

**NORTHWEST VISTA COLLEGE  
PROCEDURE**

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Procedure Number: **SS 6.1.9**  
Procedure Title: **Charter Honor Society verification process**

- I. **Purpose**  
Evaluate NVC students to identify potential candidates for honor societies.
  
- II. **Procedure Statement**  
NVC students who meet the criteria for NVC honor society chapters, will be identified and invited to apply for the appropriate chapters.

***Step 1: Grade posting***

Faculty will post end of term grades that will be pulled from ARGOS to run an applicant report. This report may also include transfer grades/credits

***Step 2: Pull report of NVC students who may be potential applicants.***

The NVC Student Life office will pull a report from Argos that has been preset. This report provides the following student information: GPA's over 3.0, college credit hours completed, home college, status of student at NVC.

***Step 3: Invite Pre-Qualified applicants***

The NVC Student Life office will invite students who have a GPA of 3.0 or higher into the appropriate honor society. The NVC chapters reserve the right to cap membership as needed.

***Step 4: Screen applicants***

The office of Student Life will conduct a final screening of applicants to ensure they meet the appropriate criteria for the honor society they are applying for. This may be done before or after they have been invited to apply.

Contact for Interpretation: Director, Student Life

Relevant Board Policy: N/A  
Relevant SACSCOC Principle: CS 3.3.1.3

Last Updated: \_\_ September 22, 2016 \_\_\_\_\_

Approved: \_\_\_\_\_  
Vice President for Student Success