



**DIVISION OF STUDENT AFFAIRS**  
**Dean of Students Office**

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Dear Spartan,

Thank you for your interest in joining the Student Conduct Board at Norfolk State University.

This position plays an integral role in supporting the mission of the University by maintaining a safe living and learning environment for the campus community. The Student Conduct Board is a pool of students, faculty, and staff who have been trained and are eligible to serve on a Student Conduct Panel. The Student Conduct Panel are the persons authorized by the Dean of Students to determine if a student or student organization has violated the Code of Student Conduct and recommend sanctions.

Applicants for the Student Conduct Board must meet the following requirements:

- Applicants must be a currently enrolled student at Norfolk State University during the current academic year.
- Applicants must be in good academic standing (2.5 Semester/2.5 Cumulative GPA).
- Applicants cannot have any student conduct violations.
- Students selected to serve on the Student Conduct Board must complete all training. Training will be held in the fall semester.
- Students selected must maintain confidentiality regarding all information discussed during the student conduct process.

The following materials must be received by Friday, **September 24, 2021**. In order for your application to be considered complete please provide the following:

- Student Application
- 1 Reference Form (must be completed by an NSU faculty or staff member)

This information must be submitted to the Dean of Students Office located in the Student Services Center, Suite 307 or emailed to Mr. Kameron Dabney at [ksdabney@nsu.edu](mailto:ksdabney@nsu.edu). Should you have any questions, please contact our office.

Sincerely,

Kameron Dabney  
Student Conduct Coordinator



**DIVISION OF STUDENT AFFAIRS**  
**Dean of Students Office**

**STUDENT CONDUCT BOARD**  
**NEW MEMBER APPLICATION**

**APPLICANT INFORMATION**

Full name:	Address:
_____	_____
Student ID#:	_____
_____	_____
Major:	Phone Number:
_____	_____
Cumulative GPA: _____	NSU email address:
Classification: _____	_____ @spartans.nsu.edu

**SHORT ANSWER** (*You may use an additional page if needed.*)

1. Why are you interested in becoming a member of the Student Conduct Board?
2. What is your personal philosophy of the Student Conduct Process?
3. What skills or experiences do you bring to the Student Conduct Board?
4. Do you feel sanctions should be educational, punitive, or both? Why?
5. Please discuss any extracurricular activities or other commitments that you plan to participate in during the academic year.
6. Will this be your first time serving as a Student Conduct Board Member?

*By typing my name below I affirm that the above information is correct, and I give the Dean of Students Office permission to check my academic and student conduct record.*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

The application and reference form should be submitted to the Dean of Student Office, located in the Student Services Center, Suite 307 or by email at [ksdabney@nsu.edu](mailto:ksdabney@nsu.edu)



**DIVISION OF STUDENT AFFAIRS**  
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**STUDENT CONDUCT BOARD  
 REFERENCE FORM  
 FOR THE APPLICANT:**

Full name: \_\_\_\_\_

Student ID#: \_\_\_\_\_

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 Norfolk 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 the evaluation of my qualification for selection of the Student Conduct Board.

Applicant Signature: \_\_\_\_\_

**FOR THE EVALUTOR:**

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

Please check the rating that you feel describes this person's abilities.

	Excellent	Above Average	Average	Below Average	Not Sure
Verbal Communication					
Confidentiality					
Listening skills					
Decision-making skills					
Dependability					
Attitude					
Logical reasoning					
Interpersonal skills					
Ability to work with others					
Self-awareness					
Personal sense of ethics					

**Recommendation:**

STRONGLY RECOMMEND

RECOMMEND

DO NOT RECOMMEND

**Comments** (*You may use an additional page if needed.*):

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title