



ADMINISTRATIVE MANUAL

**STUDENT ASSISTANT - GRADE
VERIFICATION**

POLICY 116

- 1.0 PURPOSE:
To establish eligibility procedures for student assistant employment with A.S.I.

- 2.0 REFERENCES:
A.S.I. Administrative Manual Policy 102
A.S.I. Administrative Manual Policy 104
A.S.I. Administrative Manual Policy 106
A.S.I. Administrative Manual Policy 109
A.S.I. Administrative Manual Policy 110
A.S.I. Administrative Manual Policy 115
Student Affairs Student Employment Classification and Pay Plan
CSULA University Catalogue

- 3.0 POLICY:
In order to be eligible for employment with the Associated Students, Inc., CSLA, a student assistant must maintain a 2.0 Cumulative GPA. Additionally, the following enrollment conditions must apply:
 - 3.1.1 Students must be officially admitted to the University
 - 3.1.2 Students must be currently enrolled.
 - 3.1.2.1 Previous enrolled students, are allowed one quarter off during an academic year.
 - 3.1.3 If student falls below 2.0
 - 3.1.3.1 Student will enter probationary period for 1 quarter.
 - 3.1.3.2 Student will sign "Contract for Success" with their supervisor.
 - 3.1.4 If student falls below 2.0 again the student will forfeit their eligibility for employment.

- 4.0 DEFINITION:



Student Assistant- A matriculated student at Cal State LA taking classes either on a full-time or part-time basis. A student who is officially admitted to the university satisfies matriculation requirements. Students taking classes through Continuing Education and/or Open University are not considered matriculated students.

Open University – Permits non-matriculated students to register concurrently with matriculated students in regular classes up to 36 units earned through Open University may be applied to a Bachelor's Degree at CSLA and up to 13 units may be applied to a Master's Degree.

5.0 PROCEDURE

5.1 Eligibility Procedures

- 5.1.1 Student Completes a Grade Authorization Form provided by the A.S.I. Administrative Office.
- 5.1.2 Cumulative G.P.A. and enrollment status are checked every academic quarter through the Registrar's Office for the duration of a student assistant's employment with Associated Students, Inc.
- 5.1.3 Letter is given to student verifying eligibility for employment.

5.2 Probation

- 5.2.1 Student Assistant meets with Supervisor.
- 5.2.2 Student Assistant signs "Contract for Success".
- 5.2.3 Student Assistant put on probation for 1 quarter.

