According to the CB West National Honor Society Selection Council, a student who has not been selected for membership can ask for further information and potentially, request a reconsideration of the decision. The following guidelines list the procedures for students to follow.

The approved timeframe for the reconsideration process is within ten days from when the NHS letters were sent out, but not on or after the scheduled date of the NHS Induction ceremony.

1. The student must set up an appointment with the NHS advisor at which time the advisor will explain the Faculty Selection Council’s decision regarding non-selection to the NHS.

2. If the student is not satisfied with the Council’s decision based upon meeting with the advisor, the student may request, in writing, that the Council reconsider their decision. This written appeal must be submitted to the advisor. The request must not include new letters of reference or additional activities or service, but is intended to clarify what the student already had submitted on his/her application.

3. Once the letter of request is submitted, the Faculty Selection Council will re-evaluate the student’s application considering the letter of appeal.

4. The student will receive a letter from the Faculty Selection Council with their re-evaluation decision.

5. If the student would like to pursue reconsideration beyond the Faculty Selection Council, s/he must make an appointment to meet with the building principal.