Case Western Reserve University
Academic Integrity Board

Application for Membership

Submit to the Office of Undergraduate Studies
(447 Sears Building)
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 are hearing panel 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 roles, 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. It is strongly preferred that members maintain a cumulative 3.3 GPA or higher.
   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 Hearing Panel 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. Students are also expected to participate in the Board’s events that promote integrity on campus.
   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 disciplinary 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 standards of academic integrity. Not only must they adhere to their own personal codes of integrity and comply with University community standards, but they must also be prepared to educate others about the importance of academic integrity, to take reasonable precaution to discourage violations of academic integrity, and to adjudicate violations.

The Academic Integrity Board participates in Academic Integrity Hearing Panels, and also organizes and sponsors campus activities that educate students and faculty members about academic integrity.

Each Academic Integrity Hearing Panel will be composed of three students (voting members), two faculty (voting members), and two administrators (non-voting members). One administrator will normally be a dean from the Office of Undergraduate Studies. The other administrator will normally be a representative of the Office of Student Affairs and will chair the Board.

Student members are approved by the Undergraduate Student Government and are trained by the Office of Student Conduct & Community Standards and the Office of Undergraduate Studies.
SECTION I – Background Information

Name: ___________________________ Case Email/Network ID: ___________________________

Campus Address: ___________________________ Mobile Number: ___________________________

Major(s): ___________________________ Credits Earned to Date: ___________________________

Please circle one: First Year Second Year Third Year Fourth Year
(First-Year students are encouraged to apply in the Spring semester)

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

If you answered “yes,” please attach a separate sheet of paper to this application explaining the nature of the violation. Responding “yes” to this question does not necessarily eliminate you from the application process. If you have been found responsible for a university policy violation, please make an appointment with the Academic Integrity Board advisors, Denise Butler and Megan Carney, to discuss your eligibility for membership.

The following authorization is required to release your academic information and conduct history to the Academic Integrity Board:

I consent to the review of my academic information and my conduct history by the Academic Integrity Board prior to their consideration of my application. To ensure my continued eligibility to serve on the Board, I further consent to the periodic review of my academic information and my conduct history by the Academic Integrity Board for the duration of my membership.

Signature: ___________________________ Date: ___________________________

Please note: All information will be kept confidential. Grade point averages and student conduct information will not be forwarded to Undergraduate Student Government as part of your application.
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 such a 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 someone 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 Staff, High School Teachers, High School Guidance Counselors

Recommendation Form – University Academic Integrity Board

Applicant’s Waiver of Access

I have requested thatcomplete 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, the Office of Undergraduate Studies, and members of the 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 Office of Undergraduate Studies, 447 Sears Building.
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,
The Academic Integrity Board

**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.