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## ASUN Operating Procedure – 4018

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### Operating Procedure Synopsis

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**Title:** ACC Academic All-Star Student Selection

**Approval Date/Revision Date(s):**

**Revision Date(s):** 3/2018, 2/2019, 2/2020, 2/2021

**Executive Cabinet Liaison:** Vice Chancellor for Student Affairs

**Responsible Manager:** Vice Chancellor for Student Affairs

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#### A. Purpose and Scope

The purpose of the ACC Academic All-Star program is to recognize the scholarly and service achievements of Arkansas’ two-year college students. This operating procedure is applicable to all faculty and staff who participate in the nomination and/or selection of the ACC Academic All-Star Student.

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#### B. Definitions

N/A

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#### C. Procedures

Arkansas State University-Newport will follow the procedure outlined below for soliciting nominations and selecting an ACC Academic All-Star Student.

- Communication is sent to the ASUN campus community asking for nominations.
- Nominations are submitted to the Office of the Vice Chancellor for Student Affairs
- The Vice Chancellor for Student Affairs brings the compilation of nominations to the ASUN Executive Cabinet.
- The ASUN Executive Cabinet members vote on their preferred nominee. In the event of a tie, the Vice Chancellor for Student Affairs will make the final selection.
- The Office of the Chancellor submits the contact information for the student selected as the ACC Academic All-Star to the contact at ACC.

#### Timeline

Date	Action	Person Responsible
April 1	Email sent to “ASUN Everyone” soliciting nominations of students for the ACC Academic All-Star Student	Assistant to the VCSA
April 30	Deadline to Submit Nominations	Assistant to the VCSA
May 15	Compilation of Nominations are sent to the Vice Chancellor for Student Affairs and the Assistant to the Chancellor	Assistant to the VCSA

\*All ASUN students, faculty, staff and administrators are expected to adhere to operating procedures.

Next Executive Cabinet Meeting	Nominations are discussed and a selection made for an ACC Academic All-Star	VCSA
No later than June 30	Selected student information is sent to ACC	Assistant to the Chancellor

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**D. Related Information**

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Arkansas State University-Newport ACC Academic All-Star Nomination Form