

California State University, San Bernardino

SANTOS MANUEL STUDENT UNION

Grade Eligibility Policy and Procedures

Purpose: The purpose of this policy is to describe the Santos Manuel Student Union practices in determining grade point eligibility, unit load, and residency requirements in compliance with CSU Chancellor's policy entitled "Minimum Academic Qualifications For Student Office Holders" (AAAR 8/29/97), for those seeking or holding office on the Santos Manuel Student Union Board of Directors and its boards and committees. This policy specifies the process for notification of those concerned, the correction of grade errors procedures, special consideration, and consequences of various actions regarding grade point average eligibility.

Scope: This policy applies to all students regularly matriculated to the university, not through Extended Learning, seeking or holding appointed offices on the Santos Manuel Student Union Board of Directors, its committees and boards.

Section 1: Student Office Holders

1. GPA/Unit Load/ Residency Requirement

The California State University Chancellor's Office policy Minimum Academic Qualifications for Student Office Holders requires that appointed student representatives, as well as candidates for Santos Manuel Student Union Board of Directors positions, meet basic academic requirements in order to be considered eligible to seek appointment or continue in their appointed positions. The basic requirements are listed below.

- a. Matriculation Status. A student must be regularly matriculated to the University, not through the College of Extended Learning, and currently attending classes at CSUSB.
- b. Minimum GPA. A student must maintain a minimum 2.5 GPA in cumulative work as well as the last quarter attended at CSUSB, be in good standing and not on probation of any kind.
- c. Unit Load. Students are required to be regularly matriculated in the University, but not in the College of Extended Learning. Undergraduate students must *earn* a minimum of 18 units during the academic year. That work may be completed in either two (2) or three (3) quarters. Graduate students must earn a minimum of four (4) units per quarter (unit load does not apply to student assistants).
- d. Candidates for Office. Undergraduate candidates for office must have been enrolled on the campus and have completed at least two quarters prior to the election, earning a minimum of nine (9) units during that year. Graduate and credential candidates for office must earn nine (9) 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 California State University, San Bernardino must have earned a total of 18 quarter units during their last year as an undergraduate to be eligible. Undergraduate and graduate candidates for office are required to maintain a

minimum 2.0 GPA in cumulative work as well as the last quarter attended at CSUSB, be in good standing and not on probation of any kind.

- e. **Maximum Allowable Units.** Undergraduate students are allowed to earn a maximum of 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 75 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 Santos Manuel Student Union office. This requirement applies to candidates for Santos Manuel Student Union positions and incumbent representatives.

2. Determining Eligibility

The Santos Manuel Student Union Executive Director or designee will determine eligibility of students to serve on the Santos Manuel Student Union Board of Directors and/or its committee and boards based on the criteria stated above.

3. Notification

- a. **Notifications of applicants:** Applicants for Santos Manuel Student Union positions who fail to meet the eligibility requirements defined in the Chancellor's Office policy will be notified by the Santos Manuel Student Union Executive Director.
- b. **Notification of incumbents:** All appointed representatives who do not maintain eligibility to remain in office under this policy will be notified, in writing, by the Santos Manuel Student Union Executive Director.

4. Probationary Period and Appeal Grace Period

- a. **Probationary Period:** Students serving on the SMSU Board of Directors who post a GPA between 2.0 and 2.499 in any given quarter will be on probation for the subsequent quarter. Students must raise their quarterly and/or cumulative GPA to a 2.5 or higher during that probationary quarter in order to return to eligible status. Students not raising their quarterly and/or cumulative GPA to a 2.5 or higher during the probationary quarter will be ineligible and may appeal to the University President.
- b. **Appeal Grace Period:** Students currently holding positions will have two weeks to correct grade errors from the date they are notified in writing by the Santos Manuel Student Union Executive Director that they were ineligible to continue in office. Should a faculty member tell the student that a change in their 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 Santos Manuel Student Union Executive Director. The Santos Manuel Student Union Executive Director or designee will recheck the student's GPA to insure compliance within a reasonable period of time, but no 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 that the student's grade is being changed and what the new grade is. It is still the student's responsibility to notify the Santos Manuel Student Union Executive Director

regarding the action(s) being taken regarding any change of grade(s) and to comply with the policy in this paragraph.

5. Request for Consideration

- a. Under extraordinary circumstances a student may appeal for special consideration of this policy to the President of the University and/or designee. The Chancellor's Office specifies four areas in which the student may appeal for relief: unit load, maximum number 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 of the beginning of the quarter.
 3. The request for waiver will be submitted through the office of the Vice President of Student Affairs who will have one week to comment on and forward the request to the President's Office.
 4. The President's decision is final.
- b. Stipends, if applicable, will not be paid until the appeal is resolved.

Section 2: 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 stated in section 1, paragraph 4, or section 2, paragraph 3 whether or not they were notified by the Santos Manuel Student Union Executive Director will be considered to be resigned from their position, whether or not they have formally resigned in writing.

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, or fraud concerning their GPA, or unit load, will have their cases turned over to the University Judicial Affairs Officer for action.

3. Location of Chancellor's Office Policy

A copy of the Chancellor's Office Policy is available for review in the Office of Student Leadership & Development.

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