

Case Western Reserve University Academic Integrity Board

Application for Membership

University Office of Student Affairs
Adelbert Hall, Room 110

<http://studentaffairs.case.edu/office/integrity/>

Due: October 26, 2012

Please keep Saturday, November 3rd available for an interview with the board should you be selected.

ACADEMIC INTEGRITY BOARD POSITION DESCRIPTION

I. *Basic Function and Responsibility*

Student members of the Academic Integrity Board fulfill a multifaceted role. They are campus leaders and judicial volunteers. Academic Integrity Board members promote students' integrity through Board planned and sponsored events. Board members also adjudicate academic hearings involving students who have been accused of committing a violation of the Student Handbook. Through both of these functions, Academic Integrity Board members educate their fellow students about integrity and fulfill the Board's mission of leading students to be tomorrow's conscientious and ethical leaders.

II. *Position Expectations*

A. Eligibility

1. Academic Integrity Board members must be currently enrolled undergraduate students.
2. Academic Integrity Board members must be in good academic and social standing.
3. It is preferred that members maintain a cumulative G.P.A. of 3.3 or higher.

B. Confidentiality

All information and/or decisions related to identity, allegations, determination and sanctions of any students, as well as any other academic integrity board decisions must remain confidential. Disclosure of such information to non-members of the Academic Integrity Board or discussions of such information with any board members in an inappropriate form are considered violations of confidentiality.

C. Attendance

1. Students are expected to be available to serve on hearings as necessary throughout the year. Most hearings occur at the end of the semester. Students also are expected to participate in the Board's other events that help to promote integrity on campus. These Board-held events will constitute the majority of one's participation as a member.
2. The Academic Integrity Board will meet bi-weekly to discuss Board matters. Subcommittees will schedule additional meetings as needed, usually once a month.

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3. New Board members must attend one training session early in the fall or spring semester.

4. Students are expected to initiate and to participate actively in programs for the campus community such as the First Year Orientation program, residence hall programming, TA training, judicial hearings, Integrity Week, and the various other non-judicial activities sponsored by the Board.

D. Membership Standards

Academic Integrity Board members are expected to uphold the University's rules and regulations.

E. Duration of Membership

Members of the Academic Integrity Board serve for a minimum of one academic year and retain Board membership as long as they meet the Board's eligibility and good standing requirements per application Sections A, D, and F.

F. Good Standing

Board members' good standing is based on attendance, and the Board keeps an attendance record to help students to maintain good standing.

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Students, faculty, and administrators share responsibility for the determination and preservation of standards of academic integrity. Not only must they adhere to their own personal codes of integrity, but they also must be prepared to educate others about the importance of academic integrity, to exercise reasonable precaution to discourage violations of academic integrity, and to adjudicate violations. The Academic Integrity Board hears cases of suspected violations of academic integrity, determines responsibility, and imposes educational and disciplinary sanctions. The Academic Integrity Board also organizes and sponsors campus activities that educate students and faculty members about academic integrity.

Each Academic Integrity Board judicial hearing includes three students, two faculty, and two administrators. Students and faculty are voting members of the hearing. Student members of the Board are selected from an approximately twenty person size group approved by the Undergraduate Student Government (USG); the Executive Committee of the Faculty Senate appoints faculty members; and the University's chief judicial officer (or his designee) and a dean from the Office of Undergraduate Studies serve as the administrators.

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SECTION I – Background Information

Name: _____ ID #: _____ email: _____
Campus Address: _____ phone #: _____
Major (s): _____ credits earned to date: _____

First Year Second Year Third Year

Please indicate which G.P.A. range applies to you.

2.00 – 2.24	2.25 – 2.49	2.50 – 2.74	2.75 – 2.99
3.00 – 3.24	3.25 – 3.49	3.50 – 3.74	3.75 – 4.00

Are you:

Male Female Transgender I prefer not to respond

Please list student organizations, clubs, sports, etc. in which you are involved, indicate leadership positions and include their weekly time commitments:

Have you ever been found responsible for a Student Handbook violation (academic or judicial)?

Yes No

If yes, please attach a separate sheet of paper to this application explaining the nature of your offense. (Responding “yes” to this question does not necessarily eliminate you from the application process)

NOTE: All information will be kept confidential. Grade point average will not be forwarded to Undergraduate Student Government as part of your application.

Signature: _____ Date: _____

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SECTION II – Short Response Questions

Please answer the following questions in a typed word document.

1. What motivated you to apply to the Academic Integrity Board, and if selected as a member, how will you contribute to the Board?

2. Describe a student-run event or program that you planned or took part in on campus. Evaluate the success of the event. What worked? What did not?

3. Describe a time when you had to suspend your personal biases in order to make an objective decision:

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4. Why is academic integrity important to a university community? What role should the Academic Integrity Board play in a university setting?

SECTION III – Recommendation

Please complete the student portions of the recommendation form and submit it to a person who can attest to your potential as an Academic Integrity Board member. In selecting your recommender, it would be helpful to review our questions for them. University faculty, staff, or administrators, residence life staff, high school teachers, coaches, or guidance counselors, and employers are some examples of acceptable recommenders.

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Recommendation Form
University Academic Integrity Board
studentaffairs.case.edu/office/integrity

Applicant's Waiver of Access

I have requested that _____ complete this recommendation form as part of my application for a position on Case Western Reserve University's Academic Integrity Board. In accordance with the Family Education Rights and Privacy Act (FERPA), I

___ waive my access to this recommendation which shall be considered confidential

___ do not waive access to this recommendation which shall not be considered confidential

Student signature _____ Date _____

Note to the Recommender: If the student has waived his or her right to access this recommendation, the recommendation will remain confidential and made available only to individuals in the University administration and the undergraduate Academic Integrity Board members involved in the selection process. If the student has not waived his or her right to access this recommendation, the recommendation will be made available to the student upon his or her request.

Evaluator's name _____

Title _____ E-mail _____

Phone Number _____

How long have you known the applicant? _____

In what capacity? _____

Please complete this recommendation and return it to the student in a sealed and signed envelope or send it directly to the Office of Student Affairs, Adelbert 110 (Loc. Code: 7060) by October 26th at 5:00 pm. CWRU Professors may email their recommendations to integrity@case.edu.

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To the recommender:

_____ is applying to be a student member of the University Academic Integrity Board. The Academic Integrity Board performs two important roles on campus. The Board advocates integrity's importance to the student community and educates students to be conscientious and responsible individuals after they graduate. Board members also adjudicate academic integrity violations. We do not necessarily seek the most academically accomplished candidates. We seek the candidates who will best fulfill the Board's two roles.

We find recommenders' specific anecdotes and examples to be some of the most helpful guides for evaluating applications. You may address any and all of the below questions, or simply write to their ability to contribute to the Board. Thank you for helping us to select next year's new Board members.

Sincerely,
The University Academic Integrity Board

Recommended Questions

1. Please discuss the candidate's ability to think independently and critically. What kind of potential does the candidate show for being a conscientious advocate for integrity and ethics?
2. How does the candidate distinguish himself or herself in leadership and/or in the ability to work well with others in a group?
3. Please describe the candidate's oral and written communication skills.
4. How mature is the candidate? Please describe the candidate's ability to handle multiple responsibilities inside of and outside of the classroom.