



Students of Distinction Procedure

Last approved by Associated Students on September 6, 2011
Revised October 2025



COMMITTEE MEMBERSHIP

Standing Members

Director, Student Life (Chair, voting member)
Student Activities Coordinator (voting member)
Student Life Administrative Specialist (non-voting, support staff)

Appointed Positions (all voting members)

Four (4) faculty positions appointed by the Academic Senate
One (1) management position appointed by the Director, Student Life
One (1) classified position appointed by Classified Senate

At no time shall this committee have more than eight (8) voting members.

MEMBER RESPONSIBILITIES

All committee members must agree to the following:

- 1) Members may NOT nominate or write letters of recommendation for Student of Distinction while serving as a member of this committee.
- 2) Members must agree to volunteer their time to read, score, and rank eligible application packets.
- 3) Members must be available to attend committee meetings, which are scheduled on Wednesdays from 2-3 p.m.
- 4) Members must be willing and available to setup prior to the event.
- 5) Members must be willing and available to attend the ceremony, barring any work and/or medical related excuse.

TERM LIMITS

All members, with the exception of “standing members,” are restricted to a 5-year term limit. Members who have exceeded their term limit may return if the committee is not able to find new members to serve.

RANKING AND SELECTION PROCESS

Each committee member chooses two (2) categories to rank. Members rank each applicant (anonymously) based on a predetermined point system (if necessary, reviewed and adjusted by the committee prior to ranking).

The points are tallied, and recipients are chosen based on the highest number of points. In cases where a tie occurs, the members who read that specific category will re-read the packets of those involved in a tie and discuss the applicants to determine who should be selected.

SCHOLARSHIPS AND AWARDS

In accordance with the Associated Students (A.S.) Budget, A.S. awards each recipient (no more than 20) with a monetary scholarship and a plaque.

AMENDMENTS

Amendments to this document require a two thirds (2/3) vote of approval by the A.S. Senate, A.S. Executive Board, and A.S. President.