



ASSOCIATED STUDENTS, INCORPORATED
CALIFORNIA STATE UNIVERSITY, LOS ANGELES

ADMINISTRATIVE MANUAL

Eligibility

Policy 009

1.0 PURPOSE:
To establish procedures for the clarification of student eligibility to serve in student government

- 2.0 REFERENCES:
- ~~ASI Bylaws~~
 - ~~ASI Codes of Procedures~~
 - ~~CSU Chancellor's Office Guideline on "Minimum Academic Qualifications for Student Office Holders" AA-2012-05~~

- 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 ~~Education~~ no longer offers regular classes during the Summer ~~semester~~, 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 ~~semester Off~~. The deadline for any student to declare a particular ~~semester~~, off will be the ADD DEADLINE for that particular ~~semester~~. 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. Academic Senators cannot take a semester off.

4.0 DEFINITION:

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Deleted: 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"¶

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- Term = One academic semester. 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 semester to another within the established 12 month term of office.
- 12-month Term of Office = Begins and ends with the first day of Summer semester. 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.

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5.0 PROCEDURE

- 5.1 Student will complete Eligibility Determination Survey by the ADD DEADLINE date set by the University.
- 5.2 The ASI Administrative Office shall send a memo with the candidates and incumbents names to the Office of the Vice President for Student Life to verify eligibility.
- 5.3 The Office of the Vice President for Student Life 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 Life whether or not a student is eligible in writing.
- 5.5 The Office of the Vice President for Student Life will send a memo to the student verifying their eligibility. They will also copy the ASI President, ASI 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 ASI Administrative Office.
- 5.7 The ASI Executive Director will inform each Direct Report and appropriate staff who in their areas are deemed ineligible.

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Policy History

- Approved: 04/19/01
- Pending:



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Associated Students, Inc. Eligibility Policy - Policy 009

