

**ASSOCIATED STUDENTS, INCORPORATED**  
**California State University, San Bernardino**

**Grade Policy and Procedures**

Approved by the ASI Board of Directors

Per BD 43-17, May 16, 2017

**Purpose:** The purpose of this policy is to describe the Associated Students, Incorporated (ASI) practices in determining grade point eligibility, unit load, and residency requirements in compliance with CSU Chancellor's Office policy entitled "Minimum Academic Qualifications for Student Office Holders", ASI bylaws, and ASI personnel policy for those seeking or holding office or employment with ASI. This policy specifies the procedures for notifying those concerned, correcting grade errors, and requesting special consideration. The policy also specifies the consequences of not meeting or maintaining the requirements.

**Scope:** This policy applies to all students regularly matriculated to the University, although not through the College of Extended Learning, seeking or holding elected/appointed office, and students seeking and/or holding employed positions within ASI.

**Section 1: Student Office Holders**

**Qualifications for Student Office Holders**

**Minimum Academic Qualifications for Participation in Student Government**

Given the representative, fiduciary, legal and other long-range policy-making responsibilities and influence of student office holders, it is the policy of the CSU that such persons have an obligation to demonstrate a reasonable degree of the academic involvement, achievement, and progress.

All student representatives must be enrolled and in good standing at the university, maintain a 2.75\* grade point average (GPA) in California State University San Bernardino's cumulative work as well as the last quarter prior to elections. In order to assume office, candidates must have achieved a 2.75\* GPA during the spring quarter in which they were elected. Neither candidates nor incumbents may be on academic probation (including progress point and academic administrative probation) or on disciplinary probation. In addition, this requirement applies to the major student government offices defined below, minor student representative offices as defined by the campus, and student representatives to system wide committees.

These requirements should be considered minimum qualifications. Campus presidents may establish additional requirements as determined locally.

**Major Student Government Offices**

Major student offices include executive officers, members of the student governing board or others with fiduciary responsibilities (e.g., other campus auxiliaries and students who are officers or board members of the California State Student Association (CSSA)).

\*3.0 GPA for graduate students

- **Incumbent Unit Load**  
Undergraduate incumbents must earn 6 semester or 9 quarter units of credit per term while holding office. Graduate and credential students must earn 3 semester or 4 quarter units of credit per term while holding office. Students at quarter campuses must attend a minimum of two quarters during the academic year to maintain eligibility. However, *year-round quarter campuses* may require student office holders to be enrolled a minimum of three quarters during the calendar year to maintain eligibility.
- **Incumbent Maximum Allowable Units**  
Undergraduate students are allowed to earn a maximum of 150 semester or (225 quarter) units or 125 percent of the units required for a specific baccalaureate degree objective, whichever is greater. Graduate and credential students are allowed to earn a maximum of 50 semester (or 75 quarter) units or 167 percent of the units required for the graduate or credential objective, whichever is greater. Students holding over that number of units will no longer be eligible for major student government office.
- **Candidate Unit Load**  
Undergraduate candidates must maintain 6 semester or 9 quarter units per term while running for office. Graduate and credential student candidates must maintain 3 semester or 4 quarter units per term while running office.
- **Candidate Residency**  
Undergraduate candidates for office must have been enrolled on the campus and have completed at least one semester or two quarters prior to the election, earning a total of 6 semester (9 quarter) units during that year. Graduate and credential candidates for office must earn 6 semester (or 9 quarter) units per term of continuous attendance as a new graduate or credential student to be eligible. Graduate and credential students who received a bachelor's degree or credential within the past three years from the same campus must have earned a total of 12 semester (18 quarter) units during their last year as an undergraduate to be eligible.
- *Year-round quarter campuses* may establish a lower number of quarter units *new graduate and credential students* must earn to fulfill candidate residency requirements for major student government offices.

### **Minor Representative Officers**

Minor student representative officers are defined by the campus. At CSUSB minor student representative officers are those individuals who are members of committees below the Standing or Regular Committee level as defined in the ASI bylaws.

- **Incumbent Unit Load**  
Undergraduate incumbents must earn 6 semester or 9 quarter units per term while holding office. Graduate incumbents must earn 3 semester or 4 quarter units per term while holding office.

Students at quarter campuses must attend a minimum of two quarters during the academic year to maintain eligibility. Undergraduate students are allowed to earn a maximum of 150 semester or (225 quarter) units or 125 percent of the units required for a specific baccalaureate degree objective, whichever is greater. Graduate and credential students are allowed to earn a maximum of 50 semester (or 75 quarter) units or 167 percent of the units required for the graduate or credential objective, whichever is greater. Students holding over that number of units will no longer be eligible for major student

government office. Requirements regarding unit candidate unit load and candidate residency are determined by the campus president.

### **System-wide Committee Appointees**

All students who serve on regular or ad hoc system-wide committees must meet the following criteria.

- **Incumbent Unit Load**

Undergraduate student must earn a minimum of 6 semester or 9 quarter units per term while serving on a committee. Graduate and credential students must earn a minimum of 3 semester or 4 quarter units per term while serving. Students at quarter campuses must attend a minimum of two quarters during the academic year to maintain eligibility.

- **Candidate Residency**

Undergraduate nominees for system-wide committee appointment must have been enrolled in the CSU system and have completed one semester or two quarters prior to the appointment, earning a minimum of 6 semester (9 quarter) units during that year. Graduate and credential nominees must have 6 semester (or 9 quarter) units of continuous attendance as a new graduate or credential student to be eligible. Graduate and credential students who received a bachelor's degree or credential within the past three years from the same campus, must have earned a total of 12 (18 quarter) units during their last year as an undergraduate to be eligible.

1. Determining eligibility.

Candidates for ASI office will have their eligibility to run for office checked by the Office of the Vice President, Student Affairs in consultation with the ASI Elections Coordinator and the ASI Advisor. Prior to taking office, or appointment to office, the ASI Advisor, in consultation with the Office of the Vice President of Student Affairs, will determine the eligibility of those individuals elected or appointed to an ASI office to ascertain the eligibility of the student to hold office based on the criteria stated in Section 1, Paragraph 1.

2. Notification.

- a. Notification of candidates for ASI office: Candidates for ASI office who fail to meet the eligibility requirements defined in the Chancellor's Office and this policy will be notified by the ASI Assistant Director in consultation with the ASI Chair Elections Coordinator or the ASI Advisor. Those candidates who have been elected, but have not yet taken office, will be notified by the ASI Advisor in consultation with the Office of Student Affairs.
- b. Notification of incumbents: All elected or appointed members of ASI who currently hold office, and do not maintain eligibility to remain in office under the Chancellor's Office and this policy will be notified by the ASI Advisor in consultation with the Office of the Vice President of Student Affairs.

3. The grace period.

\*3.0 GPA for graduate students

For students currently holding office, the student will have two weeks to correct grade errors from the date they are notified in writing by the ASI Advisor that they were ineligible to continue in office. Should a faculty member tell the student that a change in his/her grade is warranted, and the grade change will bring his/her quarterly and/or cumulative GPA and/or unit load into compliance with the criteria for eligibility, the student will notify the ASI Advisor. The ASI Administrative Support Coordinator in coordination with the Office of the Vice President, Student Affairs will recheck the student's GPA to ensure that he/she is in compliance within a reasonable period of time, but not later than three weeks into the quarter. Should the faculty member state that he/she will be unable to make the grade change in order for it to become effective within the three week period, the student will request from the faculty member a letter on University letterhead stating the student's grade is being changed and what the new grade is. It is still the student's responsibility to notify the ASI Advisor, regarding the action(s) being taken regarding any change of grade(s) and to comply with the policy in this paragraph.

4. Request for special consideration.
  - a. Under extraordinary circumstances, a student may appeal for special consideration of this policy to the President of the University and/or his designee. The Chancellor's Office policy specifies four areas in which the student may appeal for relief: unit load; maximum amount of units, residency, and grade point average (GPA). The following conditions apply:
    - (1) The student must submit the request for waiver in writing using the form provided in this policy.
    - (2) The request for waiver must be submitted within two weeks from the beginning of the quarter.
    - (3) The request for waiver will be submitted to the Vice President, Student Affairs who will have one week to comment on and return the approved or disapproved request to the ASI Executive Director. The ASI Executive Director will inform the student of the decision and provide a copy of the form to the student.
    - (4) The Vice President, Student Affairs' decision is final.
  - b. Appeals for a waiver will only be considered for GPAs that fall below the minimum 2.75 standard under the following conditions:
    - (1) A major student government office holder may have his/her GPA fall below the 2.75 minimum standard in the fall quarter. If the office holder's GPA is between 2.3 and 2.75, the office holder may remain in office during the winter quarter without having to appeal their GPA to the Vice President, Student Affairs. However, the office holder must increase his/her overall and quarterly GPA for the winter quarter to 2.75\* to hold office in the spring quarter without appealing to the Vice President, Student Affairs. Should the GPA fall below a 2.75\* in the winter

\*3.0 GPA for graduate students

quarter, then the office holder must appeal to the Vice President, Student Affairs to remain in office for the spring quarter.

- (2) No appeals for GPAs that fall below the minimum 2.75\* standard in the winter quarter GPAs will be considered unless the incumbent office holder will not be running for office. The reason is that the elections cycle begins in the spring quarter and candidates will need to have demonstrated their compliance with the 2.75\* GPA standard. An appeal would have the effect of circumventing the established bylaw provision for the necessary GPA for an individual to hold a “Major Student Government Office”.
  - (3) If the Vice President, Student Affairs denies an appeal, then that individual will be considered to have resigned their office as of the denial date whether or not the individual officer holder has tendered his/her resignation in writing.
  - (4) Any student whose quarterly or cumulative GPA does not meet the criteria for eligibility three weeks into the quarter without the proper documentation specified in this policy, whether or not they were notified by the ASI Advisor/or the ASI Executive Director, will be considered to be resigned from their position whether or not they have formally resigned in writing.
- c. Wages will not be paid until the appeal is resolved. Students are not eligible for compensation during the appeal process.
  - d. This paragraph applies only to elected or appointed student office holders as defined in the Chancellor’s Office policy and not to student employees of ASI.

## **Section 2: ASI Student Assistants**

Student Assistants are not covered in the CSU Chancellor’s policy entitled “Minimum Academic Qualifications for Student Office Holders” and thus are subject to the provisions of the ASI Personnel Policy Manual, Section 3 which states the following:

To maintain employment as a student assistant, applicants and incumbents must:

- a. Be regularly matriculated to the university, not through the College of Extended Learning and currently attending classes at CSUSB.
  - b. Maintain a minimum 2.0\* grade point average in cumulative work as well as the last quarter attended at CSUSB.
  - c. The Executive Director is authorized to grant an exception to this for one quarter per academic year.
1. Determining Eligibility.

\*3.0 GPA for graduate students

Prior to employment, the ASI Executive Director, in consultation with the Office of Vice President of Student Affairs, will determine the eligibility of those individuals selected for employment based on the criteria stated in the ASI Personnel Policy Manual. The ASI Executive Director, in consultation with the Office of the Vice President of Student Affairs, will check the GPAs of student employees at the beginning of each quarter to verify eligibility for continued employment in accordance with the ASI Personnel Manual.

## 2. Notification.

Should a student be found to be ineligible, the ASI Executive Director will notify the student in question. Student employees will be allowed the grace period noted in Section 1, Paragraph 4 of this policy; however, since they are not student office holders as defined in the Chancellor's Office policy, student employees are not included in the provisions of Section 1, Paragraph 4 of this policy.

## 3. The grace period.

For students currently holding positions of employment, the student will have two weeks from the date he/she is notified by the ASI Executive Director that he/she is ineligible to continue in employment to correct grade errors. Should a faculty member tell the student that a change in his/her grade is warranted, and the grade change will bring his/her quarterly and/or cumulative GPA into compliance with the criteria for eligibility, the student will notify the ASI Executive Director. The ASI Executive Director will recheck the student's GPA to ensure that he/she is in compliance within a reasonable period of time, but not later than three weeks into the quarter. Should the faculty member state that he/she will be unable to make the grade change in order for it to become effective within the three week period, the student will request from the faculty member a letter on University letterhead stating the student's grade is being changed and what the new grade is. It is still the student's responsibility to notify the ASI Executive Director regarding the action(s) being taken regarding any change of grade(s) and to comply with the policy in this paragraph.

## **Section 3: General**

### 1. Resignation.

Any student whose quarterly or cumulative GPA does not meet the criteria for eligibility three weeks into the quarter without the proper documentation specified in this policy, whether or not they were notified by the ASI Advisor/or the ASI Executive Director, will be considered to be resigned from their position whether or not they have formally resigned in writing.

\*3.0 GPA for graduate students

2. Misconduct.

Students whose conduct is such that they could be accused of attempting to gain or remain in a position by misinformation, disinformation, distortions, non-disclosure or fraud concerning their GPA, unit load (in the case of student office holders), or other relevant information\_ will have their case turned over to the University Judicial Affairs Officer for action.

3. Location of the Chancellor's Office policy.

A copy of the Chancellor's Office policy is available for review Online at

<http://www.calstate.edu/AcadAff/codedMemos/AA-2012-05-attachment.pdf>

\*3.0 GPA for graduate students

**Associated Students, Incorporated**  
California State University, San Bernardino  
5500 University Parkway  
San Bernardino, CA 92407

**REQUEST FOR SPECIAL CONSIDERATION TO CHANCELLOR'S OFFICE POLICY**

Student's Name: \_\_\_\_\_ Student ID Number: \_\_\_\_\_  
Date: \_\_\_\_\_

Routing: (Please submit to the Office of the Vice President for Student Affairs, UH-231)  
To: Dr. Brian Haynes, Vice President, Student Affairs

The Chancellor's Office policy (AA-2012-05) for Minimum Academic Qualifications for Student Office Holders states that, "Under extraordinary circumstances the campus president or his/her designee may make an exception to the requirements for unit load, maximum allowable units, residency, and GPA." Vice President Haynes, I hereby request an exception to the policy in the following area: (Check one)  
\_\_\_\_ Unit Load/ \_\_\_\_ Maximum Allowable Units/ \_\_\_\_ Residency/ \_\_\_\_ GPA

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State the reason for the request for exception below (Please type or print). Be specific. (One additional typewritten or printed page may be attached for clarification if there is insufficient space below) ***Please attach a copy of the notification letter, a copy of your transcript, and any supporting documents to this form.***

Associate Vice President's Comments

Comments: \_\_\_\_\_

\_\_\_\_\_  
Dr. Alysson Satterlund Associate Vice President, Student Affairs  
Dean of Students

Date: \_\_\_\_\_

\_\_\_\_ Approved      \_\_\_\_ Disapproved

Comments: \_\_\_\_\_

\_\_\_\_\_  
Dr. Brian Haynes, Vice President, Student Affairs/President's Designee

\*3.0 GPA for graduate students