



POLICIES

Effective Date: May 1, 2014

Revised: August 2014

Approved by: Meharry Medical College Executive Management Team, 2014

Subject: Student Leader(s) Eligibility for Extracurricular Involvement

PURPOSE: Establish policy and procedure for academic requirements for student leaders to participate in extracurricular activities.

POLICY STATEMENT: The Office of Student Life shall enlist the assistance of the Office of the Registrar and the Student and Academic Affairs Deans to assist with getting the information needed to follow through with this policy.

DEFINITIONS: Each school defines “good academic standing” differently. Please refer to the current Academic Catalog for the relevant definition.

PROCEDURE:

1. **Student Leadership Stipulations** - A student cannot serve as an officer in more than two (2) student organizations per academic year. First year students are not permitted to serve in an extracurricular leadership position with the exception of their class executive board for the first semester they are enrolled. *Each class elects officers; however the first year classes will be limited to general body meetings and community service (no social events or fundraising events).*
2. **Student Leaders Academic Requirements** - In order to serve as an officer of a registered student organization, or travel as a student leader on behalf of a student organization of Meharry Medical College, a student must be officially enrolled, not be involved in academic or non-academic disciplinary sanction(s), and be considered in good academic standing (see below for additional GPA requirements). **Individual schools may impose additional academic specific program restrictions or conditions on students who are on academic probation.**
 - a. Students in the School of Graduate Studies & Research must have and maintain a **3.5 GPA or above** in addition to the requirements listed above to serve as a student leader.
 - b. Students in the School of Medicine and School of Dentistry must have and maintain a **3.0 GPA or above** in addition to the requirements listed above to serve as a student leader.
3. **Student Academic Status Requests**
 - a. **Formal Elections/Year End** - During the formal election process which occurs in March or April each year for student fee funded student organizations¹, students requesting to run for an office must receive academic clearance from the Student and Academic Affairs Dean of the School in which they are enrolled. The Office of Student Life will send the list of students to the appropriate office and request a signed academic clearance form indicating the student’s status and eligibility to hold an office. Students will be notified of their clearance status by the Office of Student Life.

¹ Fee funded student organizations that participate in the formal election process: Pre-Alumni Association, Ewell Neil Dental Society, American Medical Association-Medical Student Section, American Medical Student Association, Student National Medical Association, Student National Dental Association, American Student Dental Association, Division of Public Health Practice Student Association, and Graduate Student Association.

- b. **Student Organization Registration/First of the Year** - Student organizations are required to register annually with the Office of Student Life in August/September; the registration form includes the names of the student leaders for the organization. A GPA report will be requested from the Office of the Registrar once all student leader names are submitted.
 - c. **End of the Semester** - The Director of Student Life will request a GPA report at the end of each semester from the Office of the Registrar. The Director of Student Life also receives email alerts of student dismissals and students approved or returning from Leave of Absence (for student insurance purposes). Dismissed students access to Campus Groups (or current student organization and event management system) will be terminated immediately; students going on Leave of Absence will be removed as officers in student organizations, if applicable.
4. **Restrictions** - If a student officer who previously met the requirements outlined above fails to meet the requirements, he/she will be required to minimize the number of hours dedicated to extracurricular activities and utilize additional academic support services as outlined by the Student and Academic Affairs Dean of his/her respective school. Stipulations of the restriction are:
- a. **Officer Status** If a student fails to meet the academic requirements outlined on page 1 of this policy after the Fall semester, the student will have the Spring semester to improve his/her GPA. During that time the student will be instructed to receive academic support services from the Anna Cherrie Epps, PhD Center for Educational Development and Support. If after the semester, the student has not reached the GPA requirement, he/she will be removed as an officer in all student organizations within Campus Groups (current student organization and event management system). The student will still have access to Campus Groups, but they will no longer be an officer, which terminates their right to create events and email the student body regarding events.
 - b. **Resignation from Leadership Position(s)**: The student will not be allowed to run for an officer for a student organization for the next academic year. *The student may still attend meetings or events, but he/she will not be allowed to serve as a student leader.*
 - c. **Official Student Organization Travel**: All travel on behalf of the College as a representative of a student organization or on behalf of a department will be determined by the Student and Academic Affairs Dean within the respective School.
 - d. **Restriction Period**: The term of restriction will be at least one (1) full academic year so that the student can focus on his/her academics.
5. **Notification** - The Director of Student Life will send a list of student leaders which will include their GPA to the Student and Academic Affairs Deans of each School at the beginning of the academic year and the end of each semester for review (the Deans will indicate which students are not in good academic standing that are not GPA related (board review, etc.). The Office of Student Life will notify students of their extracurricular activity restriction by email and copy the Student and Academic Affairs Deans and the Associate Vice President of Student Services & Academic Support.

6. Reinstatement as a student leader - Once a student has been restricted from extracurricular activity, he/she must receive clearance from his/her School's Student and Academic Affairs Dean. The [Student Leaders Academic Clearance Form](#) found on the Meharry Medical College Intranet website under Forms & Documents, Student tab, must be signed and returned to the Office of Student Life at the end of the restricted term. At that time, the student will be allowed to campaign/run for a student leadership position. Once a student has been restricted from extracurricular involvement, and is reinstated, he/she can serve as an officer of only one (1) student organization.

APPEAL

A student who is asked to resign his/her position as a student leader for not meeting the outlined GPA requirement at the beginning of the academic year may appeal the decision to his/her respective Dean (or designee – Student and Academic Affairs Dean) within ten (10) business days (excluding weekends and federal and state holidays) of notice that they must resign. The appeal should be made in writing and should set forth the basis for the appeal. The Dean shall review the record and any additional information submitted by the student. The Dean has ten (10) business days from receipt of the appeal (excluding weekends and federal and state holidays) to affirm or reverse the decision, which is then considered final. The Dean may extend the time limits set forth above as necessary.

Confidentiality Clause: Confidentiality is paramount at Meharry Medical College. All employees, agents or sub-agents of Meharry Medical College having access to academic information will receive such information on a need to know basis only. Any breach of confidentiality will be handled per the college's Disciplinary Policy.