



**ASSOCIATED STUDENTS, INCORPORATED**  
**CALIFORNIA STATE UNIVERSITY, LOS ANGELES**  
**"...FOR THE STUDENTS, BY THE STUDENTS!"**

Approved: 12/01/11  
Approved: 11/29/12

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## **ADMINISTRATIVE MANUAL**

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# **Scholarships & Awards**

**Policy 209**

### 1.0 PURPOSE:

To establish procedures and criteria for the awarding of A.S.I. Student Achievement Scholarships and general awards (e.g. Book Voucher Program)

### 2.0 REFERENCES:

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

### 3.0 POLICY:

The Associated Students, Inc. provides scholarships to selected student applicants in recognition of and outstanding campus and community involvement. All A.S.I. scholarships are administered through accounts held in trust and direct payments made to the Foundation of CSLA in the name of A.S.I. Interested applicants shall be garnered from the university pool of scholarship applicants.

**The A.S.I. Scholarship & Awards Ad Hoc Committee will be responsible for the administrative review of current and new scholarships and awards offered by A.S.I.**

**The charge of this committee is to review research, identify, and update procedures and criteria for the awarding of A.S.I. scholarships and general awards on at least an annual basis. All new scholarships and awards must be presented to this Ad Hoc Committee for review, approval, and recommendation to the Finance Committee.**

**All actions of this committee must be presented to the A.S.I. Finance Committee for consideration and approval. Approved initiatives from the Finance Committee shall be presented at the B.O.D. for action prior to funds being allocated.**

### 4.0 DEFINITIONS

None

### 5.0 PROCEDURES

5.1 All scholarship awards decisions shall be determined by the Scholarship Awards Sub-committee. The membership of the Scholarship Awards Sub-committee shall be determined by the Finance Committee. All decisions shall be final.

- 5.2 The scholarship office shall forward the applications of no less than 3 candidates per scholarship, to be selected by a panel of student-leaders. The scholarship office shall screen the applicants for suitability based on the purpose of this scholarship.
- 5.3 Members of the A.S.I. currently holding any elective or appointive office shall not be eligible for this scholarship.
- 5.4 The proportion of scholarships awarded to undergraduate students to scholarships awarded to graduate students shall be equal to the proportion of undergraduate students to graduate students in attendance of CSULA for the previous academic year.
- 5.5 The following eligibility criteria shall guide the award of A.S.I. scholarships (90 point scale):
- 5.5.1 Academic (30)
- 5.5.1.1 Academic History (20) – Applicant shall receive up to a maximum of 20 points for history of academic achievement according to a formula that shall be determined by the Scholarship Awards Committee. Criteria considered may include, but not be limited to, GPA, Class Level, Major(s), Minor(s), Transfer Schools, etc. To be eligible for the scholarship, applicants must have a CSULA GPA of 2.0 or higher, with GPAs verified by the Office for Student Financial Aid.
- 5.5.1.2 Letters of Recommendation (10) – Applicant shall receive up to a maximum of 10 points for two (2) letters of recommendation. The Scholarship Awards Committee will consider the source, the relationship to the applicant, the author's (of the letter) insight into the student, and the committee's impression on whether the author of the letter seems to truly know the student, or simply submitted an obligatory "form letter."
- 5.5.2 Involvement (30)
- 5.5.2.1 Awards & Accomplishments (6) – No single honor may receive more than two (2) points. Academic awards, scholarship honors, society memberships, community and Cal State L.A. honors recognition will be considered and awarded points based on the decision of the Scholarship Awards Sub-Committee.
- 5.5.2.2 Campus and Community Activities (12) – No single activity may receive more than three (3) points. The Scholarship Awards Sub-Committee will consider the degree to which the student is involved in campus activities including academic, social, and honor societies. The Scholarship Awards Sub-Committee will also consider any extensive commitments at home, local and neighborhood involvement, in addition to any cultural, socioeconomic, and interpersonal difficulties. Time commitment, depth of involvement, and leadership may also be considered.
- 5.5.2.3 Work/Leadership (12) – The time commitment and depth of involvement in various activities, along with leadership in clubs, in the community, at work, in projects, etc. will be considered by the Scholarship Awards Sub-Committee in more depth here.
- 5.5.3 Essay (25) – The Scholarship Awards Sub-Committee shall consider the applicant's essay on a number of factors including, but not limited to, whether the applicant answered the question, the effectiveness of the writing, and insight into personality, values, and life. The specific rubric and weight applied to different factors shall be determined by the Scholarship Awards Sub-Committee.

- 5.5.4 Other/Overall Impression(5)– The Scholarship Awards Sub-Committee shall consider extra creative projects, teacher/counselor impressions in letters of recommendation, need, and other subjective data in the application to award up to five (5) points.
- 5.6 Scholarships shall be issued on a funds-available basis from the current year budget.
- 5.7 The scholarship shall be issued in the amount of \$500 each.