San Jose State University  
Academic Senate  
Instruction & Student Affairs Committee  
March 25, 2019  
Final Reading  

Policy Recommendation, Rescind and Replace S05-4, Qualifications for Student Office Holders  

Legislative History: On April 4, 2005, the Academic Senate approved S05-4, Academic Qualifications for Student Office Holders. On March 27, 2012, the Chancellor’s Office updated the coded memorandum AA-2012-05, entitled Minimum Qualifications for Student Office Holders, which establishes minimum qualification standards for student office holders.  

Whereas: The current policy, S05-4, is outdated and redundant in various areas that specify requirements; and  

Whereas: The minimum requirements in S05-4 are inconsistent throughout and are more stringent than those in the AA-2012-05; therefore be it  

Resolved: That S05-4 be rescinded and replaced with the following.  

1. Authority  

1.1. The Chancellor’s Office of California State University (CSU) in a memorandum AA-2012-05 entitled Minimum Qualifications for Student Office Holders, dated March 27, 2012 established minimum qualification standards for student office holders and those seeking office as candidates in elections. These standards state that student office holders have an obligation to demonstrate academic involvement, achievement and progress as set forth in the memorandum. The CSU memorandum delegate to the campus president the authority to define specific terms in the policy and to establish additional requirements for student office holders. This Academic Senate policy provides these definitions and requirements, as well as additional information for interpretation of the policy at San José State University (SJSU).  

1.2. These requirements are minimum qualifications. Each agency overseeing the election or appointment process for the positions described in this policy may establish additional requirements.  

1.3. Failure to meet any requirement will result in the student being immediately ineligible to continue to hold or assume office.  

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2. General Requirements

2.1. The following general requirements apply to the major student offices as defined in Section 4.1, the minor student offices as defined in Section 5.1.1 and appointees to system wide committees in Section 6.0. including incumbents for all offices.

2.1.1. Must be matriculated at SJSU

2.1.2. Must be in good standing with SJSU

2.1.3. Must not be on probation of any kind, e.g. academic, administrative, or conduct.

2.1.4. Must maintain a cumulative on-campus GPA of at least 2.0 each semester while in office and the semester running for office. Failure to obtain the required GPA by the end of the semester makes the student immediately ineligible to continue to hold office or (in the case of candidates) ineligible to assume office.

2.1.5. Unit Load

Undergraduate students must maintain 6 semester units per term while running or holding office. Graduate and credential student candidates must maintain 3 semester units per term while running and holding office.

2.1.6. Maximum Allowable Units

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 more than this number of units will no longer be eligible for office. A double major does not exempt the student from this requirement.

2.1.7. Residency

Undergraduate students must be enrolled at SJSU and have completed at least one semester prior to the election, earning a minimum of 6 semester units during that year. Graduate and credential students must be currently enrolled in a minimum of 3 semester units at SJSU per term to be eligible.

3. Verification of Eligibility

3.1. Responsibility for the verification of the eligibility of students as defined in this policy is delegated to the Vice President for Student Affairs or designee, who shall also be responsible for interpreting this policy. Under extraordinary
circumstances, the University President may make an exception to the requirements delineated in this policy.

3.2. It is the responsibility of each agency overseeing the election or appointment process for the positions described in this policy to ensure that the names of candidates, nominees and incumbents are delivered to the Vice President for Student Affairs or designee for verification in a timely fashion. Election to or appointment to the positions in this policy are not valid until the verification process has been completed. The University does not recognize the votes cast by nor the signature authority of student office holders whose eligibility has not been verified or who have been declared ineligible to hold office.

3.3. Students who have been declared ineligible to hold office but who continue to participate as office holders shall be subject to referral to the office of Student Conduct and Ethical Development for disciplinary action.

4. Major Student Offices

4.1. Major student offices include:

4.1.1. Associated Students Board of Directors

4.1.2. Campus representative(s) to the California State Student Association (CSSA)

4.1.3. Members of the Student Union Board of Directors

4.1.4. Members of the Spartan Shops Board of Directors

4.1.5. Members of the University Foundation Board of Directors

4.1.6. Any other student position which may be created or designated by the President as a major student office

5. Minor Student Offices

5.1. Minor student offices include:

5.1.1. Policy committees, operating committees, special agencies and other committees of the Academic Senate

5.1.2. Campus Fee Advisory Committee

5.1.3. University search committees

5.1.4. Presidents and Treasurers of Recognized Student Organizations
5.1.5. Any other student position which may be created or designated by the President as a minor student representative office

6. Systemwide Committee Appointees

Systemwide committee appointees include all students who serve on regular or ad hoc system wide committees.

Approved: March 18, 2019
Vote: 15-0-0
Present: Bullen, Gill, Grindstaff, Hill, Ketepalli, Khan, Kim, Kinney, Manzo, Nash, Ng, Pang, Sen, Simpson, Sullivan-Green, Walters, Wilson
Financial impact: None
Workload impact: None