

## Request to Run for Class or Student Organization Officer Form

In order to run for a class or student organization officer, you must complete the "Request to Run for Class or Student Organization Officer Form." This form along with an academic transcript must be submitted to Faculty Class Liaison or Student Organization Faculty Advisor.

### \*Requirements

1. You must have a GPA of at least 3.0 to be able to run and you must maintain at least 3.0 GPA throughout your tenure.
2. You must not be on Academic Probation, Suspension, or on Final Readmission and must not meet these criteria during your tenure.
3. You must not have been found guilty of professional misconduct or academic dishonesty and must not be charged with either during your tenure.
4. You must not have served in the office during the previous academic year.

\*Please note: The candidate must adhere to all guidelines listed in the "Guidelines for Class Officers and Student Organizations".

### Waiver (Please initial)

1. \_\_\_\_\_ I understand that the duties of a class or organization officer will require extensive time outside of the classroom.
2. \_\_\_\_\_ I will step down from office at the end of the Semester if my GPA falls below 2.99 or immediately if I am found guilty of professional misconduct, placed on Academic or Non-academic Probation, Suspension, or Final Readmission.

**Student Name** \_\_\_\_\_

**HUID#** \_\_\_\_\_ **GPA** \_\_\_\_\_

**HU Email** \_\_\_\_\_ **Cell Phone** \_\_\_\_\_

**Office you are seeking (Professional year, School term and Position):**

\_\_\_\_\_

**List all current Class or Student Org Offices held (if applicable):** \_\_\_\_\_

\_\_\_\_\_

**Most Current Unofficial Transcript Provided** [  ] Yes [  ] No

**Student Name** \_\_\_\_\_ **Date** \_\_\_\_\_

**Signature** \_\_\_\_\_

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**To be completed by the Faculty Class Liaison or Student Organization Faculty Advisor**

**I have verified the information on this form.** [  ] Yes [  ] No

**Liaison Name** \_\_\_\_\_ **Date** \_\_\_\_\_

**Signature** \_\_\_\_\_

## GUIDELINES FOR CLASS OFFICERS AND STUDENT ORGANIZATIONS

1. A student class/organization officer may serve for no more than one (1) consecutive academic year in the same office.
2. If a student is on Academic Probation or has been suspended, they are ineligible to run for class officer.
3. If a class/organization officer is placed on probation, they must step down at the end of the semester in which the probation occurred.
4. A student class/organization officer should maintain an overall GPA of 3.0 in order to represent their class or organization. If there is a decrease in the overall GPA (below 3.0) during the academic year or a student meets the conditions described in guidelines 1 - 3, then the student will be required to step down from the position at the end of the semester in which the GPA dropped or they met the conditions described in guidelines 1 - 3.
5. **Note:** If a student has an overall GPA between 2.75 and 2.99, but does not fall under the conditions set forth in guidelines 1 – 3, then they are eligible to petition the Office of Student Affairs to run as an officer. The student must submit a completed “Petition to Run for Class or Student Organization Officer Form” to the faculty advisor for the class or student organization.
6. A student class/organization officer should have paid class dues on time. Class dues and assessments are to be paid by the due date that has been established by the class.
7. A student class/organization officer should be an advocate of the pharmacy school and should:
  - a) Attend relevant pharmacy clinical workshops at the local, regional and /or international level.
  - b) Attend relevant pharmacy programs and events in the Hampton Roads Community.
  - c) Attend relevant HUSOP events and meetings.
8. A class/organization officer represents the class or organization, and must not represent individual students in interactions with faculty, staff and administrators.
9. Class officers may not appoint officers outside of the following University recognized positions: President, Vice President, Treasurer, Secretary, Sergeant-At-Arms, Ombudsman, and Chaplain.