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## ADMINISTRATIVE MANUAL

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# Eligibility

Policy 009

- 1.0 PURPOSE:  
To establish procedures for the clarification of student eligibility to serve in student government
- 2.0 REFERENCES:  
A.S.I. Bylaws  
A.S.I. Codes of Procedures  
CSU Chancellor's Office Guideline on "Minimum Academic Qualifications for Student Office Holders"  
Dr. James Rosser's 01/21/98 memorandum "Change to A.S.I. Bylaws"  
Mr. George Umezawa's 09/20/98 memorandum "A.S.I. Eligibility Requirements"
- 3.0 POLICY:
- 3.1 Candidate vs. Incumbent. Separate eligibility criteria are presented throughout Article III, Section 2, Clause 1 and 2, that of which distinguishes *candidate* from *incumbent* requirements
- 3.2 Continuing Education Units. Since the Charter School of no longer offers regular classes during the Summer Quarter, it provides and requires students to take Continuing Education courses. Therefore, those courses will be viewed by the University as regular units counted towards an Education majors eligibility requirements.
- 3.3 Eligibility criteria for student senators. Student Senators standards and criteria are outlined in the University Faculty Handbook.
- 3.4 Deadline for Declaring a Quarter Off. The deadline for any student to declare a particular quarter off will be the ADD DEADLINE for that particular quarter. If no declaration is indicated by that time, the Registrar will determine eligibility on the basis that the student should be enrolled with the appropriate number of units.
- 4.0 DEFINITION:
- Term = One academic quarter. Not an academic year and not term of office.  
Units = Academic units that actually count towards a student's degree. Therefore, remedial course units are not counted towards student eligibility requirements.  
Graduate units = Any academic units that count towards the graduate degree  
Candidate or Nominee = Any student running for or appointed to an ASI office and held to "major" or "minor" officer standards.  
Incumbent = Any student who maintains his or her elected or appointed office from one quarter to another within the established 12 month term of office.



12-month Term of Office = Begins and ends with the first day of Summer Quarter. Therefore, any student officer who chooses to re-run or to be re-appointed during a new 12-month term of office will be viewed as a new candidate or new nominee.

## 5.0 PROCEDURE

- 5.1 Student will complete Eligibility Determination Survey by the ADD DEADLINE date set by the University.
- 5.2 The A.S.I. Administrative Office shall send a memo with the candidates and incumbents names to the Office of the Vice President for Student Affairs to verify eligibility.
- 5.3 The Office of the Vice President for Student Affairs will send a memo with a list of student directors to the Office of the University Registrar to determine eligibility.
- 5.4 The Office of the University Registrar will inform the Office of the Vice President for Student Affairs whether or not a student is eligible in writing.
- 5.5 The Office of the Vice President for Student Affairs will send a memo to the student verifying their eligibility. They will also copy the A.S.I. President, A.S.I. Executive Director and University Designee.
- 5.6 In the event a students is deemed ineligible, they will have an opportunity to complete the Intent to Remedy Eligibility form, available in the A.S.I. Administrative Office.

