



ASSOCIATED STUDENTS, INCORPORATED
CALIFORNIA STATE UNIVERSITY, LOS ANGELES

ADMINISTRATIVE MANUAL

Grant-In-Aid (GIA)

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:

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)

3.0 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. ASI 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 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 2.5 cumulative GPA and good standing with the with the University 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 2.5 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
 - 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 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).



- 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 The Chief Justice of the J.R.C. determines allocations for the Associate Justice of the J.R.C.
- 3.2.8 Bi-weekly Submission & Processing:
It is the responsibility of the Direct Report to submit approved bi-weeklies and approved amounts to the Secretary/Treasurer within 3 business days
 - 3.2.8.1 If a director does not submit a bi-weekly by the deadline the payment will be *delayed* to the next disbursement pay period.
 - 3.2.8.2 If the Secretary/Treasurer does not submit bi-weekly reports within 2 business days to the President and Directs there 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. The GIA distribution is based on an annual schedule 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.
 - 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.
 - 3.3.1.4 All bi-weekly's submitted late will have a grace time period of 2 weeks to submit, if the member does not complete the bi-weekly within that time frame they automatically become ineligible for the partial GIA
- 3.4 Proration and Adjustments. 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 ASI 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 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.

4.0 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 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.

Elected Director. A student director who campaigned and/or was voted into office through the last ASI 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. Vice President for External Affairs and Advancement
6. Secretary/Treasurer.
7. Civic Engagement Officer- Representatives-At-Large
8. Diversity and Inclusion Officer - Representatives-At-Large
9. Charter College of Education Representatives
10. College of Arts & Letters Representatives
11. College of Business & Economics Representatives
12. College of Engineering, Computer Science, & Technology Representatives
13. Rongxiang Xu College of Health & Human Services Representatives
14. College of Natural & Social Sciences Representatives
15. Graduate Academic Senators
16. 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. Rongxiang Xu College of Health & Human Services Representatives*



7. College of Natural and Social Sciences Representatives*
8. Graduate Academic Senators*
9. Undergraduate Academic Senators*
10. Vice Chair for the Finance Committee
11. Vice President for Administration
12. Vice President for Academic Governance
13. Vice President for Finance
14. Vice President for External Affairs and Advancement
15. Environmental Affairs Commissioner
16. Housing and Residence Life Representative
17. Veterans Affairs Representative
18. Spirit Commissioner
19. Public Relations & Marketing Commissioner
20. Elections & Orientation Commissioner
21. Chief Justice of the J.R.C.
22. J.R.C. Associate Justices

5.0 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 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 ASI 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 Life or Designee
 - 5.2.2 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 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 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 Cal State LA Financial Services. Thereafter, the Cal State LA 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

Policy History

Approved: 04/19/01

Approved: 05/15/08

Approved: 10/05/17

