



**NEWBOLD
COLLEGE**
OF HIGHER EDUCATION

STUDENT OFFICE POLICY

Policy Owner: Academic Registrar
Drafted/Amended: April 2018
Approved by: Senior Leadership Team
Ratified by: Board of Governors
Next Review Date: April 2021

STUDENT OFFICE POLICY

ABSTRACT

The Student Office Policy has been developed as part of Newbold College of Higher Education's commitment to ensure that candidates to any student office, including Newbold Student Association (NSA), clubs, and student membership of boards and committees,¹ have a safety margin between their academic performance and the minimum required for progression and success.

QUALIFICATIONS

New students must meet the following general qualifications to stand for office:

NEW STUDENTS

1. Must be enrolled as full-time students
2. If enrolled in the English Language Centre, can stand for office if their English language level is Upper-Intermediate or above
3. Can stand for student office only if they have been admitted to the College in good academic standing.

RETURNING STUDENTS

1. Must be enrolled as full-time students
2. If enrolled in the English Language Centre, can stand for student office provided that:
 - a. their English language level is Upper-Intermediate or above
 - b. they have obtained an average grade of C in all English modules or in any other module.
3. Should not stand for student office if they are currently on academic probation
4. If in Study Abroad Programmes (UNYE, ACA, etc.), Andrews University degree programmes or a Washington Adventist University degree programme, must have a cumulative GPA of at least 2.25
5. Andrews University degree students should **additionally** have a major GPA of at least 2.50
6. Washington Adventist University degree students should **additionally** have a GPA of at least 2.75 in their major and cognate modules
7. Students on UK degree programmes should have an average mark of at least 45% for undergraduate studies and of at least 50% for postgraduate studies.

¹ For student membership of boards and committees, please refer to the Student Members of Committees and Boards Policy