

**POLICY REGARDING ELIGIBILITY CRITERIA AND SELECTION PROCEDURES  
FOR EDITOR-IN-CHIEF OF A STUDENT PUBLICATION**

**A. ELIGIBILITY CRITERIA**

The editor-in-chief of a student publication, both at the time of application and throughout the term of office, must satisfy the following criteria<sup>1</sup>:

1. be matriculated in a degree program at SCCC;
2. have the same home campus designation as the publication in question;
3. for literary magazines, be enrolled for a minimum of three credits each semester; for the student newspapers, be enrolled for a minimum of six credits each semester;
4. be enrolled for a minimum of three credits each semester on one's home campus;
5. have a minimum GPA of 2.5; and
6. be in good academic and disciplinary standing.

**B. SELECTION PROCEDURES**

The selection procedures for the editor-in-chief of a student publication shall be as follows:

1. The selection process should begin at approximately the midpoint of the spring semester and conclude by the end of that semester.
2. The Campus Student Publications Board, with the assistance of the Campus Activities Office, will promote the availability of all editor-in-chief positions to the campus community. Methods of promotion may include posters, flyers, campus briefs, direct mail, and other methods as deemed appropriate.
3. The Campus Student Publications Board, or a subcommittee thereof, shall review applications and conduct interviews for each editor-in-chief position.
4. In the event that a subcommittee is used for this purpose, it shall be chaired by the Faculty Adviser of the publication and should include the current editor-in-chief whenever possible. The subcommittee shall submit its recommendation to the Campus Student Publications Board for final approval.
5. Regardless of whether the full Board or a subcommittee conducts the review/interview process, the Board shall provide interested parties with an opportunity to provide input and recommendations to the Board before it makes a final decision.

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<sup>1</sup> Note that when applying the criteria at the time of application, those criteria that are not relevant in a specific situation, such as GPA for a newly admitted student or a student in his/her first semester, shall be waived.

6. The editor-in-chief shall, upon appointment by the Campus Student Publications Board, assume his/her responsibilities on the first day after the end of the spring semester, or as soon thereafter as possible, and continue in office until the last day of the following spring semester.
7. Should there be an unplanned vacancy in the editor-in-chief position, an interim editor-in-chief shall assume the responsibilities of the position as indicated in the Constitution and By-Laws of the appropriate student publication, subject to ratification by the Campus Student Publications Board. The Campus Student Publications Board shall initiate a search for a new editor-in-chief to complete the term of office when, in its judgment, sufficient time remains in the term of office to make the process worthwhile.
8. An editor-in-chief shall normally be permitted to serve only one term of office. However, in the event that the search and selection process, as outlined above, has failed to find an acceptable replacement, the Campus Student Publications Board may authorize an exception to this policy and allow a student who has previously served no more than one term of office to apply for, and be reappointed to, a second term of office. Note that for the purpose of determining eligibility, only a term of office of at least one semester, including serving in an interim capacity, shall be counted as a full term of office.