APPOINTMENT OF STUDENT REPRESENTATIVES TO COLLEGE COMMITTEES

POLICY

Eligibility

Students who have completed the first four quarters of the doctor of chiropractic program and are in good standing may be eligible for appointment to a college committee. Good standing means the student has maintained good academic standing (quarterly and cumulative GPAs of 3.0 or higher) and has not been placed on any academic or behavioral disciplinary actions, warnings or probation before and/or during the time of committee service.

Students may serve on only one standing committee at a time unless otherwise approved by the vice president for enrollment and student success. The following are college committees with student representation:

- Academic Affairs
- Admission Committee
- College Appeals Board
- Curriculum Review
- Faculty Hiring
- Library Advisory
- Research Committee
- Scholarship Committee
- Student Affairs

Failure to fulfill the responsibilities of committee appointment will result in student removal from the committee. A student who has been removed from committee/board membership for failing to meet committee responsibilities will not be eligible for membership on other college committees. The director of academic affairs (DAA) will notify appropriate individuals of any student's inability to serve, or imposed sanctions that occur, during the student's current service term.

Application

The Office of Student Affairs will notify the student body of college committee/board openings and how to apply to serve on the committee/board. Specific qualifications and participation requirements for appointments will be made available during the notification process.

Students wishing to apply for committee/board service must complete and submit a Committee/Board Service application to the Office of Student Affairs. Applicants are encouraged to attach a resume with their application. Applications will not be accepted after the published deadline for submission. All qualified applicants' information will be sent to the committee/board chair from the Office of Student Affairs.

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Selection

The nominee applications are forwarded to the committee/board chair. The committee members appoint the nominee they feel is best suited to serve on the committee/board. The committee/board chair notifies the DAA of the selected student. The DAA will notify the student in writing.

Term Limits

Student committee appointees may serve on a committee/board for a maximum term of four (4) quarters after which, the student may be eligible for re-appointment if they have been an active committee participant and fulfilled all their committee responsibilities. It is the responsibility of the committee/board chair to notify the Office of Student Affairs of any problems with the selected student representative.

Responsibilities

In order to maintain their committee/board seat, a college committee appointee must:

1. Remain in good standing during their appointment term.
2. Attend scheduled committee meetings. Student representatives are allowed two committee meeting absences during their term. Any additional absences will result in the removal from the committee.
3. Fulfill all the responsibilities required of a committee member.
4. Maintain complete confidentiality regarding committee proceedings that include protected student information regarding academic achievement, disciplinary action, adverse decisions, and/or any information deemed confidential by the committee chairperson, college administrator and/or the Family Educational Rights and Privacy Act (FERPA).