Case Western Reserve University
Academic Integrity Board

Application for Membership

Application Due Date:
Wednesday, March 18th, 2015 by 5:00 p.m.

Turn Application in to the University Office of Student Conduct & Community Standards
(Thwing Center, Suite 35, Loc. 7100)

Should you be selected, please plan on attending Academic Integrity Board Interviews on Saturday, March 28th from 10:00 a.m. – 2:00 p.m.
**Academic Integrity Board Position Description**

I. Basic Function and Responsibility

Student members of the Academic Integrity Board (Board) fulfill a multifaceted role. They are campus leaders and are hearing board volunteers. They promote student integrity through Board sponsored events. Board members also adjudicate conduct cases involving students who have been accused of committing an academic integrity violation. 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 conscientious and ethical leaders.

II. Position Expectations

A. Eligibility
   a. Members must be currently enrolled undergraduate students.
   b. Members must be in good academic and social standing with the university.
   c. Members need to maintain a cumulative 3.3 GPA or higher (strongly preferred).
   d. Members must be at least a second semester freshman to apply.

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 outside of the hearing location are inappropriate, and considered violations of confidentiality. Violations of confidentiality could result in your removal from the board and student conduct sanctions.

C. Attendance
   a. Students are expected to be available to serve on hearings as necessary throughout the year. Hearings are scheduled during the first and third weeks of each month. Students are also expected to participate in the Board’s other events that help promote integrity on campus. These events will constitute the majority of one’s participation as a member.
   b. The Academic Integrity Board will meet bi-weekly to discuss Board matters. Subcommittees will schedule additional meetings as needed, usually once a month.
   c. All members must attend at least one training per year. Trainings are offered in the fall and spring semester.
   d. Academic Integrity Board Members are expected to plan and attend the following programs – First Year Orientation, Residence Hall Programming, Teaching Assistant Training, Integrity Week, etc.

D. Membership Standards: Academic Integrity Board members are expected to uphold the university’s community standards, including its policies, rules, & 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, academic good standing, and social good standing with the university. The Board keeps an attendance record to help students to maintain good standing.

Students, faculty, and administrators share responsibility for the determination and preservation of the academic integrity standards. 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 the university’s expectations 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 Hearing includes three students, two faculty members, a Dean from Undergraduate Studies, and the Associate Vice-President for Student Conduct as the chair. Students and faculty are voting members in the hearing. Student members of the board are selected and trained by the University Office of Student Conduct & Community Standards, and are acknowledged by the Undergraduate Student Government.
SECTION I – Background Information

Name: ___________________ ID #: ___________________ Email: ___________________
Campus Address: ___________________ Mobile Number: ________________
Major(s): ___________________ Credits Earned to Date: ________________

• Please circle one: First Year       Second Year       Third Year

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

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

• Have you ever been found responsible for a university policy violation (academic or conduct)?  Yes       No
  o If you answered 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.

Please be advised that the staff in the University Office of Student Conduct & Community Standards and the Academic Integrity Board will be reviewing any conduct history that you have prior to your application being considered eligible for the Board. If this is applicable to you, please make an appointment with Ashleigh Wade in the University Office of Student Conduct and Community Standards to determine eligibility.

Please note: All information will be kept confidential. Grade point averages and student conduct matters will not be forwarded to Undergraduate Student Government as part of your application.

Signature: ___________________________ Date: ___________________________
SECTION II – Short Answer Questions

Please answer the following questions in a **typed** word document. Handwritten answers will NOT be considered.

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

2. Describe a time when you had to suspend your personal biases in order to make an objective decision. If you have not been in this situation, do you think you would be able suspend your personal biases and why?

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

4. Shirley has a paper due at midnight via email for her English class. The professor receives an email from Shirley at 11:58pm that says, “Here’s my paper. See you in class on Thursday!” but there is no document attached. A few hours later, the professor receives a second email from Shirley, with the paper attached, which says, “I am so sorry! I just realized that I never attached my paper.” This professor has clearly articulated a strict policy on late papers to the class. Could this be seen as an academic integrity violation?
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, please be sure to review the questions.

Examples of Acceptable Recommenders: University Faculty and Staff, Residence Life, High School Teachers, High School Guidance Counselors

Recommendation Form – University Academic Integrity Board

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. The recommendation shall be considered confidential.

___ I do not waive access to this recommendation. The recommendation 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 will be made available only to individuals in the University Office of Student Conduct & Community Standards, and members of the Undergraduate Academic Integrity Board. 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: ___________________________ Evaluator’s Title: ___________________________
Evaluator’s E-mail Address: ___________________ Evaluator’s 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 University Office of Student Conduct & Community Standards, Thwing Center, Suite 35, Loc. 7100.

This recommendation is due by 5:00 p.m. on Wednesday, March 18th, 2015.
Dear 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 select new Academic Integrity Board members.

Sincerely,

Kushant Sunkara & Philip Akanbi
The University Academic Integrity Board, Student Relations Co-Chairs

**Recommended Questions**

1. 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. Describe the candidate’s oral and written communication skills.

4. How would you describe this candidate’s maturity level?

5. Describe the candidate’s ability to handle multiple responsibilities inside of and outside of the classroom.