



Associated Students, Incorporated  
California State University, Los Angeles  
**Administrative Manual**  
**Eligibility**

**Policy 009**

1. **PURPOSE:**  
To establish procedures for the clarification of student eligibility to serve in student government
2. **REFERENCES:**  
ASI Bylaws  
ASI Codes of Procedures  
CSU Chancellor's Office Guideline on "Minimum Academic Qualifications for Student Office Holders" AA-2012-05
3. **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 intersession, 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.~~
  - 3.3.3.1. Eligibility criteria for student senators. Student Senators standards and criteria are outlined in the University Faculty Handbook (<https://www.calstatela.edu/academicsenate/handbook>), in the section on Student Participation in Academic Governance.
  - 3.4.3.2. ~~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. **DEFINITION:**
  - 4.1. **Term** - One academic semester. Not an academic year and not term of office.
  - 4.2. **Units** - Academic units that actually count towards a student's degree. Therefore, remedial course units are not counted towards student eligibility requirements.
  - 4.3. **Graduate Units** - Any academic units that count towards the graduate degree
  - 4.4. **Candidate or Nominee** - Any student running for or appointed to an ASI office and held to "major" or "minor" officer standards.
  - 4.5. **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.
  - 4.6. **12-month Term of Office** - ~~Begins and ends with the first day of Summer semester~~ **Begins June 1 through May 31 of the next year.** ~~Therefore, a~~Any student officer who chooses to re-run or to be reappointed during a new 12-month term of office will be viewed as a new candidate or new nominee.
5. **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

**Commented [PB1]:** Eligibility is already stated in the bylaws, why do we need a separate policy? This does not include the committee eligibility which is stated elsewhere (?) and should be comprehensive for all student leadership positions. Do we remove the policy and retain in Bylaws, or vice versa?

**Commented [PB2]:** Already stated in the ASI Bylaws

**Commented [PB3]:** Not needed in ASI policies, University policy

**Commented [PB4]:** Per CSU eligibility policy, students must be enrolled in order to hold office. Therefore, this section must be removed. It has already been stricken from BOD Code of Procedure.

**Commented [PB5]:** Review and revise if terms are used in the remaining policy document

**Commented [PB6]:** Procedure should be an addendum to the policy statement and should be reviewed and updated annually as needed.



- 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.

**Policy History:**

Approved: 04/19/01  
Pending: 04/19/18



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