

## POLICY CONCERNING ASI SCHOLARSHIPS

### PURPOSE

The following policy has been established in order for the student leaders and administration of Associated Students Inc. (ASI) to better serve the mission and charge as directed by the ASI Board of Directors at California State University, Fullerton (CSUF). The policy includes the guidelines, eligibility, disbursement, and establishment of scholarships provided by ASI.

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### WHO SHOULD KNOW THIS POLICY

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|------------------------------|--------------------|
| ◆ Budget Area Administrators | □ Volunteers       |
| □ Management Personnel       | □ Grant Recipients |
| □ Supervisors                | ◆ Staff            |
| ◆ Elected/Appointed Officers | ◆ Students         |

### DEFINITIONS

For Purpose of this policy, the terms used are defined as follows:

Terms	Definitions
Cumulative GPA	The grade point average earned by a student while attending CSUF. GPA for units transferred from other universities is not included.
Financial Aid	Financial aid encompasses various forms of funding – including grants, scholarships, loans, work-study programs, etc. – designed to help students cover the costs of higher education.
Disbursement	The distribution of funds or Titan Shops credit to a student awardee.

Graduate Student	A currently admitted student pursuing a graduate level master's or doctoral degree at Cal State Fullerton.
Office of Financial Aid	The Office of Financial Aid at Cal State Fullerton coordinates payments to students that may include scholarships, grants, loans and work study programs. The office applies aid for students toward any outstanding amounts owed and distributes remaining funds to the student.
Recipient	A CSUF student applicant selected to receive a scholarship award.
Scholarship	An award of money made to a CSUF student in support of their education. Each scholarship includes unique criteria which may include grade point average requirements, terms of when and how the scholarship funds are awarded, demographic and academic parameters, etc.
Student Business Services	As part of the Division of Administration and Finance, Student Business Services (SBS) operates as the university's cashiers. They collect, disburse, and allocate funds appropriately between students, banks, and other external funding sources.
Titan Hub	The Titan Hub provides many important services that will support students throughout their CSUF journey. Services include Admissions, Dean of Students Services, Financial Aid, Registrar, Scholarships, and Student Business Services (SBS).

## **STANDARDS/REGULATIONS/PROCEDURES**

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### **1. SCHOLARSHIP GUIDELINES**

ASI scholarships are open to continuing CSUF undergraduate, graduate, and credential program students. First-semester students are not eligible. All scholarships should be coordinated through the Office of Financial Aid and SBS<sup>1</sup>.

a. Budget

The Board of Directors shall establish the scholarship fund during the fiscal budget cycle. The amount and number of awards shall be determined by the Board during budget approval and allocation.

b. Application

The regular scholarship application is available at the beginning of January and closes at the beginning of March. Applications are submitted through the authorized scholarship application portal.

A subsequent application period is open to incoming students effective at the beginning of summer.

The spring application pool is available for selection for fall award recipients as well as spring

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<sup>1</sup> <https://calstate.policystat.com/policy/10824189/latest>

awards.

c. Repeated Applicants

ASI scholarship recipients cannot be awarded the same scholarship in consecutive years, but may apply for other ASI scholarships. Recipients are eligible to win a previously awarded scholarship two years following the initial award of that scholarship.

d. Eligibility Check

In collaboration with the Scholarships office and Financial Aid, all applications will be reviewed for eligibility in the following areas:

- a. Continuing Student
- b. Good standing
- c. Current semester GPA
- d. Current cumulative GPA
- e. Units currently enrolled
- f. Financial Aid eligibility

e. Scholarship Grading

Scholarships shall be reviewed and graded by the Committee, comprising of student leaders, ambassadors, ASI staff and campus staff/faculty volunteers. The Committee will use a scholarship grading rubric to determine the overall applicant rating.

f. Scholarship Awards

Scholarship award recipients shall be selected based on the eligibility criteria, rubric rating and ranking, and application submission compliance.

g. Disbursement

The Office of Financial Aid will disburse ASI funded scholarship awards to the student recipient in accordance with the scholarship award schedule.

Titan Shops will initiate a credit to the account of the student recipient to be used for course books or course materials, purchased through Titan Shops.

h. Office of Financial Aid

ASI will coordinate the distribution of scholarships through the CSUF Office of Financial Aid and SBS. All awards shall be applied in accordance with financial aid requirements.

i. Approval of Awards

ASI Scholarship awards shall be approved by the ASI Executive Director or their designee, and the ASI Vice President.

## **2. SCHOLARSHIP REVIEW COMMITTEE**

The Scholarship Review Committee (the Committee) is made up of ASI Board of Directors, Executive Officers, Ambassadors, ASI student employees, staff, and faculty volunteers. The Committee shall be responsible for reviewing and rating applications based on the scholarship grading rubric.

Committee members shall be identified at the beginning of the spring semester, before the close of the scholarship application cycle. Committee members shall complete a scholarship grading orientation before the close of the scholarship application cycle.

Application review and rating shall commence upon the closure of the application cycle.

Each Scholarship application shall be reviewed by two members of the Committee.

Identifiable information in applications shall be redacted to maintain the anonymity of the applicant and eliminate conflict of interest risk during the review period.

### **3. SCHOLARSHIP CRITERIA**

Scholarship awards shall be reviewed, modified, and funds reallocated at the direction of the ASI Board of Directors.

Unless otherwise specified, the minimum scholarship criteria include:

- Minimum Enrolled Units:
  - Undergraduate & Credential Students = 12
  - Graduate Students = 6
- Minimum Cumulative GPA:
  - Undergraduate & Credential Students = 2.5
  - Graduate Students = 3.0
- Scholarship Award Amount:
  - ASI Funded = as allocated in the approved budget.
  - Titan Shops Book Credit = \$250

Additional criteria may include:

- Campus and/or Community involvement
- Academic Achievement
- Personal Achievement
- Leadership Experience (on campus or prior to joining CSUF)

### **4. SCHOLARSHIPS**

The Board of Directors approves the list of ASI scholarships. The available scholarship opportunities are outlined in Exhibit A.

### **5. ADDITIONAL FINANCIAL SUPPORT TO STUDENTS**

- a. **ASI & Titan Shops Book Voucher.** This program was established by Associated Students and Titan Shops in the fall 1995, with the cooperation and financial support of Titan Shops, to further support students in their quest for higher education. The book scholarship program is a unique program that provides 45 students with course books and materials for the semester in the amount of \$250.00. This program recognizes students with outstanding campus and/or community involvement and is administered by Associated Students and funded by Titan Shops. This scholarship is available in the fall and spring semesters.

Amount: \$250

Criteria: Applicants must have a cumulative CSUF GPA of 2.5 and demonstrate (1) community and/or campus involvement and (2) scholastic and/or personal achievement. Undergraduate and credential students must be enrolled in a minimum of 12 units. Graduate students must be enrolled in a minimum of 6 units.

## 6. CONSIDERATIONS FOR NEW SCHOLARSHIPS

### a. In-Memoriam Scholarships.

Scholarships created in honor or recognition of an individual, entity, or organization must be funded from an external source for a minimum of 3 years and be \$1,000 per award. ASI maintains the right to continue or discontinue the scholarship after the initial funding has been expended.

All scholarships created in-memoriam are to be reviewed and processed with the regular scholarship application process. Requests for involvement and review of the submitted applications, and identification of the student awardee by external parties, will not be considered. ASI maintains the right to adjust the academic requirements, as well as to comply with state or university requirements and regulations.

### b. Affinity Group (Specific Population) Scholarships

Eligibility Scholarships may be established to support specific populations at Cal State Fullerton. Eligibility criteria will reflect the standards established by the Board of Directors for general scholarship awards, including current student status, GPA, and number of enrolled units.

All affinity group scholarships shall be reviewed and processed in conjunction with the regular application and award process. Requests for involvement and review of the submitted applications and identification of the student awardee by external parties will not be considered. ASI maintains the right to adjust the academic requirements to best meet the needs of the students applying to the scholarship, as well as to comply with federal, state or university requirements.

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DATE APPROVED:	10/03/2023
REVISED:	05/06/2025

## Exhibit A: ASI Scholarship Opportunities

<b>Adult Re-Entry</b>	This scholarship was established by Associated Students to acknowledge and support the adult re-entry students of Cal State Fullerton. This scholarship recognizes an adult re-entry student with outstanding campus and/or community involvement and is funded by Associated Students. An adult re-entry student is an adult returning or beginning to pursue an undergraduate or graduate degree from Cal State Fullerton after an extended time away from pursuing a degree (or a minimum of 4-years hiatus or post high-school graduation).
<b>Carol Burke Memorial</b>	This scholarship was established in the spring of 2000 in the memory of Carol Burke. Mrs. Burke was a member of the ASI/TSU staff for 8 years. She served as a Night Manager, Assistant Director of Operations, and finally Director of the Titan Student Union. She enjoyed working with student leaders and was dedicated to student development. Mrs. Burke was a three-time, All-American basketball player at California State Polytechnic University, Pomona in 1981-1983 and was inducted into the Cal Poly Pomona Hall of Fame in 1990.
<b>Formerly Incarcerated Student</b>	This scholarship was established by the Associated Students to support formerly incarcerated students who attend Cal State Fullerton and have completed a minimum of one semester.
<b>Graduate Student</b>	This scholarship was established by the Associated Students to acknowledge and support graduate or credential program students with outstanding campus and/or community involvement and is funded by the Associated Students, CSUF, Inc. Applicants must demonstrate: (1) community and/or campus involvement, (2) scholastic and/or personal achievement and (3) prospective postgraduate goals.
<b>Harvey McKee Student Leadership</b>	The Harvey A. McKee Distinguished Student Scholarship was established in 2004 to recognize Mr. McKee for his contributions to Associated Students Inc. and the CSUF campus community. In his 34 years at Cal State Fullerton, Harvey has become a friend, mentor, and colleague with many student leaders through his associations with the Titan Student Union, and the Associated Students Inc. Campus faculty, administrators and the staff know Harvey for his friendliness, his advocacy of student issues, and his willingness to be a proactive professional on behalf of the campus community.
<b>Kyle O'Brien Memorial</b>	This scholarship was established by Associated Students to honor the memory of Kyle S. O'Brien, an outstanding ASI student leader and CSUF athlete. This scholarship recognizes a student with outstanding campus and/or community involvement, as well as participation in an organized sport on campus. The scholarship was originally funded by the Kyle S. O'Brien Memorial Scholarship Fund but is now funded by

	<b>Associated Students.</b>
<b>Milton A. Gordon</b>	This scholarship was established in the fall of 2023 in honor of Dr. Milton A. Gordon, the fourth president of California State University, Fullerton (1990-2012). During his 22-year term as president, Dr. Gordon demonstrated a passion for equitable access to higher education, and he served as an inspirational, compassionate and generous leader. Dr. Gordon's theme during his educational career was to support all students, particularly those who would otherwise have little or no chance at achieving a college degree. This scholarship is only offered in the Spring semester.
<b>Pathway to Success</b>	This scholarship was established in 2025 to support the academic success and wellbeing of students at Cal State Fullerton.
<b>Student Parent</b>	This scholarship is open to continuing Cal State Fullerton full-time undergraduate, graduate, and credential students who are parents of one or more dependent children.
<b>Virginia McGarvey Memorial</b>	This scholarship was originally funded by an ASI Board allocation, student fees, individual donations, and Titan Shops. This award was established in 1994 to honor Mrs. Virginia McGarvey. Mrs. McGarvey was a prominent resident of Fullerton and a longtime supporter of Cal State Fullerton, Associated Students, and the student body. She was a humanitarian and well known for having devoted a large portion of her life to helping others. This scholarship is only offered in the Spring semester.
<b>William G. Pollock</b>	This scholarship was established in the fall of 1997 to honor and acknowledge William G. Pollock for his long-standing and tremendous contributions to CSUF and involvement with the Associated Students during his 30 years of service. The majority of his contributions were made in his position as Associated Students Administrator. His dedication, experience and knowledge were essential components in the success of Associated Students.
<b>William D. Puzo</b>	This scholarship was established by Associated Students to honor the memory of William D. Puzo, a dedicated professor, for his contributions to ASI and the students of Cal State Fullerton. This scholarship recognizes a student with outstanding campus and/or community involvement, and is funded by the Associated Students Scholarship Fund, which is supported by donations from the Titan Shops Book Requisition Program. This scholarship is only offered in the Fall semester.