

**OFFICE OF COMMUNITY STANDARDS
HOFSTRA UNIVERSITY**

**RESPONSIBILITIES OF STUDENT CONDUCT
BOARD MEMBERS**

The Student Conduct Board is a panel of student leaders (typically 6-8 students) who are responsible for adjudicating conduct hearings for students who have been charged with violations of University policy. A Student Conduct Board Member participates in all aspects of the conduct hearing process. This includes listening to testimony, questioning students and witnesses, reviewing facts and deliberating on the case with other board members, and voting to determine responsibility.

A Student Conduct Board Member should be familiar with all University and Residential Life policies as outlined in *The Guide to Pride* and *The Living Factor*. Because the disposition of conduct cases is extremely confidential, Student Conduct Board Members must be willing and capable of maintaining strict confidentiality regarding all judicial matters and must meet all other candidate requirements as outlined on the Student Conduct Board application.

Based on the Student Conduct Hearing schedule, Student Conduct Board Members must be available between the hours of 4-8pm on Mondays or Thursdays throughout the academic year.

For more information regarding the Student Conduct Board and/or member responsibilities, contact the Office of Community Standards, 240 Student Center, (516) 463-6913.

STUDENT CONDUCT BOARD

Application Instructions

1. Each applicant must meet the following requirements:
 - A full-time matriculated student.
 - In good academic standing with a cumulative G.P.A of 2.5 or greater.
 - Available between 4:00 p.m. and 8:00 p.m. on **Mondays or Thursdays** throughout the semester.
 - In good standing with the Dean of Students Office.
 - Cannot be a member of any campus media publication(s).
2. Please fill out the attached application completely. Attach additional sheets where necessary.
3. Please provide the names, addresses, phone numbers, and e-mail addresses of **2 individual references** that are able to attest to your qualifications for membership to the Board.
4. Return the Application to the Dean of Students Office, room 240 of the Student Center by **April 15, 2011** (for appointment to Fall 2011 Board).
5. After your application is reviewed, a member of the Office of Community Standards will contact you to schedule an interview.

Should you have any questions, please contact Jennifer Soehngen, Graduate Assistant, at:

Office of Community Standards
240 Student Center
(516) 463-6913

Thank you for your interest in the Student Conduct Board!

Hofstra University
Office of Community Standards
Application for Membership
Student Conduct Board

Name: _____

HUID #: _____

Telephone: _____

Expected Graduation Date: _____

GPA: _____

Please respond to the following questions on a separate sheet of paper. All responses should be typed and the combined answers should not exceed two pages in length.

1. **Why would you like to be a Student Conduct Board Member?**
2. **What assets can you bring to this position?**
3. **Please describe a positive experience you have had while working in a group.**

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Based on your Fall 2011 schedule, please indicate what board(s) you can serve on.

____ **Monday**
(4-8pm)

____ **Thursday**
(4-8pm)

____ **Both**

Have you previously applied to the Student Conduct Board? ____ Yes ____ No

Please list any time commitments for the upcoming semester and indicate the obligation that you have for each.

Were you referred by a past or present SCB member? _____

If so, who: _____

I have completed this Application with all the requested information truthfully and honestly.

Signature

Date

***Application Deadline –April 15, 2011 ***