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**ADMINISTRATIVE MANUAL**

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**Grant-In-Aid (GIA)**

**Policy 005**

SUBJECT: *Grant-In-Aid (GIA)*

1.0 PURPOSE:

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

2.0 REFERENCES:

A.S.I. Codes of Procedures  
A.S.I. Request for Payments or Purchase (RPP) Procedure  
A.S.I. Operational Manual  
California Administrative Code  
Education Code  
Corporations Code of the State of California  
Board of Trustees of the California State University (applicable policies)

3.0 POLICY:

The Associated Students, Inc. will provide Grand-In-Aid payments to eligible student directors on the basis of position and service. GIA payments are made in the form of stipend checks, are non-taxable, and count against financial aid.

3.1 Eligibility. The Office of the University Registrar determines eligibility for all student directors.

A.S.I. does not provide for payment of GIA's to ineligible student 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.

3.1.1 Undergraduate student directors must

3.1.1.1 Have been enrolled at CSULA for two quarters prior to application

3.1.1.2 Have earned at least 9 quarter units of academic credit during that year

3.1.1.3 Have a 2.0 cumulative GPA during the 12 months immediately preceding the quarter of application

3.1.1.4 Be enrolled in 9 quarter units of academic credit, and:

3.1.1.4.1 Maintain a minimum load of 9 units per quarter; with the exception of one quarter off taking classes during the year in service

3.1.1.4.2 Maintain a 2.0 GPA each quarter while in office

3.1.1.5 Have not earned more than 225 quarter units

3.1.2 Graduate student directors must

3.1.2.1 (Assure that if BA/BS was received from CSULA within the past 3 years), have earned a total of 18 units during the last year as an undergraduate



- 3.1.2.2 As a new graduate, have earned 8 units per period of continuous attendance
- 3.1.2.3 Be enrolled in 4 quarter units, and:
  - 3.1.2.3.1 Maintain a minimum load of 4 units per quarter, with the exception of one quarter off from taking classes during the year in service
  - 3.1.2.3.2 Maintain a 2.0 GPA each quarter while in office.
- 3.1.2.4 Have earned no more than 75 quarter units
- 3.1.2.5 Note: If a new graduate student is planning to maintain office after one year, they must take 8 units per period of continuous attendance (meaning that while in office the prior year, a new graduate student must be taking 8 units instead of 4 units).
- 3.2 GIA amounts. GIA amounts are 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 A.S.I. 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 A.S.I. President and distributes it to the A.S.I. membership.
  - 3.2.1 The Secretary/Treasurer determines allocations for the Board of Directors (excluding the Secretary/Treasurer and Parliamentarian).
  - 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 The Chief Justice of the J.R.C. determines allocations for the Associate Justice of the J.R.C.
  - 3.2.6 Bi-weekly Submission & Processing:
    - 3.2.6.1 It is the responsibility of the Direct Report to submit approved bi-weeklies 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.
    - 3.2.6.2 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 bi-quarterly basis to eligible student directors. The GIA distribution is based an annual schedule created by the A.S.I. Secretary/Treasurer and A.S.I. President.
  - 3.3.1 Stipend checks are available for pick-up by the end of the 5<sup>th</sup> and 10<sup>th</sup> weeks that school is in session at the CSULA Disbursement Office.
    - 3.3.1.1 Disbursement 1 covers the period from the first day of the 1<sup>st</sup> week, to the last day of the 5<sup>th</sup> week in office.
    - 3.3.1.2 Disbursement 2 covers the period from the first day of the 6<sup>th</sup> week, to the last day of the 10<sup>th</sup> week in office.
- 3.4 Proration. All student directors are pro-rated according to the date they were officiated into office.
  - 3.4.1 Student directors who were voted into office through an A.S.I. General Election are considered officiated from the beginning of the year. These student directors are prorated for the entire time they are in office.



- 3.4.2 Student directors who were appointed into office through an A.S.I. 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 5<sup>th</sup> week of the quarter has passed are not eligible to receive Disbursement 1.
- 3.4.2.2 Student directors who were appointed after the 8<sup>th</sup> week of the quarter has passed are not eligible to receive Disbursement 2.

#### 4.0 DEFINITION:

Academic Credit. Remedial courses do not count as academic credit

Grade Point Average (GPA). Calculated by the University Registrar's Office as the overall 12 month period prior to application.

Officiate. The solemnization of a student director into office and/or the assumption of responsibilities in a designated student government position by a student.

Disbursement Period. The business days that count toward calculation of GIA payment. Disbursement 1 covers the period from the first day of the 1<sup>st</sup> week, to the last day of the 5<sup>th</sup> week that a student director is in office. Disbursement 2 covers the period from the first day of the 6<sup>th</sup> week, to the last day of the 10<sup>th</sup> week that a student director is in office.

Elected Director. A student director who campaigned and/or was voted into office through the last A.S.I. General Election. Positions include the following:

1. President
2. Vice President for Administration
3. Vice President for Academic Governance
4. Vice President for Finance
5. Secretary/Treasurer. Although a student may not directly be voted into this office, the Secretary/Treasurer is considered an elected position because students are appointed directly from the pool of Representatives-At-Large who run during the General Election.
6. Representatives-At-Large
7. Charter College of Education Representatives
8. College of Arts & Letters Representatives
9. College of Business & Economics Representatives
10. College of Engineering, Computer Science, & Technology Representatives
11. College of Health & Human Services Representatives
12. College of Natural & Social Sciences Representatives
13. Graduate Academic Senators
14. Undergraduate Academic Senators

Appointed Director. 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 (\*)

1. Representatives-At-Large\*
2. Charter College of Education Representatives\*
3. College of Arts and Letters Representatives\*
4. College of Business & Economics Representatives\*
5. College of Engineering, Computer Science, & Technology Representatives\*
6. College of Health & Human Services Representatives\*



7. College of Natural and Social Sciences Representatives\*
8. Graduate Academic Senators\*
9. Undergraduate Academic Senators\*
10. Recording Secretary
11. Parliamentarian
12. Vice Chair of the Finance Committee
13. Environmental Affairs Commissioner
14. Housing Commissioner
15. Advocacy & Outreach Commissioner
16. Spirit Commissioner
17. Public Relations & Elections Commissioner
18. Chief Justice of the J.R.C.
19. J.R.C. Associate Justices

## 5.0 PROCEDURE:

- 5.1 The A.S.I. Administrative Office is responsible for requesting quarterly eligibility checks for each student director. Eligibility checks occur by the 4<sup>th</sup> week of each quarter and/or upon appointment of a student director into office.
- 5.2 The Secretary/Treasurer is responsible for generating all GIA paperwork related to processing stipend payments.
  - 5.2.1 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 The A.S.I. President or Vice President for Administration
    - 5.2.1.2 The Executive Director
    - 5.2.1.3 The University President's Designee
    - 5.2.1.4 The Vice President for Student Affairs or Designee
  - 5.2.2 Paperwork must be turned into the A.S.I. Administrative Office by the Monday of the 4<sup>th</sup> week (for Disbursement 1), and Monday of the 9<sup>th</sup> week for Disbursement 2) of each quarter.
- 5.3 After all signatures have been obtained, copies of the ROPP and all supporting documentation must be made, and placed on file in the A.S.I. Administrative Office.
- 5.4 The original *Coordination of Aid* form must be submitted to the Scholarship Office.
- 5.5 The original RPP and all supporting documentation must be submitted to the contracted Accountant at CSULA Financial Services. Thereafter, the CSULA Business Financial Services Accountant will furnish a check after:
  - 5.5.1 Eligibility has been verified,
  - 5.5.2 Availability of funds have been verified,
  - 5.5.3 Signatures have been verified, and
  - 5.5.4 Expenses have been deemed to be properly classified

