



**ASSOCIATED STUDENTS, INCORPORATED,
CALIFORNIA STATE UNIVERSITY, LOS ANGELES**

APPROVED: 04/19/01

ADMINISTRATIVE MANUAL

INTENT TO REMEDY FORM

POLICY 008

NOTICE OF INTENT TO REMEDY INELIGIBILITY

Student representatives are required to perform at a minimum level of academic progress. Student representatives who are found to be ineligible by the University Registrar for a given quarter have five (5) working days from the date notice was distributed by the A.S.I. Administrative Office to file this "Notice of Intent to Remedy Ineligibility" in cases where the student feels that the determination is incorrect. Failure to file this notice of intent shall indicate that you are in agreement with the ineligibility determination and your position is forfeit. Once timely filed, you will have five (5) additional working days in which to remedy your ineligibility and supply to the A.S.I. Administrative Office written proof of eligibility from the Office of the Registrar.

Once you have timely filed this Notice of Intent to Remedy Ineligibility, the A.S.I. Board cannot declare your position vacant until after the fifth working day of such filing, and may do so at that point only if it has not received written proof of eligibility from the Office of the Registrar.

Failure to timely file your Notice will result in a waiver of all claims resulting from or relating to your ineligibility for Board membership.

Print Your Name Please

Position on A.S.I. Board

Please describe briefly why you believe that the University has determined that you are ineligible for Board membership.

Please describe briefly how you intend to remedy the determination of your ineligibility.

Signature

Date

(A.S.I. ADMINISTRATIVE OFFICE USE ONLY)

Received by A.S.I. Administrative Office On:

Print Your Name Here

Signature

Date

Tel: (323) 343-4780

Fax: (323) 343-6415

www.calstatela.edu/asi

5154 State University Drive, Room 105
Los Angeles, California 90032



DATE: Wednesday, January 16, 2013

TO:

FROM: Intef W. Weser, A.S.I. Executive Director

CC: A.S.I. President
N. Wada-McKee, Assistant Vice President for Student Affairs

SUBJECT: A.S.I. Winter Eligibility

The A.S.I. quarterly eligibility review by the registrar's office has been processed and unfortunately, you have been deemed ineligible to serve in your role as an A.S.I. representative. Please stop by my office to discuss your specific eligibility issue.

Per the A.S.I. Bylaws all official student representatives in A.S.I. are required to perform at a minimum level of academic progress. If these requirements are not satisfied, all service performed up until this point is considered voluntary.

If you feel the determination is incorrect please review the attached Notice Of Intent To Remedy Ineligibility and submit it to the A.S.I. Administrative Office ***within five (5) working days*** from the date of this notice ***1/23/13***. This notice of intent that you submit ***only*** informs the A.S.I. Administrative Office that you will be working on clearing up your eligibility issues. ***During this time of remedy you are to suspend working in any official capacity until this matter is resolved (e.g. chairing official meetings, attending conferences, voting, coordinating events, etc.)***

Once you have filed this Notice of Intent to Remedy Ineligibility in a timely fashion, ***you will have five (5) additional working days in which to remedy your ineligibility. Per this memo all eligibility matters must be satisfied on or before Wednesday, January 30, 2013.*** The A.S.I. Board cannot declare your position vacant until after the fifth working day of such filling, and may do so at that point if it has not received written proof of eligibility from the President's Office.

It is your responsibility to write a letter *addressed to the University President, Dr. James Rosser* explaining your circumstance, gather the appropriate documentation to support your position, and describe how you intend to remedy your ineligibility. ***You will turn the letter and supporting documentation into Dr. Anthony R. Ross, Vice President for Student Affairs at his office SA 108.***

If you feel that you will not be able to successfully reverse your status of ineligibility please set up a transition meeting with your Direct Report and appropriate A.S.I. Staff within the next five days.

Please do not hesitate to call me, to assist you in managing this situation.

Intef W. Weser
A.S.I. Executive Director
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