**Candidate Selection Process for Pawnee High School**

*Note: Most parts of this document are taken verbatim from The NHS Handbook, 18th Edition. Minor modifications have been made.*

**1. Academic eligibility.** As the first step in the process, students’ academic records will be reviewed to determine those individuals who are scholastically eligible for membership, i.e., those persons who meet the required cumulative GPA standard. The GPA used in Pawnee High School is 3.7. This standard will be applied fairly and consistently to all candidates including any candidates with disabilities.

**3. Candidate notification and forms.** Students who are eligible scholastically (i.e., candidates) will be notified and informed that for further consideration for selection to the chapter, they are to complete the candidate information form. This form outlines the candidate’s accomplishments in the areas of service and leadership. Both students and parents will sign a letter indicating that the content is both complete and accurate.

**4. Additional faculty input. A**ll faculty members will be invited to make comments on candidates on a faculty input form. The actual selection of members will be made by the five appointed members of the faculty council. Consequently, point totals or averages of the faculty ratings are not to be considered as “votes” or the sole determinants of membership, but will, instead, be reported to the faculty council to add to their information when considering selections. Faculty members will consider their evaluative input in the most professional manner and be able to substantiate claims with professional actions—particularly for low ratings. Paper input from faculty would be signed, but Pawnee will use an electronic version of the form which will include a space for the faculty member’s name. Any forms without a name will be discarded.

**5. Review, deliberate, and vote.** The leadership, service, and character of all candidates will be reviewed carefully by the members of the faculty council. With the vote on each candidate, those candidates receiving a majority vote of the faculty council (at least three of five votes) will be invited to be inducted into the chapter. All candidates identified and listed as “not selected” (i.e., those who do not receive the majority vote of the faculty council) will also be notified.

**6. Report results to the principal.** Prior to notification of any candidates, the adviser will report to the principal the results of the faculty council’s deliberations for approval. Lists of selected and nonselected students as well as reasons for nonselection will be incorporated into this report.

**7. Notification.** The chapter will initiate formal notification by letter of all selected candidates and their parents to inform them in writing about selection and the timing of the induction ceremony.

**8. Appeals Process**

When a student is not selected for membership, it is very common for both they and their parents to be upset.  Students and parents should understand that all decisions of the kind involved in the selection process have some subjective aspects, but all decisions are derived in a fair manner and based on sound professional judgment.

An unselected student’s first course of action should be to meet with the faculty adviser.  If they are not satisfied after this meeting, they may make an appeal to the principal.

A student has one week to make an appeal.  After this time period, all records will be destroyed to protect student confidentiality.

Any appeal must be based on the belief that a technical or procedural error has occurred, and *not* simply on the belief the student deserved to be chosen.  Technical or procedural errors might include the inadvertent omission of a student’s name from the list of those qualified for induction, the erroneous averaging of grades, or the chapter’s failure to follow prescribed procedures.  Disagreement with the faculty council’s decision is not a basis for an appeal.  The appeal must be made in writing to the principal, including the perceived technical or procedural error in question.

The principal will determine if an appeal is justified.

If the principal agrees that the appeal should go forward, the faculty council will meet again to reconsider the student’s application, taking into account the letter of appeal.  The faculty council will then give a recommendation to the principal.  The principal has the final say regarding appeals for nonselection at the school level.