

Student Conduct Board

Student Application Packet

All Application Materials should be submitted to:

ATTN: Conduct Board
Student and Academic Life
Sanders Administration Building, Suite 204
160 Pearl Street, Fitchburg, MA 01420
Phone: (978) 665-3887 Fax: (978) 665-3132
judicial@fitchburgstate.edu

The following materials must be received in order for your application to be considered complete:

- Student Application
- Student Questionnaire
- 1 Reference

Questions about the application process should be directed to:

William Cummings
Director of Student Conduct
Student Conduct | Student and Academic Life
(978) 665-3887 or judicial@fitchburgstate.edu

NEW CONDUCT BOARD MEMBER STUDENT APPLICATION PROCESS

More information about the Conduct Board and Conduct Process may be found by visiting our website at: www.fitchburgstate.edu/judicial.

Selection Steps

1. Review of Applications (Begins Immediately, Verification of Information)
2. Interview with Current Members of the Conduct Board (Recommendation Made)
3. Interview with Director of Student Conduct
4. Conditional Offer of Membership Made
5. Participate in Minimum Training Session
6. Final Candidacy Evaluation and Recommendation of Appointment
7. Appointment to Board

All members are asked to participate in on going training as needed.

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NEW CONDUCT BOARD MEMBER STUDENT APPLICATION

For the Applicant:

CONTACT INFORMATION

Full Name: _____

Student ID NUMBER: @ _____

E-mail: _____

Phone: _____

ADDRESS INFORMATION

Number and Street: _____

City: _____ **State:** _____ **Zip:** _____

UNIVERSITY INFORMATION:

MAJOR: _____ **CLASS STANDING:** _____ **GPA:** _____

DISCIPLINARY HISTORY

Disciplinary history is evaluated given the nature of the position and the access to information. The presence of a disciplinary history is NOT grounds for automatic disqualification. Student with current outstanding sanctions or currently on any type of probationary status remain ineligible.

Have you ever been found responsible through the Student Conduct Process for violating the Code of Conduct.

____ Yes ____ NO

If you checked yes, please provide a summary of the incident and what you learned as a result.

OTHER INFORMATION (optional)

Please provide any additional information on a separate sheet that you think relevant to considering your application.

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Student Conduct, Mediation and Education

NEW CONDUCT BOARD MEMBER STUDENT QUESTIONNAIRE

For the Applicant:

CONTACT INFORMATION

Full Name: _____

E-mail: _____ **Phone:** _____

Please address the following questions on a separate sheet of paper:

1. What motivated you to apply to be on the conduct board? How do you see yourself contributing to the board?
2. What is the purpose of the conduct board?
3. What is the purpose of having faculty, staff, and students on the conduct board?
4. Do you feel sanctions should be educational, punitive, or both? Why?
5. Please list any anticipated extracurricular activities and jobs, and the approximate time commitment for each hours/week. When you make a commitment to an activity/group, what does that mean to you?
6. What is the importance of the Fitchburg State University mission statement? As a member of the Fitchburg State Conduct Board how do you ensure you are upholding the values of Fitchburg State University?

Please complete the following exercise:

Campus Conduct Board Values Clarification Exercise

Rank the following values in fulfilling your role in a student conduct hearing 1 – 10, with one (1) being the highest priority in fulfilling your role, and ten (10) being the least important.

My highest responsibility in hearing student conduct complaints is:

	YOUR RANK
A. Finding the Truth	_____
B. Providing a Just Result	_____
C. Providing an Educational Process	_____
D. Encouraging students maturation and development	_____
E. Making a safe community	_____
F. Upholding University policy	_____
G. Ensuring a fair process	_____
H. Protecting the rights of the accused student	_____
I. Protecting the University from liability	_____
J. Punishing wrongdoing	_____

(used with Permission) [Brett A Sokolow, JD, President, The National Center for Higher Education Risk Management, LTD. www.NCHERM.org]

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NEW CONDUCT BOARD MEMBER REFERENCE FORM

For the Applicant:

Full Name: _____

E-mail: _____ **Phone:** _____

The above applicant retains the right of access to this document unless he/she has signed the following waiver:

I hereby waive any and all rights of access to this document which is to be included in my application file for a position on the Student Conduct Board at Fitchburg State University. This waiver applies to the Family Educational Rights and Privacy Act of 1974, as amended, and any other similar legislation. I understand that this document may not be used for any purpose other than evaluation of my qualification for selection on the Student Conduct Board.

Applicant Signature: _____ **Date:** _____

FOR THE EVALUATOR:

The student listed above is applying for a position on the Student Conduct Board at Fitchburg State University. If chosen, this student would serve as a member of a hearing body to adjudicate alleged student and/or student organization violations of the Code of Conduct. This student would review police reports and participate in hearings for his/her peers and/or their organizations at Fitchburg State University. This volunteer leadership position requires a high level of maturity, responsibility, objectivity, professionalism, critical thinking, communication skills, and integrity.

Please attach a **letter of support** commenting on the applicant's level of maturity, responsibility, objectivity, professionalism, critical thinking, and integrity based on your interactions with them.

Thank you for your assistance in the selection process.

Full Name: _____ **Title:** _____

Employer: _____

Email: _____ **Phone:** _____

I know this applicant (please check one):

Very Well Well Casually Now Well Enough to Rate

I recommend this student for a position with the Conduct Board (Check One):

Highly Recommend Recommend Recommend with Reservations Do Not Recommend

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