

## **Application and Appeal Procedures**

Applications need to illustrate the applicant's high school background demonstrating the four pillars of scholarship, service, leadership, and character. These pillars are outlined below:

- **Scholarship**  
Per national guidelines, at a minimum, students must have a cumulative GPA of 4.0 (weighted).
- **Service**  
This involves voluntary contributions made by a student to the school or community, done without compensation.
- **Leadership**  
Student leaders are those who are resourceful, good problem solvers, and idea contributors. Leadership experiences can be drawn from school or community activities while working with or for others. Leadership should reflect a position with specific roles and responsibilities. (Saying you are a leader in your family is not adequate.)
- **Character**  
The student of good character is cooperative; demonstrates high standards of honesty and reliability; shows courtesy, concern, and respect for others; and generally maintains a clean disciplinary record.

### **Potential Reasons for Non-Acceptance (Partial List: Not limited to below)**

- Not submitting application by the due date
- Incomplete application
  - All sections should demonstrate the applicant's credentials of the pillars throughout their entire high school career (to date).
  - Any section not completed
  - Insufficient information in any section
  - Redundant information
  - Information that does not illustrate the NHS pillars in the applicant's background.

- Any level II or beyond disciplinary referral or any referral related to an academic issue since entering the high school

### **Application Submission Information**

The following guidelines **must** be followed for your application to be considered.

- Completed applications must be submitted **on paper** by **Friday, November 3, at 2:30 p.m.** No applications will be accepted after this date, so do not wait until the last minute. Plan ahead, and complete your application early.
- Please bring your completed application to room 1101 before school, during 4A or 4C, during 7th period, or after school. Be sure to obtain a receipt when you submit your application.

### **Appeal Process:**

All appeals must be made on the basis of procedure or due process. An applicant cannot add, remove, or edit any information submitted with the application. All appeals must be based upon submitted information. All appeals will be submitted electronically.

#### **Step #1:**

Non-accepted applicants have ten (10) calendar days from the date of the notification letter to submit their appeal to the Faculty Council through an NHS advisor in the form of a letter explaining the reasons for appeal. This should be submitted via email to Ms. Smith ([nsmith@ojrsd.net](mailto:nsmith@ojrsd.net)).

#### **Step #2:**

If the decision of non-acceptance is not reversed by the Faculty Council, the applicant will have ten (10) calendar days from the date of notification to appeal the decision to the high school principal through the advisor(s). Please note that the principal only has the authority to reverse decisions based on procedure or due process.

**Step #3:**

If the high school principal does not reverse the decision of non-acceptance, the applicant may appeal directly to the District Superintendent of Schools.