Office of the President
EXECUTIVE MEMORANDUM
January 2013
P13-01
SUBJECT: MINIMUM ACADEMIC QUALIFICATIONS FOR STUDENT OFFICE HOLDERS

Given the representative, fiduciary, legal, and other long-range policy making responsibilities of student office holders, it is the policy of Humboldt State University (HSU) that student office holders have an obligation to demonstrate academic involvement, achievement, and progress. Authority is provided in the Chancellor’s Office Academic Affairs Coded Memorandum AA-2012-05, Minimum Qualifications for Student Office Holders.

All student representatives, candidates, and incumbents for major and minor office positions must be matriculated (regularly enrolled in a degree-seeking program) at HSU, must maintain a minimum overall grade point average (GPA) each term as described below, must be in good standing, and must not be on academic, disciplinary or administrative probation of any kind. These requirements apply to all elected and appointed positions of the Associated Students of HSU, the University Center Board of Directors, student representatives to system-wide committees, university committees and campus auxiliaries, as well as student officers of recognized campus clubs and organizations.

These requirements are minimum qualifications. Organizations may establish additional requirements provided that the requirements do not discriminate on the basis of race, age, religion, gender (unless exempt under Title IX, Section 901a), disability, sexual orientation, or national origin.

MAJOR STUDENT GOVERNMENT OFFICES
Major student government offices include members of the student governing board (e.g., Associated Students); the University Center Board of Directors, or other entities with fiduciary responsibilities (e.g., other campus auxiliaries); campus representatives to the California State Student Association (CSSA); and any student appointed by the CSU to serve on a regular or ad hoc system-wide committee.

Candidate Requirements
Undergraduate candidates must maintain a minimum of nine (9) semester units of credit per term (including the term immediately preceding their candidacy) and have a minimum HSU cumulative and semester GPA of 2.3, while running for or being appointed to office. Major student government office candidates must have successfully completed at least twelve (12) semester units at HSU in the twelve months preceding the semester in which the election is held or the appointment takes place.

Post-baccalaureate students must maintain six (6) semester units of credit per term, have a post-baccalaureate minimum HSU cumulative and semester GPA of 3.0, and be enrolled and making satisfactory progress in a degree/credential program while running for office.

Undergraduate students are allowed to earn a maximum of 132 cumulative semester units or 125 percent of the units required for a specific baccalaureate degree objective, whichever is greater. Post-baccalaureate students are allowed to earn a maximum of 50 cumulative units or 167 percent of the units required for the graduate or credential objective, whichever is greater.

Students holding over the maximum number of cumulative units will not be eligible to run for a major student government office.
Incumbent Requirements

Undergraduate students must earn a minimum of nine (9) semester units per term while holding office. Undergraduate students must also maintain a minimum HSU cumulative and semester GPA of 2.3.

Post-baccalaureate students must earn six (6) semester units of credit per term and be enrolled and making satisfactory progress in a degree program while holding office. Post-baccalaureate students must also maintain a post-baccalaureate minimum HSU cumulative and semester GPA of 3.0.

Undergraduate students are allowed to earn a maximum of 150 cumulative semester units or 125 percent of the units required for a specific baccalaureate degree objective, whichever is greater. Post-baccalaureate students are allowed to earn a maximum of 50 cumulative units or 167 percent of the units required for the graduate or credential objective, whichever is greater.

Students holding over the maximum number of cumulative units will no longer be eligible to hold a major student government office.

MINOR REPRESENTATIVE OFFICERS

HSU student presidents and treasurers of campus-approved student clubs and organizations shall be defined as minor student officers. The Vice President for Enrollment Management and Student Affairs retains the authority to define additional minor representative officers as appropriate.

Candidate Requirements

Undergraduate candidates must maintain a minimum of seven (7) semester units of credit per term and have a minimum HSU cumulative and semester GPA of 2.0, while running for office.

Post-baccalaureate students must maintain five (5) semester units of credit per term, have a post-baccalaureate minimum HSU cumulative and semester GPA of 3.0, and be enrolled and making satisfactory progress in a graduate degree/credential program while running for office.

Undergraduate students are allowed to earn a maximum of 136 cumulative semester units or 125 percent of the units required for a specific baccalaureate degree objective, whichever is greater. Post-baccalaureate students are allowed to earn a maximum of 50 cumulative units or 167 percent of the units required for the graduate or credential objective, whichever is greater.

Students holding over the maximum number of cumulative units will not be eligible to run for a minor representative office.

Incumbent Requirements

Undergraduate students must earn a minimum of seven (7) semester units of credit per term while holding office. Undergraduate students must also maintain a minimum HSU cumulative and semester GPA of 2.0.

Post-baccalaureate students must earn five (5) semester units of credit per term and be enrolled and making satisfactory progress in a degree program while holding office. Post-baccalaureate students must also maintain a post-baccalaureate minimum HSU cumulative and semester GPA of 3.0.

Undergraduate students are allowed to earn a maximum of 150 cumulative semester units or 125 percent of the units required for a specific baccalaureate degree objective, whichever is greater. Post-baccalaureate students are allowed to earn a maximum of 50 cumulative units or 167 percent of the units required for the graduate or credential objective, whichever is greater.
Students holding over the maximum number of cumulative units will no longer be eligible to hold a minor representative office.

EXCEPTIONS

Under extraordinary circumstances the campus Vice President for Enrollment Management and Student Affairs may make an exception to the requirements for unit load, maximum allowable units, residency and GPA.

Supersedes:
EM: P07-01 Minimum Academic Qualifications for Student Office Holders

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