

**Student Academic Support, Academic Affairs**  
404 Calder Chase, 8th Floor  
Long Beach, CA 90802-4210  
[www.calstate.edu](http://www.calstate.edu)

**Eric G. Forbes**  
Assistant Vice Chancellor  
(562) 951-4744  
[eforbes@calstate.edu](mailto:eforbes@calstate.edu)

**MEMORANDUM**

**Code: AA-2012-05**

**Date:** March 27, 2012

**To:** CSU Vice Presidents for Student Affairs

**From:** Eric G. Forbes



It is the policy of the California State University to delineate minimum qualifications for student office holders within major student government offices and those serving as minor representative officers or systemwide committee appointees. Student office holders have an obligation to demonstrate academic involvement, achievement, and progress given their representative primary class, and other longstanding policy-making responsibilities and influence.

Minor representative officers and systemwide committee appointees. If you have any questions, please feel free to contact Mr. Ray Murillo, Associate Director, Student Programs, Academic Affairs, Student Academic Support, at (562) 951-4707 or [rmurillo@calstate.edu](mailto:rmurillo@calstate.edu) or Dr. Sabrina Sanders, Assistant Director, Student Programs, Academic Affairs, Student Academic Support, at (562) 951-4602 or [csanders@calstate.edu](mailto:csanders@calstate.edu).

EGF/sks

Attachment

- c: Dr. Ephraim P. Smith, Executive Vice Chancellor and Chief Academic Officer
- Dr. Ray Murillo, Associate Vice Chancellor, Academic Affairs
- Mr. Ray Murillo, Associate Director, Student Programs
- Mr. Ray Murillo, Associate Director, Student Programs
- Mr. Miles Nevin, Executive Director, California Student Senate Association
- Dr. Sabrina Sanders, Assistant Director, Student Programs
- CSU Directors of Student Activities
- CSU Provosts / Vice Presidents for Academic Affairs

All student representatives, candidates and incumbents for major and minor office positions must be matriculated at a CSU campus maintaining a minimum on-campus 2.0 term grade point

systemwide committees.

These requirements are minimum qualifications. The campus president or designee is authorized to increase the minimum qualifications and establish additional requirements as determined by the campus.

#### MAJOR STUDENT GOVERNMENT OFFICES

Major student offices include students who are executive officers or board members on student government; students who serve on campus auxiliary organizations (student union, recreation centers, foundations and commercial enterprises); and students who are officers or board members of the California State Student Association (CSSA).

### Candidate Requirements

#### A. Candidate Unit Load

Candidates and presidential student candidates must maintain 2 courses (4 quarters)

#### B. Candidate Residency

Undergraduate candidates for office must have been enrolled on the campus and have

completed at least two quarters of full-time study prior to the election, earning a minimum of 6

eligible.

government offices.

### **A. Incumbent Unit Load**

Undergraduate students must earn 6 semester (9 quarter) units of additional units while holding office. Graduate and credentialed students must earn 2 semester (4 quarter) units of additional units while holding office.

Students enrolled 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.

Undergraduate students are allowed to earn a maximum of 150 semester (225 quarter) units or 125 percent of the units required for a specific baccalaureate degree objective, whichever is greater. Graduate and credentialed students are allowed to earn a maximum of 50 semester (75 quarter) units or 167 percent of the units required for the graduate or credentialed objective, whichever is greater. Students holding more than this number of units will no longer be eligible for major student government office.

### **MINOR REPRESENTATIVE OFFICERS**

Students and members of campus sponsored student clubs and organizations shall be defined as minor representative student officers. The campus president or designee retains the right to define additional minor representative officers as appropriate.

### **Candidate Requirements**

Requirements for candidates shall be determined by the campus president or designee.

### **Incumbent Requirements**

#### **A. Incumbent Unit Load**

Undergraduate incumbents must earn 6 semester (9 quarter) units per term while holding office while holding office.

Students enrolled at quarter campuses must attend a minimum of two quarters during the academic year to maintain eligibility.



greater. Graduate and credential students are allowed to earn a maximum of 50 semester (75

quarter) units or 167 percent of the units required for the graduate or credential objective

whichever is greater. Students holding more than this number of units will no longer be

All students who are appointed by the CSU to serve on regular or ad hoc systemwide committees

**Candidate Requirements**

Requirements regarding candidate unit load are determined by the campus president or their

**B. Candidate Residency**

Undergraduate nominees for systemwide committee appointment must have been enrolled in

**A. Incumbent Unit Load**

Undergraduate students must earn a minimum of 6 semester (9 quarter) units per term while

graduate students must earn a minimum of 2 semester

(4 quarter) units per term while serving

Students at quarter campuses must attend a minimum of two quarters during the academic

Undergraduate students are allowed to earn a maximum of 150 semester (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 (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 to

**EXCEPTIONS**

The campus president or dean may make an exception to

the requirements for unit load, maximum allowable units, residency, and GPA.