

ASI Administrative Procedure

Title: Student Leader Eligibility

Effective: November 2022



Associated Policies:

CSU EO1098 - Student Activities

ASI Bylaws

Purpose:

In accordance with the California State University's minimum requirements for student office holders, ASI has established the following procedures for the verification of applicants to ASI leadership positions and the tracking of eligibility over the course of their term in office to ensure that student leaders maintain their ability to serve in their elected and appointed roles.

Authority:

The ASI staff, under the direction of the Executive Director, shall be responsible for the establishment, oversight, and revision of administrative procedures for the corporation. New and revised procedures shall be shared via email notification with the ASI Board of Directors, ASI student leaders, ASI staff, and University departments as needed.

Procedure:

1. Verification of Eligibility for Elected Positions

- a. Students interested in serving in an elected leadership role, shall first apply through ASI's website. The application contains an agreement and release of academic information to ASI in accordance with the Family Educational Rights and Privacy Act (FERPA) standards. Applications must be submitted by the deadline stated in the Elections Calendar.
- b. Applications shall be received by the ASI staff and processed. ASI shall maintain a master roster of all student applicants for leadership positions and will track the eligibility status as well the students' participation in required candidate trainings.
- c. After the application deadline, ASI shall submit student applicant names, Campus ID numbers, and the position for which they applied to the University for verification of eligibility.
- d. The CSU minimum requirements for student office holders established in EO 1068- Student Activities articulates what is necessary for the verification of eligibility as well as [ASI's Bylaws](#).

- e. The University shall review the applicant's academic record and determine if they meet the CSU and ASI eligibility standards. Upon verification, the University shall notify each student whether they are eligible to serve or not.
 - i. If a student does not meet eligibility requirements, the University shall notify the student in writing the reason why they did not meet the eligibility requirements. In addition, the University will include instructions to the student for the process and timeline to appeal the finding and/or ask for an exception to the eligibility standards (see "requests for exceptions" below).
- f. The University shall provide a complete list of the student leaders to the ASI Executive Director identifying which students are eligible and ineligible. ASI shall retain this information to document the eligibility verification for any candidates who are elected into office at the conclusion of the Election. Those deemed ineligible will not be allowed to participate in the election.

2. Verification of Eligibility for Appointed Positions

- a. Students interested in serving in an appointed leadership role, shall first submit an application through ASI's website. The application contains an agreement and release of academic information to ASI in accordance with the Family Educational Rights and Privacy Act (FERPA) standards. Applications for appointed positions are on a rolling basis until the positions are filled.
- b. Applications shall be received by the ASI staff and processed. Applicants shall be tracked in a master roster where their verification of eligibility will be noted along with the completion of other required documents and training.
- c. ASI shall submit student applicant names, Campus ID numbers, and the position for which they applied to the University for verification of eligibility upon receiving and processing the application.
- d. The University shall review the applicant's academic record and determine if they meet the CSU and ASI eligibility standards. Upon verification, the University shall notify each student whether they are eligible to serve or not.
 - i. If a student does not meet eligibility requirements, the University shall notify the student in writing the reason why they did not meet the eligibility requirements. In addition, the University will include instructions to the student for the process and timeline to appeal the finding and/or ask for an exception to the eligibility standards (see "requests for exceptions" below).
- e. The University shall provide a complete list of the student leader applicants to the ASI Executive Director identifying which students are eligible and ineligible. ASI shall retain this information to document the eligibility status of the applicants who are appointed into office. Those deemed ineligible will be excluded from the interview process.
- f. After receiving confirmation of eligibility, the applicant's information is shared with the ASI Executive student leaders who are responsible for interviewing

applicants and making recommendations for appointments to the Board of Directors.

3. Requests for Exceptions to Eligibility Requirements

- a. According to CSU Executive Order 1068-Student Activities, "Under extraordinary circumstances the vice president for student affairs or designee may make an exception to the requirements for unit load, maximum allowable units, residency, and GPA."
- b. If a student does not meet the eligibility requirements articulated by the CSU and ASI Bylaws, the student shall be allowed to appeal and/or request an exception to the eligibility requirements.
- c. Applicants for student leadership positions shall be notified of the process and timeline for making an appeal/request for exception in the written notification of their ineligibility.
- d. Written appeals shall be reviewed by the Vice President for Student Life who may grant an exception or deny the request, which shall be final.
- e. If the appeal and request for exception is approved, the University shall notify the applicant/candidate and the ASI Executive Director that the exception has been granted and the student may serve in office.
- f. Upon receiving notification from the University, ASI shall update the applicant/candidate's status in the Master Roster and will include the student in the election or interview procedures.

4. Semester Confirmation of Eligibility for Student Leaders

- a. Students holding major leadership positions must maintain their eligibility throughout their term in office, in accordance with EO 1068-Student Activities. This requires a verification the student meets all the eligibility requirements after Fall semester grades have been submitted.
- b. ASI shall submit a complete list of active student leaders names, titles, and Campus ID numbers (CIN) to the University for verification of eligibility
- c. The University shall review the applicant's academic record and determine if they meet the CSU and ASI eligibility standards. Upon verification, the University shall notify each student whether they eligible to serve or not.
- d. The University will provide a list of eligible and ineligible students to the ASI Executive Director.
 - i. If a student does not meet eligibility requirements, the University shall notify the student in writing the reason why they did not meet the eligibility requirements. In addition, the University will include instructions to the student for the process and timeline to appeal the finding and/or ask for an exception to the eligibility standards (see "requests for exceptions").

- ii. Students who do not meet eligibility requirements will be informed by the University to immediately cease their formal duties and the ASI Executive Director will be notified to remove the student leader from all responsibilities.
- iii. If the student leader intends to appeal their status and/or request an exception, they will remain inactive until the appeal has been reviewed by the Vice President for Student Life. The University shall inform the student if their appeal has been granted or not.
- iv. If the appeal and request for exception is approved, the University shall notify the applicant/candidate and the ASI Executive Director that the exception has been granted and the student may serve in office.
- v. Upon receiving notification from the University, ASI shall update the student leader's status in the Master Roster and reinstitute the student leader's access and ability to serve in their ASI role.