

Grade Policy & Procedures

Last Updated: 11/08/24

Board Agenda ID: BD 89-24

Scope: This policy applies to all students regularly matriculated to the University (with the exception of those matriculated through the College of Extended & Global Education), seeking or holding elected/appointed office, and students seeking and/or holding employed positions within ASI.

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.

1. Major Student Government Offices

- a. California State University defines major student offices as executive officers, members of the board of directors, and students who are officers or board members of California State Student Association (CSSA).
- b. Student representatives, candidates, and incumbents for major office positions must be matriculated at a CSUSB campus maintaining a minimum on-campus 2.5* term grade point average (GPA), are in good standing, and must not be on academic, disciplinary or administrative probation. In order to assume office, candidates must have achieved a 2.5* GPA during the spring semester in which they were elected. These requirements should be considered minimum qualifications. Campus presidents may establish additional requirements as determined locally.
- c. **Incumbent Unit Load**
 - i. Undergraduate incumbents must earn 6 semester units of credit per term while holding office. Graduate and credential students must earn 3 semester units of credit per term while holding office.
- d. **Incumbent Maximum Allowable Units**
 - i. Undergraduate students are allowed to earn a maximum of 150 semester 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 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.

e. Candidate Unit Load

- i. Undergraduate candidates must maintain 6 semester units per term while running for office. Graduate and credential student candidates must maintain 3 semester units per term while running for office.

f. Candidate Residency

- i. Undergraduate candidates for office must have been enrolled on the campus and have completed at least one semester prior to the election, earning a total of 6 semester units during that year. Graduate and credential candidates for office must earn 6 semester 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 units during their last year as an undergraduate to be eligible.

g. Determining Eligibility

- i. Candidates for ASI office will have their eligibility to run for office checked by the Office of Student Leadership & Engagement in consultation with the ASI Elections Chair. and/or the ASI Advisor. Prior to taking office, or appointment to office, the ASI Elections Chair in consultation with the Director of Student Leadership & Engagement will determine the eligibility of those individuals elected or appointed to an ASI office to ascertain the eligibility of the student to hold office.

h. Notification of Eligibility

- i. Notification to candidates running for ASI office: Candidates for ASI office who fail to meet the eligibility requirements defined in this policy will be notified by the Office of Student Leadership & Engagement in consultation with the Elections Chair.
- ii. Candidates who have been elected, but have not yet taken office, will be notified by the ASI Advisor in consultation with the Office of the Vice President of Student Affairs.
- iii. Notification to incumbents (currently holding office): All elected or appointed members of ASI who currently hold office, and do not maintain eligibility to remain in office under this policy will be notified by the ASI Advisor in consultation with the Office of the Vice President of Student Affairs or designee

i. The grace period to meet academic requirements

- i. Students currently holding office will have three weeks to correct grade errors from the date they are notified in writing by the ASI Executive Director that they were ineligible to continue in office.
- ii. Should a faculty member tell the student that a change in their grade is warranted, and the grade change will bring their semester and/or cumulative GPA and/or unit load into compliance with the criteria for eligibility, the student will notify the ASI Advisor.
- iii. The ASI Executive Director in coordination with the Office of the Vice President, Student Affairs will recheck the student's GPA to ensure that they are in compliance within a reasonable period of time, but not later than three weeks into the semester.
- iv. Should the faculty member state that they will be able to change the grade, but not in the three-week period, the student will request from the faculty member an email to the Executive Director stating the timeline of grade change and the student's new grade which will be posted.
- v. 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.

j. Request for Special Consideration

- i. Under extraordinary circumstances, a student may appeal for special consideration of this policy to the President of the University and/or their designee (Vice President for Student Affairs). 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 procedures will follow:
 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 semester
 3. The request for waiver will be submitted to the Office of Vice President of Student Affairs who will have one week to comment on and return the approved or disapproved request from the President or themselves 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 of Student Affairs decision is final.
- ii. Appeals for a grade point average waiver may be considered for GPAs that fall below the minimum 2.5 standard.
- iii. 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 their resignation in writing.
- iv. Any student whose semester or cumulative GPA does not meet the criteria for eligibility three weeks into the semester 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.
- v. This section only applies to elected or appointed student office holders as defined in the Chancellors Office policy and not to student employees of ASI.

2. ASI Student Employees, Volunteers, and Committee Appointees

a. Student Employees, volunteers and committee appointees are subject to the following provisions:

- i. Be regularly matriculated to the university, not through the College of Extended & Global Education and currently attending classes at CSUSB.
- ii. Maintain a minimum 2.0* grade point average in cumulative work as well as the previously attended semester at CSUSB.
- iii. The Executive Director is authorized to grant an exception to student employees and volunteers to this for one semester per academic year.

b. Determining Eligibility for Student Employees

- i. Prior to employment, the ASI Executive Director 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 or appointee will check the GPAs of student employees at the beginning of each semester to verify eligibility for continued employment in accordance with the ASI Personnel Manual.

c. Notification of Ineligibility

- i. Should a student be found to be ineligible, the ASI Executive Director will notify the student in question

d. The grace period to meet academic requirements

- i. For students currently holding positions of employment, the student will have two weeks from the date they are notified by the ASI Executive Director that they are ineligible to continue in employment to correct grade errors.
- ii. Should a faculty member tell the student that a change in their grade is warranted, and the grade change will bring their semester and/or cumulative GPA into compliance with the criteria for eligibility, the student will notify the ASI Executive Director.
- iii. The ASI Executive Director will recheck the student's GPA to ensure that they are in compliance within a reasonable period of time, but not later than three weeks into the semester.
- iv. Should the faculty member state that they 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 email the Executive Director stating the student's grade is being changed and what the new grade is.
- v. 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.

3. General Provisions

a. Resignation

- i. Any student whose semester or cumulative GPA does not meet the criteria for eligibility three weeks into the semester 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.

b. Misconduct

- i. 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 Office of Student Conduct for action

Approved with revisions per BD 62-20 | 05/12/2020
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REQUEST FOR SPECIAL CONSIDERATION TO CHANCELLOR'S OFFICE POLICY

Student's First & Last Name: _____ Student ID Number: _____

Date: _____

Routing: Office of the Vice President for Student Affairs, Student Union South 222
To: Vice President, Student Affairs

The Chancellor's Office policy (EO-1068) for Minimum Academic Qualifications for Student Office Holders states that, "Under extraordinary circumstances the campus president or their designee may make an exception to the requirements for unit load, maximum allowable units, residency, and GPA."

I hereby request an exception to the policy in the following area: (Check one)

Unit Load Maximum Allowable Units Residency GPA

State the reason for the request for exception below (please type or print). Be specific (one additional typed 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.***

Approved Denied

Name & Signature, Vice President for Student Affairs/Presidents Designee