Procedures for Registering for Credit for the Client Skills Board

To receive Competitor or General Board credit for CSB, students must notify the faculty advisor and the CSB President of their intention to register for credit IN WRITING by October 15th for the fall semester or March 1st for the Spring semester.

**Executive Board Credits:**

1. Unless other arrangements are made with the faculty advisor no later than October 15th of the Fall semester, all Executive Board credits will be awarded in the Spring semester.

2. Executive Board Members must report their hours to the faculty advisor on a monthly basis using the log provided. *See log attached below.*

3. To receive two (2) Executive Board Credits in the Spring semester, the student may register themselves in CheckMarq for CSB Exec Board Credits during the Spring Registration period.

4. If the student does not register themselves for Exec Board credits before the end of the Spring Drop/Add period, they need to notify the faculty advisor no later than February 15th to be registered for credit.

**Competitor Credit:**

1. Competitor credits are awarded in the semester the competition takes place. Students who know they will be competing in a regional competition the following semester may register themselves for the Competitor Credit through CheckMarq during the class registration period.

2. To be eligible for competitor credits, the student must accrue sixty (60) hours of competition preparation time and actual competition time.

3. If the student does not register themselves for the competition credit before the end of the drop/add period the first week of classes, they must notify the faculty advisor, who will take care of the registration. For Fall semester competition credits, the student must notify the advisor no later than October 15th. For Spring semester credits, the student must notify the advisor no later than March 1st.

**General Board Credit:**

1. General Board credit is received in the Spring semester. Students may register themselves for the General Board credit through CheckMarq during the class registration period.

2. General Board Members are eligible for 1 credit.

3. A log of all hours must be turned in to the faculty advisor on November 1st, March 1st and May 1st to verify completion of required hours on an ongoing basis.

4. If the student does not register themselves for the General Board credit before the end of the drop/add period the first week of classes in the Spring semester, they must notify the faculty advisor, who will take care of the registration. The faculty advisor must be notified that the student wishes to register for the General Board credit by March 1st.
A student may earn Executive Board Credits and Competition Credits, or General Board Credits and Competition credits in an academic year by completing the required duties for those credits. The student must submit the required logs to the faculty advisor and be registered for the appropriate credit as outlined above.

Relevant Excerpts from CSB Bylaws

IV. ACADEMIC CREDIT

a) Student Board Members who complete the requirements outlined in these By-Laws and the academic service hour component shall receive academic credit as identified herein. Students who do not will receive an award of zero (0) academic credit on the Student’s transcript.

b) The Faculty Advisor shall make recommendations for credit upon the successful completion of the requirements set forth herein or such additional reasonable requirements as set forth by the Curriculum Committee, Faculty Advisor(s), or the Executive Board from time to time.

c) The Faculty Advisor(s) may request recommendations from the President and other members of the Executive Board, as he/she deems appropriate.

d) Executive Board: Executive Board members are eligible for two (2) academic credits, upon the successful completion of all requirements set forth herein. These academic credits will accrue during the course of the academic year and will be awarded upon qualified academic service of a minimum of one hundred twenty (120) hours to the Client Skills Board.

e) Board Members: Board Members are eligible for one (1) academic credit, upon the successful completion of all requirements set forth herein or as assigned by the Faculty Advisor(s), or the Executive Board from time to time. This academic credit will accrue during the course of the academic year and will be awarded in the spring semester upon qualified academic service of a minimum of sixty (60) hours to the Client Skills Board. Students competing at the intramural level who do not advance to Regionals may count preparation and competition hours for the intramural competition toward the sixty (60) hour requirement.

f) Client Skills Competition Team Competitors: Team Members are eligible for academic credit for participating in competitions above the intramural level. One (1) academic credit will be awarded for each competition above the intramural level. If completely new problems are assigned at each level of competition (i.e. Regionals and Nationals), students may be eligible to receive additional credit for competing at each level. Credit will be granted upon the successful completion of all requirements set forth herein or as assigned by the Faculty Advisor(s), the coach, or the Executive Board. This academic credit will be in addition to the academic credit of any Members who concurrently serve as a Member of the Board or Executive Board. Academic credit will be awarded upon qualified academic service of a minimum of sixty (60) hours of competition preparation, competition participation, attendance at Board Meetings, and volunteering for other Client Skills Boards Competitions.
g) Client Skills Competition Team Coaches: Coaches are eligible for one (1) academic credit per academic year upon the successful completion of all requirements set forth herein or as assigned by the Faculty Advisor(s), the Coach, or the Executive Board. This academic credit can be in addition to the academic credit of any Members who currently serve as a Member-At-Large or Executive Board Member.

End of Document
CSB Hours

Name: ___________________________ Year: _______ Semester: _______

Date Submitted: ________________ Type of Credit: Exec  General  Competitor

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Total Hours:

Certification of Accuracy: By my signature below, I certify the accuracy of the hours and activities reported above.

__________________________________  ______________________
Signature                               Date