



Byron P. Decoteau, Jr., Director

Post Office Box 94111
Baton Rouge, LA 70804-9111
225.342.8274
scsinfo@la.gov
civilservice.la.gov

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DATE: December 6, 2023

TO: Heads of State Agencies and Human Resources Directors

SUBJECT: Approved Amendments to Civil Service Rule 1.5.1 (Bona Fide Student)

At its General Business meeting held on December 6, 2023, the State Civil Service Commission amended Civil Service Rule 1.5.1, effective December 6, 2023.

In summary, the revision expands the definition of “Bona Fide Student” to include a student enrolled in their last two semesters in an accredited educational institution in the courses and classes necessary and available to satisfy graduation requirements, even if that person will not be enrolled full-time under the institution’s criteria.

The amended rule reads as follows:

[Chapter 1: Definitions of terms used in the Rules](#)

1.5.1 BONA FIDE STUDENT

Bona Fide Student means:

- (a)
 1. a person enrolled in an accredited high school, college or university in the State, or a person enrolled in a State-operated technical college, in a sufficient number of courses and classes to be classified as a full-time regular student under the institution’s criteria; or
 2. a person enrolled in their last two semesters in an accredited high school, college or university in the State or in a State-operated technical college, in the courses and classes necessary and available to satisfy graduation requirements, even if not classified as a full-time student under the institution’s criteria; or

3. a person enrolled in an off-campus college work-study program in a proprietary institution of higher education as defined in Section 102(b) of the Higher Education Act of 1965, as amended; or
 4. a person employed by the college or university that they attend; or
 5. a person performing work under the Federal Work Study Program.
- (b) A bona fide student shall retain their status during breaks, which occur in the course of or between sessions, including summer breaks.

Should you have any questions about the rule, please contact your agency's Human Resources Office or [Elizabeth Montalbano](#), State Civil Service HR Program Support Division Administrator.

Sincerely,

s/Byron P. Decoteau, Jr.
State Civil Service Director