



Associated Students, Incorporated
California State University, Los Angeles
**Administrative Manual
Grant-In-Aid (GIA)**

Policy 005

SUBJECT: Grant-In-Aid (GIA)

1. **PURPOSE:**

To establish procedures for processing Grant-In-Aid paperwork, and for payment of Grant-In-Aid (GIA) stipends to student directors.

2. **REFERENCES:**

ASI Bylaws,

ASI Codes of Procedures

ASI Request for Payments or Purchase (RPP) Procedure

ASI Operational Manual

California Administrative Code

Education Code

Corporations Code of the State of California

Board of Trustees of the California State University (applicable policies)

3. **POLICY:**

The Associated Students, Inc. will provide Grant-In-Aid payments to eligible student directors/leaders on the basis of position and service based on a budgeted amount for each position. GIA payments are made in the form of stipend checks, are non-taxable, and count against will be incorporated into a student's financial aid package.

3.1. Eligibility. The Office of the University Registrar/University determines eligibility for all student directors/leaders prior to them being appointed to office. ASI does not provide for payment of GIA's to ineligible students/directors, regardless of reason or cause. All work performed prior to becoming ineligible are considered voluntary, and services rendered are not eligible for payment at a later time. If a student leader becomes ineligible during the course of their term, they shall be paid for the work performed up until they were determined to be ineligible.

3.1.1. Undergraduate student directors must

3.1.1.1. Have been enrolled at Cal State LA for one semester prior to application

3.1.1.2. Have earned at least 6 semester units of academic credit during that year

3.1.1.3. Have a 2.2 cumulative GPA during the 12 months immediately preceding the semester of application

3.1.1.4. Be enrolled in 6 semester units of academic credit, and:

3.1.1.4.1. Maintain a minimum load of 6 units per semester, with the exception of one semester off taking classes during the year in service

3.1.1.4.2. Maintain a 2.2 GPA each semester while in office

3.1.1.5. Have not earned more than 150 semester units

3.1.2. Graduate student directors must

3.1.2.1. (Assure that if BA/BS was received from Cal State LA within the past 3 years), have earned a total of 12 units during the last year as an undergraduate

3.1.2.2. As a new graduate, have earned 6 units per period of continuous attendance

3.1.2.3. Be enrolled in 3 semester units, and:

3.1.2.3.1. Maintain a minimum load of 3 units per semester, with the exception of one semester off from taking classes during the year in service

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- 3.1.2.3.2. Maintain a 3.0 GPA each semester while in office.
- 3.1.2.4. Have earned no more than 60 semester units
- 3.1.2.5. Note: If a new graduate student is planning to maintain office after one year, they must take 6 units per period of continuous attendance (meaning that while in office the prior year, a new graduate student must be taking 6 units instead of 4 units).
- 3.2. GIA amounts. GIA amounts are developed in the spring in a GIA Rate Table (see addendum) and incorporated into the annual budget. The GIA Rate Table shall be reviewed by the Finance Committee and approved by the Board of Directors in an open meeting, strictly governed by approved budgets, and are established according to the most current GIA Rate Table (see attached). The Secretary/Treasurer (as authorized under the ASI Codes of Procedures) determines allocations in conjunction with the appropriate recommendations by Officers responsible for direct oversight of student directors. The Secretary/Treasurer also determines the GIA distribution schedule for the year with the ASI President and distributes it to the ASI membership.
- 3.2.1. The Secretary/Treasurer determines allocations for the Board of Directors (excluding the Secretary/Treasurer and Parliamentarian). An approved pay schedule is developed annually and presented to the Board during the spring semester before the budget is approved ...
- 3.2.2. The President determines allocations for the Secretary/Treasurer, Parliamentarian, and Chief Justice of the J.R.C.
- 3.2.3. The Vice President for Administration determines allocations for the Cabinet of Commissioners.
- 3.2.4. The Vice President for Academic Governance determines allocations for the Academic Senators.
- 3.2.5. Vice President for Finance determines the allocation for the Vice Chair for Finance.
- 3.2.6. Vice President for External Affairs and Advancement determines the allocation for the Diversity and Inclusion Officer and Civic Engagement Officer-Representatives-at-Large.
- 3.2.7.3.2.2. The Chief Justice of the J.R.C. determines allocations for the Associate Justice of the J.R.C.
- 3.2.8.3.2.3. Bi-weekly Submission & Processing Approval:
- 3.2.3.1. It is the responsibility of the Direct Report every student leader who is eligible for a GIA to submit a approved bi-weekly report to their Direct Report according to the GIA Pay Schedule (see addendum) and approved amounts to the Secretary/Treasurer within 48 hours of bi-weekly submission or receives a 20% reduction in the Direct Report GIA. If the Secretary/Treasurer does not submit the total approved amounts to the A.S.I. President by the following Monday they will receive a 20% reduction in their GIA.
- 3.2.8.1.3.2.3.2. Supervising Direct Reports shall review each bi-weekly report and evaluate the quality of work performed in the two week period and the report. Direct Reports may request the student leader to revise and resubmit their report. If the supervising Direct Report determines the work submitted for the period does not meet minimum expectations, the GIA may be reduced with the written approval of the ASI President and the Executive Director.
- 3.2.8.2.3.2.3.3. Failure to submit a Bi-weekly report according to the published deadlines in the GIA Pay Schedule will result in an automatic deduction of the student leader's GIA payment. If a director does not submit a bi-weekly by the deadline the payment will be reduced and payment will be delayed to the next disbursement pay period.
- 3.3. Disbursement pay periods. GIA stipends are disbursed on a Tri-semesterly basis to eligible student directors/leaders. The GIA distribution is based an annual schedule on the GIA Pay Schedule, which is established by University and the Executive Director, created by the ASI Secretary/Treasurer and ASI President.
- 3.3.1. Stipend checks are available for pick up by the end of the 5th, 10th, and 15th weeks that school is in session at the Cal State LA Disbursement Office One-Stop Office (SSB - 2300).
- 3.3.1.1. Disbursement 1 covers the period from the first day of the 1st week, to the last day of the 5th week in office.
- 3.3.1.2. Disbursement 2 covers the period from the first day of the 6th week, to the last day of the 10th week in office.
- 3.3.1.3. Disbursement 3 covers the period from the first day of the 10th week, to the last day of the 15th week in office.
- 3.4. Proration and Adjustments. All student directors/leaders are pro-rated according to the date they were officiated into office.
- 3.4.1. Student directors/leaders who were voted into office through an ASI General Election are considered officiated from the beginning of the year. These student directors/leaders are prorated for the entire time they are in office.
- 3.4.2. Student directors/leaders who were appointed into office through an ASI Board of Directors



meeting are considered officiated on the date of the Board of Director's meeting when their application was approved. These student directors are prorated beginning on the application approval date.

- 3.4.2.1. Student directors who were appointed after the 5th week of the semester has passed are not eligible to receive Disbursement 1.
- 3.4.2.2. Student directors who were appointed after the 8th week of the semester has passed are not eligible to receive Disbursement 2.
- 3.4.2.3. Student directors who were appointed after the 11th week of the semester has passed are not eligible to receive Disbursement 3.
- 3.4.3. When student directors join ASI, they sign an agreement form, regarding up to what percentage of your GIA can be adjusted for not fulfilling your commitments. For example, if you miss meetings (without exemption from the President), do not fulfill your specific duties, service hours/week or 2 office hours/week, the GIA can be adjusted. If you do not turn in a bi-weekly or state of affairs report you will forfeit the value of that report which will lead to a GIA reduction.

If there is a reduction determined by the Secretary/Treasurer and the Direct Report, the Secretary/Treasurer will send directors an e-mail letting know the reason and amount. You can always talk with the Secretary/Treasurer or your Direct Report to discuss the matter or with the Executive Director.

4. DEFINITION:

- 4.1. Academic Credit - Remedial courses do not count as academic credit
- 4.2. Grade Point Average (GPA) - Calculated by the University Registrar's Office as the overall 12-month period prior to application.
- 4.3. Officiate - The solemnization of a student director into office and/or the assumption of responsibilities in a designated student government position by a student.
- 4.4. Disbursement Period - The business days that count toward calculation of GIA payment. Disbursement 1 covers the period from the first day of the 1st week, to the last day of the 5th week that a student director is in office. Disbursement 2 covers the period from the first day of the 6th week, to the last day of the 10th week that a student director is in office.
- 4.5. Elected Director-Student Leaders- A student director who campaigned and/or was voted into office through the last ASI General Election. Positions include the following:
 - 4.5.1. President
 - 4.5.2. Vice President for Administration
 - 4.5.3. Vice President for Academic Governance
 - 4.5.4. Vice President for Finance
 - 4.5.5. Vice President for External Affairs and Advancement
 - 4.5.6. Secretary/Treasurer
 - 4.5.7. Civic Engagement Officer - Representatives-At-Large
 - 4.5.8. Diversity and Inclusion Officer - Representatives-At-Large
 - 4.5.9. Charter College of Education Representatives
 - 4.5.10. College of Arts & Letters Representatives
 - 4.5.11. College of Business & Economics Representatives
 - 4.5.12. College of Engineering, Computer Science, & Technology Representatives
 - 4.5.13. Rongxiang Xu College of Health & Human Services Representatives
 - 4.5.14. College of Natural & Social Sciences Representatives
 - 4.5.15. Graduate Academic Senators
 - 4.5.16. Undergraduate Academic Senators
- ~~4.6. Appointed Director-Student Leaders- A student director who was approved during a Board of Director's meeting. Positions include the following: **Note: Elected positions that were vacated and filled by appointment are designated by a star (*)**~~
 - ~~4.6.1. Representatives-At-Large*~~
 - ~~4.6.2. Charter College of Education Representatives*~~
 - ~~4.6.3. College of Arts and Letters Representatives*~~
 - ~~4.6.4. College of Business & Economics Representatives*~~
 - ~~4.6.5. College of Engineering, Computer Science, & Technology Representatives*~~
 - ~~4.6.6. Rongxiang Xu College of Health & Human Services Representatives*~~
 - ~~4.6.7. College of Natural and Social Sciences Representatives*~~
 - ~~4.6.8. Graduate Academic Senators*~~



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- 4.6.9. Undergraduate Academic Senators*
- 4.6.10. Vice Chair for the Finance Committee
- 4.6.11. Vice President for Administration
- 4.6.12. Vice President for Academic Governance
- 4.6.13. Vice President for Finance
- 4.6.14. Vice President for External Affairs and Advancement
- 4.6.15.4.5.17. Environmental Affairs Commissioner
- 4.6.16.4.5.18. Housing and Residence Life Representative
- 4.6.17.4.5.19. Veterans Affairs Representative
- 4.6.18.4.5.20. Spirit Commissioner
- 4.6.19.4.5.21. Public Relations & Marketing Commissioner
- 4.6.20.4.5.22. Elections & Orientation Commissioner
- 4.6.21.4.5.23. Chief Justice of the J.R.C.
- 4.6.22.4.5.24. J.R.C. Associate Justices

5. **PROCEDURE:**

- 5.1. ~~The ASI Administrative Office is responsible for requesting quarterly eligibility checks for each student director. Eligibility checks occur by the 4th week of each semester and/or upon appointment of a student director into office.~~
- 5.2.5.1. The Secretary/Treasurer is responsible for generating all GIA paperwork related to processing stipend payments.
 - 5.2.1.5.1.1. A separate Request for Payment or Purchase (R.P.P.) and Coordination of Aid form must be prepared for each student director receiving a GIA. Approval of the following key personnel is necessary on these forms:
 - 5.2.1.1.5.1.1.1. The ASI President or Vice President for Administration
 - 5.2.1.2.5.1.1.2. The Executive Director
 - 5.2.1.3.5.1.1.3. The University President's Designee
 - 5.2.1.4.5.1.1.4. The Vice President for Student Life or Designee
 - 5.2.2.5.1.2. Paperwork must be turned into the ASI Administrative Office by the Monday of the 4th week (for Disbursement 1), and Monday of the 9th week for Disbursement 2) of each semester.
- 5.3.5.2. After all signatures have been obtained, copies of the RPP and all supporting documentation must be made, and placed on file in the ASI Administrative Office.
- 5.4.5.3. The original Coordination of Aid form must be submitted to the Scholarship Office.
- 5.5.5.4. The original RPP and all supporting documentation must be submitted to the contracted Accountant at Cal State LA Financial Services. Thereafter, the Cal State LA Business Financial Services Accountant will furnish a check after:
 - 5.5.1.5.4.1. Eligibility has been verified,
 - 5.5.2.5.4.2. Availability of funds have been verified,
 - 5.5.3.5.4.3. Signatures have been verified, and
 - 5.5.4.5.4.4. Expenses have been deemed to be properly classified

Commented [PB1]: Separate procedure from policy

Policy History:

Approved: 04/19/01
 Approved: 05/15/08
 Approved: 10/05/17

Need to add in section for Attachments/appendix -



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