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|  | Florida Gulf Coast University Policy Manual | Policy: 4.008 <i>Approved: 05/17/11</i> |
| | Title Student Activities Eligibility Policy | Responsible Executive: Vice President of Student Affairs Responsible Office: Office of Student Involvement |

I. POLICY STATEMENT

The Student Activities Eligibility Policy is utilized to verify the eligibility of students to hold leadership positions on the Florida Gulf Coast University (“University”) campus.

II. REASON FOR POLICY

This policy implements the Student Activities Eligibility Regulation PR4.005 (the “Regulation”).

III. APPLICABILITY AND/OR ACCOUNTABILITY

This policy applies to all eligible degree seeking students, or those students participating in an academic program of the University that may apply to a degree, who currently hold, or are seeking to qualify for or will hold leadership positions within a Student Organization or the Student Government. A Student Organization may have more stringent leadership eligibility requirements than the University’s Student Activities Eligibility Regulation.

IV. DEFINITION OF TERMS

- A. **Student Government:** The official representative and governing organization of the student body.
- B. **Student Leader Position:** President, Vice-President, Treasurer, or Secretary of Student Organization, whether elected or appointed, as defined by this Policy, and the Editor-in-Chief of Eagle News.
- C. **Student Officer:** Any eligible student who is currently holding or seeking qualification to hold a leadership position in a Student Organization or the Eagle News.

- D. Student Organization: A Registered Student Organization, the Student Government Association or The Eagle News

V. PROCEDURES

- A. A list of student leaders, and those who seek to qualify to hold a student leader position, will be compiled by the Office of Student Involvement and submitted by the Director of the Office of Student Involvement to the Registrar's Office. This list will be compiled within three (3) class days of the close of the new Student Organization registration period and within three (3) days of the last day for the dropping or adding of classes without academic penalty.
- B. The Registrar's Office will review its records and prepare a report documenting grade, conduct probation and enrolled hours of each student on the list. The Registrar's Office will prepare this report twice a semester upon receipt of the list from the Office of Student Involvement.
- C. A student who does not have a Grade Point Average ("GPA") at the University will be evaluated for compliance with the Regulation based upon review of the student's previous undergraduate or high school GPA and conduct record. Notwithstanding, the student must meet the enrolled hours requirement of the Regulation.
- D. A student who is a student leader, or who seeks to qualify to hold a student leader position but does not meet the eligibility requirements of the Regulation, will receive written notice from the Director of Student Involvement through the student's University e-mail address notifying the student of the deficiency. Upon notification, the student will not be eligible or is no longer eligible to hold a student leader position within the Registered Student Organization. The notification from the Director of Student Involvement to the student will include information on how to file an appeal.
- E. The President of the Student Organization (or Vice-President in the case where the President is ineligible), Student Organization Advisor, Office of Student Involvement or Campus Recreation and Dean of Students will receive a copy of the written notice.
- F. If a student wishes to appeal the determination of ineligibility, the student must submit a written appeal to the Dean of Students within five class days, not including Saturday, of receiving the notification from the Director of Student Involvement or Campus Recreation. The appeal should state why the determination should be reconsidered along with written supporting documentation for the appeal.

- G. An appeal may be based upon, but not limited to, one or more of the following grounds:
1. The student suffered a medical emergency that affected the student's grades or the number of hours the student was able to enroll in during a specific semester.
 2. The student suffered a family emergency involving immediate family members (siblings or parents) that affected the student's grades or the number of hours the student was able to enroll in during a specific semester.
 3. In the student's last semester prior to graduation, the number of credits the student has registered for is less than the number of credits that the student is required to be registered for by the Regulation because the student needs only those credits registered for to graduate.
- H. The Dean of Students will arrange for the Appeal Committee to meet and the Committee will hear the appeal within five (5) class days, not including Saturdays, of receipt of Student's appeal.
- I. All appeals will be heard by the Appeals Committee. The Appeals Committee will review the information and prepare a recommendation to the Dean of Students. The Dean of Students will send the student written notice of the final decision through the students' University e-mail account.
- J. The Appeals Committee will be appointed by the Dean of Students and consist of the following members:
1. Coordinator of Leadership Development;
 2. One staff member from the Division of Student Affairs;
 3. One staff member from outside of the Division of Student Affairs;
 4. The Student Government Chief Justice who will chair the meeting and in the case of a tie vote, will cast a vote; and
 5. Two students outside of Student Government.

VI. RELATED INFORMATION

FGCU PR4.005 – Student Activities Eligibility Regulation

VII. HISTORY

New 05/17/2011

VIII. APPENDICES

APPROVED

*s/Wilson G. Bradshaw
President

May 17, 2011
Date

**NOTE: This policy reflects changes to the formatting only. No changes have been made to the text.*

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