

## Clifton T. Barkalow Chapter of the National Junior Honor Society Appeals Process



Upon notification of non-selection, an eligible student has the right to an appeals process that begins with the NJHS Faculty Adviser. If the student would like to initiate the appeals process the following steps must be taken by the student and/or his or her parents.

**Step 1:** The student and/or his or her parent may make an appointment with the faculty adviser to review the candidate's application and the rubric completed by the faculty council. To initiate step one of the appeals process, the non-selected candidate must request, an appointment with the faculty advisor by February 5, 2018. The student may attend the meeting with or without his or her parents, but upon completion of the review, the faculty advisor will contact the non-selected student's parent to discuss the review if the parent was not present.

**Step 2:** If the non-selected student and/or his or her parents are still not satisfied with the explanation of non-selection, an appeal can be made to the building administrative team by February 9, 2018. Within one week of the application review with the faculty adviser, the candidate must request, in writing, an administrative team review directly to the building principal. The administrative team will review the non-selected student's application and the completed rubric of the faculty council. Upon completion of the review of the application, the administrative team will notify the non-selected candidate of an overturning of the faculty council's decision or an upholding of the original judgement.