegation and charges. The respondent will have 3 business days to provide a written response to the charges. The hearing officer will review and consider all case information and may gather additional information as needed. The hearing officer will issue a decision in writing regarding responsibility and impose sanctions if the respondent is found responsible. The respondent has 5 business days to request an appeal board hearing. The complainant does not have a right to appeal the decision.

- **Appeal Board Hearing**

Upon receipt of an appeal request, The Director of Student Conduct will initiate the appeal board hearing procedures. A two member appeal board will be convened to host a teleconference or video conference hearing. The appeal board members will be University staff who are trained annually to hear appeal cases. All parties will be notified of the appeal date and time at least 5 business days in advance of the scheduled hearing. In this notice, parties will be notified of the appeal board members. If either party objects to a selected board member, they must submit their objection, in writing, to the Director of Student Conduct and Grievances within two business days of being informed. The Director of Student Conduct and Grievances will review the objection and determine if the board member will be unseated. A board member will only be unseated if the Director of Student Conduct and Grievances concludes that their bias precludes an impartial hearing of the complaint.

Attendance is limited to only those individuals playing a role in the process including: respondents, complainants, conduct advisors, witnesses, members the Appeal Board and representatives of the Office of Student Conduct and Grievances. The parties to an appeal board hearing have the right to be accompanied by a Conduct Advisor. The Conduct Advisor must be a University Community member and may not be an attorney, except where required by law. The Conduct Advisor may confer quietly with their advisee, exchange notes, and suggest questions to their advisee. The Conduct Advisor does not have a speaking role during the hearing and may only speak to the person they were invited to support. The advisor may not make a presentation or otherwise represent either party during the hearing.

The Director for Student Conduct will convene the teleconference or videoconference appeal board hearing. All parties will have an opportunity to make a statement and to respond to questions from the board. The teleconference will then be terminated and the board members will deliberate to make a decision on responsibility and sanctions imposed as applicable. The board will give their decision to the Director of Student Conduct & Grievances who will issue a written decision to all parties. This decision is final.

The hearing will be audio recorded and the recording will remain the property of the University. Deliberations will not be recorded. Either party may request to review the recording by writing to the Office of Student Conduct and Grievances. The review of the recording must take place in the presence of the Director of Student Conduct and Grievances and only approved individuals may review the recording. Audio recordings will be held according to the University records retention policy.

SANCTIONS

For any finding of responsibility, all students will receive, at a minimum, a written reprimand. In addition, one or more of following sanctions may be imposed. Note: When assigning probation or suspension, the summer semester will generally will not count toward the number of semesters assigned. Students remain on probation or suspension during any University breaks (e.g., summer, winter, spring break) that fall during an assigned sanction.

1. Warning: An official written notice that the student has violated the UOSCP and that more severe conduct action may result should the student be involved in other violations while enrolled at the University.
2. Academic Sanctions:
 - No credit "0" for the assignment, quiz, exam, participation, etc.
 - No credit "0" for the assignment, quiz, exam, participation, etc. and the grade must be used in the calculation of final grade (i.e. this grade cannot be dropped if applicable)
 - Make-up assignment with modified ability to earn credit (i.g. student may only receive 50% of earned credit)
 - One letter-grade reduction in the final grade
 - A grade of "D" for the course (this would be the highest grade that a student could earn in the course), or an "F" if the course is pass/fail
 - A grade of "F"
 - Failure of a program requirement
 - Other
3. Conduct Probation: Any alleged violation occurring during probationary status will likely result in suspension or expulsion if found responsible.
4. Educational Program: The student is required to attend, present and/or participate in a program related to the violation. It may also be a requirement to sponsor or assist with a program for others on campus to aid them in learning about a specific topic or issue related to the violation for which the student or organization was found responsible. Audience may be restricted.
5. Educational Reflection Paper: The student is required to write an educational reflection paper related to the violation.
6. Fines: The student is required to pay a monetary amount imposed to cover costs or as a learning outcome.
7. Loss of Privileges: The student will be denied specified privileges (ie. guest privilege, access restrictions, parking, etc.) for a designated period of time.
8. Revocation of admission and/or degree: The student's admission to, or a degree/certificate awarded from, the University may be revoked for fraud, misrepresentation, or other violations of University standards in obtaining the degree, or for other serious violations.
9. University Suspension (deferred): The student is placed on notice that his/her continued enrollment is contingent upon the student adhering to all University policies, fully complying with any mandated sanctions, and fulfilling other stipulated requirements. If the student is found responsible for violating any University policy, failing to comply with the sanctions, or does not fulfill other stipulated requirements, immediate suspension will be considered as a primary response.
10. University Suspension: The student will no longer be enrolled at USciences Online and will lose all rights and privileges of being a student, but may return after a specified period of time, assuming proper conduct on the student's part during this time and the student meets all requirements for returning. While suspended the

student is banned from university property, functions, events and activities without prior written approval from the Director of Student Conduct and Grievances. When on suspension, a student may not obtain academic credit at the University or elsewhere toward completion of a degree or certificate at USciences Online. A permanent notation of the suspension will be placed on the student's official academic transcript.

11. University Expulsion: The student is permanently separated from the University. The student will no longer be enrolled and all rights and privileges of a student are revoked. The student is banned from university property and the student's presence at any University sponsored activity or event is prohibited. A permanent notation of the expulsion will be placed on the student's official academic transcript.
12. Other Sanctions: Additional or alternate sanctions may be created and designed as deemed appropriate to the offense with the approval of the Director of Student Conduct and Grievances

Interim Sanctions

Interim sanctions may be imposed prior to the completion of the student conduct process. Interim sanctions will be imposed: 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; 3) if the student is facing allegations of serious criminal activity; or 4) if the student poses an ongoing threat of disruption of, or interference with, the normal operations of the University. Interim sanctions will be imposed by the Dean of Students (or designee). During interim sanctions, a student may be denied access to the residence halls and/or to the campus (including classes) and/or all other activities or privileges for which the student might otherwise be eligible, as determined by the Dean of Students (or designee). The interim sanctions do not replace the regular process.

CONDUCT RECORDS

Retention

All conduct records will remain on file for a period of seven years after the incident date. Once a year, records will be reviewed and destroyed if applicable. The exceptions to this process are cases involving sanctions of suspension or expulsion, and those that fall under Sexual Misconduct Policy, which are maintained indefinitely.

ADMINISTRATIVE NOTICES

Interpretation

The Director of Student Conduct and Grievances will develop procedural rules for the administration of hearings that are consistent with provisions of the UOSCP. Material deviation from these rules will, generally, only be made as necessary and will include reasonable advance notice to the parties involved, either by posting online and/or in the form of written communication.

The Director of Student Conduct and Grievances may vary procedures with notice upon determining that changes to law or regulation require policy or procedural alterations not reflected in this policy. The Director of Student Conduct and Grievances may make minor modifications to procedure that do not materially jeopardize the fairness owed to any party. Any question of interpretation of the UOSCP will be referred to the Dean of Students, whose interpretation is final.

Any student dual enrolled in USciences Online and on-campus programs will be subject to the University of the Sciences Conduct Policy as delineated in the Student Handbook (https://www.usciences.edu/student-life/student-handbook/student_handbook.pdf) for any allegations that take place on campus or within the scope of an on-campus course.

Revision

The UOSCP will be reviewed annually under the direction of the Director of Student Conduct and Grievances with a comprehensive revision process being conducted every five years.