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TABLE OF CONTENTS

Administration	1-1
How To Use This Handbook	1-1
Terminology.....	1-3
Roles and Responsibilities	1-5
Scholarship team.....	1-5
Director of scholarship.....	1-5
Scholarship crew.....	1-8
Vice-president: programming.....	1-9
Programming / scholarship adviser.....	1-10
Advisory team chairman.....	1-11
Faculty advisor.....	1-12
Regional Collegiate Programming Specialist.....	1-12
Regional Collegiate Specialist/Council Appointed Coordinator.....	1-13
Special Topics.....	1-15
Learning disabilities.....	1-15
Summer session	1-15
Intersession/January terms.....	1-16
Honor Societies.....	1-16
Beta Gamma Sigma	1-16
The Phi Beta Kappa Society	1-17
The Honor Society of Phi Kappa Phi.....	1-17
The Tau Beta Pi Association.....	1-17
Scholastic Policies and Requirements	2-1
Pledging	2-1

Initiation.....	2-2
Collegiate.....	2-2
Alumnae.....	2-3
Transfer students.....	2-3
Individual requirements.....	2-4
Chapter requirements.....	2-5
Fellowships and Scholarships.....	2-7
Scholarship Program.....	3-1
Five elements.....	3-2
Timing and purpose.....	3-2
General academic program.....	3-4
New members.....	3-4
Master Calendar.....	3-5
Incentives.....	3-6
Study environment.....	3-6
Local resources.....	3-7
Major lists.....	3-8
Study Buddies/Mentors.....	3-8
Study hours.....	3-8
Awards/Recognition.....	3-8
Fraternity.....	3-9
Region.....	3-9
Campus.....	3-10
Chapter.....	3-10
Faculty.....	3-11
Enrichment.....	3-13
Program for those in poor standing.....	3-14
Developing a program.....	3-14
Honor Board review.....	3-15
Study hours.....	3-16
Personal academic achievement goals.....	3-17

Midterm grade checks.....	3-17
Study buddies.....	3-18
Tutoring.....	3-18
Scholarship in recruitment.....	3-19
Pledging requirements.....	3-19
Recruitment goals.....	3-20
Recruitment process.....	3-21
Bylaws and standing rules.....	3-23
Bylaws.....	3-23
Standing rules.....	3-24
How to complete the form.....	3-30
 Grade Report.....	 4-1
Use of the Academic Performance Report.....	4-1
Obtaining information for the report.....	4-2
Missing grades.....	4-2
Missing comparative data.....	4-3
Calculating the chapter average.....	4-3
Scales other than 4.0.....	4-3
How to complete the report.....	4-4
Front page.....	4-4
Back page.....	Error! Bookmark not defined.
 Resources.....	 5-1
 Index.....	 6-1



HOW TO USE THIS HANDBOOK

The basic fundamentals of collegiate scholarship and enrichment provided in this handbook include:

- Delta Gamma's scholastic expectations for chapters
- Delta Gamma's scholastic expectations for individuals
- Delta Gamma's policies and requirements regarding scholarship
- Description of the scholarship team and responsibilities
- Outline of reporting requirements
- Elements of a scholarship program
- Programming resources
- Troubleshooting questions and answers

This handbook has been provided as a basic tool to guide the director of scholarship. It contains all the information needed to develop and implement a successful Scholarship Program and serves as a resource when updating Grade Reports and the Scholarship Fact sheet in e-Ops.

The handbook is available in electronic form to make it easier for various chapter officers and members to reference the materials. The entire scholarship crew can access the handbook online when developing scholarship activities or the vice-president: programming can access it to review scholarship requirements. Individual members who want to better understand Delta Gamma's scholarship policies can review it whenever convenient. Each collegiate chapter is encouraged to maintain two printed copies of the *Scholarship and Enrichment Handbook*; one for the director of scholarship and one for the programming/scholarship adviser. These copies may be referenced during chapter meetings or whenever access to a computer is not available. Copies may be downloaded from the Delta Gamma website. The director of scholarship and her crew should review Delta Gamma's website, *Anchors Online*, several times each term. Additional resource materials will be posted throughout the year and programming ideas will be shared as they become available.

Printed copies of this handbook may be inserted in the back of the *Collegiate Chapter Officers Manual* or it may be kept in a separate binder containing this handbook, crew activities, programming ideas and information printed from online resources. The director of scholarship should keep a hardcopy of the handbook and her officer files and not rely completely on the

electronic resources. Collegiate officers must also be careful to leave officer files in a condition that is useful to future officers. Although the *Scholarship and Enrichment Handbook* is available online, computer access is not (yet) available everywhere at all times and materials may be needed when the computer is not available.



Additional information on Delta Gamma's website, www.deltagamma.org.



Programming ideas

TERMINOLOGY

academic class	The class designation (freshman, sophomore, junior, senior, fifth year senior) by which a student is recognized by her college/university.
academic performance	Colleges/universities report both prior term and cumulative academic performance. Whenever chapter bylaws and standing rules refer only to the prior term average, only the average for the most recent term posted to a member/new member's transcript should be considered. Whenever chapter bylaws and standing rules refer to both prior term and cumulative averages, the most recent average posted to a member/new member's transcript and her cumulative average must both be considered. It is possible for a member/new member to meet scholastic requirements for the prior term, but not meet requirements for her cumulative average. Likewise, a member/new member may meet cumulative requirements, but fail to meet prior term requirements. If both prior term and cumulative averages are stated, both must be met.
adviser/advisor	The term "adviser" is used to refer to a woman who serves in an advisory role to a Delta Gamma chapter. The National Panhellenic Conference and men's fraternities use the term "advisor" referring to either a man or a woman who serves in an advisory role.
grade risks	The term "grade risk" may be used to refer to a woman who does not meet the chapter's minimum pledging requirement, but does meet the minimum scholastic initiation requirement set forth in the chapter's standing rules. Evaluating Committee has the authority to approve a limited number of membership invitations to be extended to women who fall below scholastic pledging requirements when it is necessary to achieve quota . At no time may Evaluating Committee approve pledging a woman who does not meet the minimum scholastic initiation requirements stated in the chapter standing rules and required by the Fraternity.
grading scale	The GPA (Grade Point Average) is used on many campuses to report and rank students' academic performance. Some campuses use QPA (Quality Point Average) and others use a straight percentage scale. Delta Gamma uses average chapter, Panhellenic and All-Women's GPAs to track the academic achievement of collegiate chapters. The academic performance of chapters on campuses that do not use a 4.00 grading scale is converted to a 4.00 scale when entered into the Fraternity scholarship database. Examples provided in this handbook are based on a 4.00 grading scale.

scholastic requirements Delta Gamma Fraternity has specific minimum scholastic requirements for pledging, initiation, good standing and eligibility to hold office. Collegiate chapters may, with the approval of their Regional Collegiate Specialist/Council Appointed Coordinator, adopt a higher requirement for any one or all of these items. If a higher requirement is adopted, it must be stated in the chapter bylaws and standing rules and must be consistent in both documents. Chapters are encouraged to adopt higher standards when appropriate to their campus environment or chapter goals. Under no circumstances may a chapter adopt scholastic requirements lower than those specified by the Fraternity.

scholastic sanctions Some chapters have incorrectly used the term “scholastic probation” to refer to members in their first term of scholastic poor standing. “Scholastic Probation” is an incorrect term that should not be used. Individual probation, whether Automatic or imposed by the Regional Collegiate Specialist/Council Appointed Coordinator, includes specific sanction terms regardless of the reason it was imposed. A member may be placed on Automatic Probation due to scholarship, but the term “scholastic probation” should not be used. A woman placed on probation because of her academic achievement holds the same status in the Fraternity as a woman placed on probation for her behavior.

The term "Scholastic Probation" should only be used when referring to a chapter that has remained on Report to the Fraternity Vice-President: Programming for scholarship for two consecutive years and has been placed on Probation to Council.

term Scholastic grading periods on various campuses vary from quarters to semesters to entire school years. To avoid confusion, the word “term” is used to define any division of a school year for which grades are posted to a student’s official transcript. For chapters on a campus with a quarter system, “term” should be read as being synonymous with “quarter.” Chapters on campuses on a semester system should read “term” as “semester,” chapters on trimesters should read “term” as “trimester” and chapters on campuses that only post grades once per year should read “term” as the entire school year.

ROLES AND RESPONSIBILITIES

SCHOLARSHIP TEAM

The scholarship team is composed of chapter, campus and Fraternity representatives. The director of scholarship should realize she has many resources available and the scholarship team has been structured to provide her local, regional and international support.

director of scholarship	chapter
scholarship crew	chapter
vice-president: programming	chapter
programming adviser/scholarship adviser	chapter
advisory team chairman	chapter
faculty advisor	campus
Regional Collegiate Specialist	Cabinet
Regional Collegiate Programming Specialist	Cabinet
Director of Collegiate Programming	Cabinet
Vice President: Fraternity Programming	Council

director of scholarship

Delta Gamma's Chapter Management Team structure permits chapters of different sizes and needs to operate with different organizational structures. All chapters, regardless of size or location, have a director of scholarship.¹ The director of scholarship is appointed by the nominating committee and reports to the vice-president: programming. She serves on the chapter programming team with the vice-president: programming, director of rituals, the programming adviser and/or scholarship adviser.

As with all collegiate director positions, the title "director of scholarship" is not capitalized. The same is true of many elected Chapter Management Team officer positions.² When the term "director of scholarship" is seen in print, the reader should interpret the collegiate position responsible for scholarship and enrichment programming.

The director of scholarship is responsible for ensuring that chapter members/new members are aware of their scholastic responsibilities and the opportunities that exist for intellectual enrichment. She is not expected to implement all aspects of the chapter's Scholarship Program independently, but she is ultimately responsible for ensuring the chapter properly addresses academic achievement and implements enrichment programming. In order to promote an

¹ Each chapter's Chapter Management Team structure should include the following directors: rituals, scholarship, social events, sponsorship and house management (if chapter has housing). Refer to Delta Gamma policy "Chapter Organization/Directors Required."

² Most Chapter Management Team officer titles are not capitalized. The only exceptions are the "F" in vice-president: Foundation and the "P" in vice-president: Panhellenic, in recognition of the entities named in these titles.

atmosphere that fosters intellectual curiosity and shows respect for academic achievement, the director of scholarship should fulfill the following responsibilities:³

- Work cooperatively with the vice-president: programming on a weekly basis.
- Read, understand and use the *Scholarship and Enrichment Handbook*.
- Read the *Constitution of Delta Gamma Fraternity* (particularly Article IV-XVII-Scholarship), the *Collegiate Chapter Officers Manual* (particularly the sections related to scholarship), the *New Member Pursuit and Collegiate Pursuit* (particularly the sections/responsibilities related to scholarship), and current scholarship information found on the Delta Gamma website, *Anchors Online* (www.deltagamma.org), and other publications from Executive Offices.
- Be familiar with scholastic programming resources, such as those found in the “Resources” section of this handbook.
- Be knowledgeable about all Fraternity policies and procedures regarding scholarship, all university and Panhellenic scholastic rules and chapter scholastic bylaws and standing rule requirements for pledging, initiation and holding office.
- Be registered on e-Ops, the Delta Gamma online reporting system, and be comfortable updating scholarship data electronically.
- Serve as a contributing member of the chapter programming team and the expanded Chapter Management Team.
- Serve as a member of the Nominating committee.
- Serve as a member of the scholarship crew, direct crew meetings and guide crew activities. Delegate responsibilities to crew members in order to develop leadership skills and programming experience in others.
- Meet with the scholarship adviser at the beginning of her term of office to review and evaluate the current Scholarship Program. Continue to meet with the scholarship adviser and maintain frequent communication to keep the adviser aware of scholarship activities, enrichment events and upcoming meetings.
- Meet with the faculty advisor at the beginning of each term to review chapter academic performance and discuss the advisor’s interaction with the chapter. Keep the faculty advisor informed of chapter scholarship goals and programming.
- Update the Scholarship Fact Sheet and the Grade Report in e-Ops at the end of each academic term. Notify the vice-president: programming when the report has been completed so she may sign the Presidents’ Monthly Calendar.
- Complete the Scholarship Program in e-Ops for the Regional Collegiate Programming Specialist/ Council Appointed Coordinator to approve by September 15th and December

³ The responsibilities of the director of scholarship are also listed in the *Collegiate Chapter Officers Manual*, Chapter 10.

15th of each year. Revise the program and resubmit as necessary until the program is approved.

- Implement the Scholarship Program with the assistance of the scholarship crew.
- Promote enrichment programming by coordinating and encouraging participation in cultural and intellectual events/activities.
- Be familiar with the procedures the chapter must follow if the chapter falls below the Fraternity's minimum scholastic standards. Create a more focused Scholarship Program if the chapter falls below Fraternity standards and submit the revised program to the Regional Collegiate Programming Specialist/Council Appointed Coordinator.
- Work with the vice-president: finance, director of house management and, if applicable, the house director, to establish and enforce study/quiet hours.
- Work with the house corporation board to create conditions conducive to studying in the chapter house/suite.
- Maintain a chapter library including a dictionary, thesaurus, course files, professor files and other reference materials.
- Review the chapter's academic performance with the vice-president: membership and other members of the Evaluating Committee before the second recruitment preparation workshop to develop scholastic recruitment goals to present to the chapter for a vote.
- Stress the importance of scholarship as one of the five points of the membership star when a candidate for membership is discussed.
- Work closely with the vice-president: member education, the director of new members and the member education adviser to incorporate an introduction to scholarship activities during the New Member Pursuit.
- Assist the vice-president: member education and director of new members in writing a letter to the parents of new members by supplying information regarding the priority Delta Gamma places on academic achievement and specifics related to the chapter's Scholarship Program.
- Attend weekly new member meetings or coordinate crew member attendance at new member meetings to present educational facts or answer scholarship questions.
- Remind chapter members of the need to set a good academic example for new members and potential members by displaying respect for academic achievement.
- Maintain a confidential academic record for each member (initiated and affiliated) and new member for each term they are enrolled, beginning with the term of pledging. Academic records should include current cumulative averages, prior term averages and histories of terms in good/poor academic standing.
- If required by the college/university, submit permission from members/new members to release academic performance information.
- Maintain a list of all members/new members' class majors.

- Maintain a list of tutoring services provided by members and/or campus resources.
- Educate chapter members/new members, with the help of college/university staff, about effective study techniques, campus resources and career planning.
- Confirm the scholastic eligibility of members for elected and appointed offices to the advisory team chairman.
- Enforce scholarship bylaws and standing rules.
- Complete a Statement of Obligation Review for each elected/appointed officer who fails to achieve prior term and/or cumulative grade point averages meeting chapter requirements to hold office.
- Complete a Statement of Obligation Review for each member/new member who fails to achieve prior term and/or cumulative grade point averages meeting chapter requirements for good standing.
- Inform the president and vice-president: communications, with the assistance of the vice-president: social standards, about members and new members in scholastic poor standing for voting and participation purposes.
- Implement and supervise, with the assistance of the scholarship adviser, the individualized study plans for members/new members in poor scholastic standing.
- Be aware of each member/new member's progress throughout the term and arrange a conference with anyone experiencing academic problems. Suggest available resources.
- Establish and maintain an ongoing recognition program for members and new members. Advise the vice-president: Panhellenic or director of public relations of individual academic honors to be publicized.
- Review scholarship standing rules and suggest revisions as appropriate.
- Inform members/new members of scholarships, fellowships and loans available through Delta Gamma Foundation.
- Inform members/new members about the Honor Society Rebate Program funded by the Delta Gamma Foundation.
- Maintain a complete record of term in office.
- Maintain and distribute the Scholarship Resource Packet early each fall

scholarship crew

Although Chapter Management Team structures vary from one Delta Gamma chapter to another, one thing they all have in common is a scholarship crew. The scholarship crew is one of five crews required in each chapter's Chapter Management Team structure.⁴ Chapter standing rules even state that the chapter should have a scholarship crew and explains the composition of the

⁴ Each chapter's Chapter Management Team structure should include the following crews: rituals, scholarship, social events, member education and membership. Refer to Delta Gamma policy "Chapter Organization/Crews Required."

crew.⁵ Each member/new member should serve as a crew member on one of the chapter's crews.⁶ Members of the scholarship crew should be selected from all academic classes and be composed of both members and new members. A combination of members, new members and students of all academic classes is desired to ensure that everyone in the chapter is represented. Scholarship programs and enrichment activities should appeal to and benefit everyone in the chapter. Members of the scholarship crew are the chapter's "representatives" in this important area of chapter programming. The scholarship crew should support scholarship goals; develop a general scholarship theme for the year and develop enrichment programming.⁷ In order to accomplish these goals, the scholarship crew should fulfill the following responsibilities:

- Meet every other week during regular crew meetings.
- Be familiar with the *Scholarship and Enrichment Handbook*, scholarship sections of the *Collegiate Chapter Officers Manual* and the scholarship resources found on Delta Gamma's website (www.deltagamma.org).
- Be familiar with past Grade Reports, chapter academic standing and chapter statistics, although the entire crew should not be privy to any member's individual grades.
- Communicate chapter performance to chapter members.
- Evaluate the current scholastic needs of the chapter and assist the director of scholarship in the development of a chapter Scholarship Program to address those needs.
- Provide programming and recognition to develop and maintain an emphasis and respect for academic achievement within the chapter.
- Facilitate academic achievement goal setting during chapter retreats, membership recruitment, etc.
- Assist the director of scholarship in the implementation of the Scholarship Program. Activities may include making arrangements for speakers, planning recognition events, organizing educational events, coordinating enrichment activities, conducting Watchwords programs during chapter meeting, etc.
- Maintain crew meeting minutes and submit them to the vice-president: programming. A copy of the minutes should also be maintained in the crew notebook or submitted to the vice-president: communications to be included in the chapter's permanent records.
- Complete crew task assignments as requested by officers.

vice-president: programming

The vice-president: programming is responsible for providing positive, balanced, informative and enjoyable programming to the chapter. Among other things, she is responsible for directing the activities of the director of scholarship. A cooperative relationship should exist between the

⁵ Refer to Section 1 of the model standing rules..

⁶ The crew system and method for assigning crews is explained in the *Collegiate Chapter Officers Manual*, chapter 9.

⁷ Crew descriptions are provided in the *Collegiate Chapter Officers Manual*, chapter 10.

vice-president: programming and the director of scholarship, but the vice-president: programming is responsible for ensuring the chapter meets all reporting and programming requirements in the area of scholarship. If the director of scholarship fails to meet her responsibilities to the chapter or the Fraternity, the vice-president: programming should take the necessary steps to fulfill responsibilities in the areas of scholarship and enrichment. The vice president: programming should also file a Statement of Obligation Review with the chapter Honor Board. As part of her general responsibilities, the vice-president: programming has obligations related specifically to the area of scholarship.⁸

- Supervise and work cooperatively with the director of scholarship to incorporate scholastic activities and programming into the total chapter program.
- Be familiar with the responsibilities and duties of the director of scholarship and ensure that all responsibilities are fulfilled.
- Be knowledgeable about all Fraternity policies and procedures regarding scholarship, all university and Panhellenic scholastic rules and chapter scholastic bylaws and standing rule requirements for pledging, initiation and holding office.
- Report accomplishments and activities of the director of scholarship and the scholarship crew to the Regional Collegiate Programming Specialist/Council Appointed Coordinator on a regular basis.

programming adviser / scholarship adviser

Chapters with several advisers may have a programming adviser and a separate scholarship adviser. Because it is common to have the programming adviser directly responsible for guiding the chapter in the area of scholarship, references in this handbook are made to the programming adviser. If a chapter does have a separate scholarship adviser, she should assume the responsibilities related to scholarship and work cooperatively with the programming adviser.

The programming adviser provides continuity in the chapter's scholarship programming from one year to another. She should be aware of the scholastic needs of members/new members, as well as college/university and Fraternity scholastic policies. The programming adviser should advise the director of scholarship and help her develop and implement a Scholarship Program consistent with Fraternity policies and appropriate for the chapter. Duties of the programming adviser include the items listed below:

- Serve as a contributing member of the advisory team and attend advisory team meetings.
- Be knowledgeable about all Fraternity policies and procedures regarding scholarship, all university and Panhellenic scholastic rules and chapter scholastic bylaws and standing rule requirements for pledging, initiation and holding office.
- Read and understand the *Scholarship and Enrichment Handbook*.

⁸ The responsibilities of the vice-president: programming to scholarship are explained in greater detail in the *Collegiate Chapter Officers Manual*, chapter 10.

- Read and understand the *Constitution of Delta Gamma* (particularly Article IV-XVII-Scholarship), the *Fraternity Collegiate Chapter Officers Manual* (particularly the sections related to scholarship), the *New Member Pursuit* and *Collegiate Pursuit* and current scholarship information found on the Delta Gamma Web site, *Anchors Online*, and other publications from Executive Offices.
- Read and be familiar with the adviser handbook “*Advisers in Action*” and the “Guidelines for Advisers”, provided in Section 11 of the *Collegiate Chapter Officers Manual* distributed to advisers.
- Attend the transition workshop and help all officers understand the role of scholarship programming in overall chapter activities.
- Read and discuss scholarship information found in mailings from Executive Offices with the director of scholarship.
- Review the Scholarship Fact Sheet and Grade Report on e-Ops each term for accuracy and completeness and sign before it is submitted to Executive Offices. Ensure that the director of scholarship understands the importance of submitting the report before the stated due date.
- Assist the director of scholarship and the scholarship crew in the development and implementation of the Scholarship Program. Ensure the director of scholarship understands the importance of submitting the report before September 15th and December 15th.
- Communicate and meet regularly with the director of scholarship throughout the year.

advisory team chairman

The advisory team chairman has many responsibilities. When a chapter does not have a full advisory team, the advisory team chairman must assume additional roles. If the chapter does not have a scholarship adviser or programming adviser, the advisory team chairman should fulfill the responsibilities of that adviser. When the chapter does have another adviser to guide the chapter in the area of scholarship, the advisory team chairman should help maintain an emphasis on academic achievement and enrichment by fulfilling the following responsibilities.

- Hold regular advisory team meetings and review the chapter’s academic achievement and enrichment programming with all advisers. Distribute information found in mailings from Executive Offices to appropriate advisers in a prompt manner.
- Recruit additional advisers if the advisory team is not complete.
- Work with the chapter’s house corporation to make space available to the chapter for study space and maintain those areas.
- Raise awareness of multi-purpose programming and help identify over-programming during the Master Calendar planning process.
- Approve Event Checklists for social activities as appropriate, considering the chapter’s academic performance and the frequency of social events.

- Consider the chapter's membership levels and needs when reviewing applications for Fifth Year Alumnae Status.
- Encourage the chapter to plan enrichment activities and interact with faculty.
- Encourage recognition for scholastic achievement and effort.
- Assist Evaluating Committee in maintaining a focus on scholarship during membership recruitment and following scholarship requirements when considering potential new members.
- Emphasize to the director of scholarship the importance of submitting the Scholarship Program by September 15th and December 15th of each year and completing the Scholarship Fact Sheet and Grade report in e-Ops at the beginning of each term for the prior term. Provide follow-up with the director of scholarship when additional information or revisions are requested from the Regional Collegiate Programming Specialist/Council Appointed Coordinator, Council, or Executive Offices.
- Discuss missing programs or reports with the programming adviser and the director of scholarship. Emphasize the importance of submitting the missing information.

Faculty advisor

If the chapter has a faculty advisor, an effort should be made to keep the faculty advisor informed and involved. The director of scholarship should share chapter scholarship goals and review the chapter's Scholarship Program with the faculty advisor. The faculty advisor should be invited to scholarship recognition and faculty events. The chapter should also include the faculty advisor in any adviser appreciation events held by the chapter.

The roles and responsibilities of the faculty advisor will vary from one campus to another. In many cases, the faculty advisor can assist chapter members/new members in identifying scholastic resources on campus and contacting the appropriate offices for information on career planning, graduate study, etc. The director of scholarship should meet with the chapter's faculty advisor each term to review the chapter's academic performance and discuss the advisor's interaction with the chapter.

Regional Collegiate Programming Specialist/Council Appointed Coordinator

The Regional Collegiate Programming Specialist is appointed by Council and works under the direction of the Vice-President: Fraternity Programming. When a chapter has a Council Appointed Coordinator, she fulfills the programming responsibilities of the Regional Collegiate Programming Specialist. The Regional Collegiate Programming Specialist/Council Appointed Coordinator is responsible for the general coordination of collegiate chapter scholarship programming and enrichment within a specific Region. The responsibilities of the Regional Collegiate Programming Specialist, listed below, include programming, reporting and training:

- Enforce scholarship policies and procedures as determined by the Council of Delta Gamma.
- Assist collegiate chapters with scholarship programming and serve as a resource for collegiate chapters.
- Evaluate chapter Scholarship Programs for collegiate chapters in the region.
- Review Scholarship Fact Sheets and Grade Reports in e-Ops for collegiate chapters within a specific Region.
- Correspond with collegiate chapters on topics concerning scholarship.
- Remind directors of scholarship of upcoming due dates for updating the Scholarship Fact Sheet, Grade Report and the Scholarship Program. Provide follow-up with the director of scholarship if additional information or revisions are requested.
- Ensure chapters with a 4-1-4, January term or Winter term are aware of the reporting requirements for those terms.
- Maintain files of Fraternity correspondence and reports, including general files and files for each collegiate chapter in the region.

Regional Collegiate Specialist/Council Appointed Coordinator

Appointed by Council, the Regional Collegiate Specialist aids and supervises collegiate chapters in a particular region in all aspects of chapter operation. A Council Appointed Coordinator fulfills the same responsibilities, but works exclusively with one chapter. She helps develop programs, answers questions concerning Fraternity policies and procedures and serves as a resource to chapter officers and members. The Regional Collegiate Specialist/Council Appointed Coordinator should support chapter scholarship and enrichment by including the following items in her responsibilities.

- Encourage advisory team chairman to maintain full advisory teams and assist in recruitment when possible.
- Approve Event Checklists as appropriate, considering the chapter's academic standing, the chapter's scholastic goals and the frequency of social events.
- Remind directors of scholarship of upcoming due dates for updating the Scholarship Fact Sheet, Grade report and the Scholarship Program in e-Ops. Provide follow-up with the director of scholarship if additional information or revisions are requested from the Regional Collegiate Programming Specialist, Executive Offices or Council.
- Discuss delinquent reports and programs with the director of scholarship and emphasize the importance of submitting the missing information.
- Review scholarship programming and enrichment activities in chapter meeting minutes, Chapter Management Team meeting minutes and updates from the vice-president: programming. Provide feedback as appropriate.

- Approve requests to repledge a woman who previously terminated her new membership.
- Consult the Vice-President: Collegians on individual scholarship cases brought to Honor Board regarding women with learning disabilities.
- Review requests for the use of grades earned during summer school to meet scholastic initiation requirements. Credits must be taken at an accredited institution, preferably at the campus where the chapter is located or, at a minimum, transferable to the chapter's college/university. The reasons for taking courses during a summer session and the coursework undertaken should be taken into consideration.

SPECIAL TOPICS

LEARNING DISABILITIES

Members/new members with documented learning disabilities may require additional assistance and/or resources to reach their scholastic potential. Members/new members may or may not share with the director of scholarship the fact that they have been diagnosed with a learning disability. The director of scholarship should identify resources on campus to help students with learning disabilities and make a list of such resources available to the general chapter membership. The Regional Collegiate Programming Specialist/Council Appointed Coordinator should be contacted for assistance in adapting chapter programming to aid those with learning disabilities.



If a specific question arises in Honor Board related to the scholarship of a woman with a learning disability, the vice-president: social standards and advisory team chairman should contact the Regional Collegiate Specialist/Council Appointed Coordinator. The Regional Collegiate Specialist/Council Appointed Coordinator will review the case under the guidance of the Vice-President: Collegians. The chapter should not adopt any scholastic rules related to members/new members with learning disabilities without the approval of the Regional Collegiate Programming Specialist, the Regional Collegiate Specialist/Council Appointed Coordinator **and** the Vice-President: Collegians. The Regional Collegiate Specialist will inform the Regional Collegiate Programming Specialist whenever a chapter is in need of additional programming to assist those with learning disabilities.

SUMMER SESSION

The director of scholarship does not have to file the Scholarship Fact Sheet for grades earned during summer terms. Although grades earned during summer terms may count towards a member's/new member's cumulative grade point average, only the fall/spring semesters or the fall/winter/spring quarters should be considered when determining an individual's good standing. The Regional Collegiate Specialist/Council Appointed Coordinator has the authority to consider summer grades to restore a member's/new member's good standing if a full course load is taken during the summer and the courses count towards graduation requirements (preferably related to the student's major).

The Regional Collegiate Specialist/Council Appointed Coordinator must approve the use of summer grades for meeting scholastic initiation requirements. She should consider the number of credits earned and the nature of the courses (level appropriate for the year in school, related to the major, etc.). The new member should consult with the Regional Collegiate Specialist/Council Appointed Coordinator before enrolling for summer courses if she intends for the grades to be considered for initiation requirements.

INTERSESSION / JANUARY TERMS

A few Delta Gamma chapters are on campuses that have a “4-1-4” academic schedule. The fall term and spring term are separated by a shortened term held primarily during the month of January. Students enroll in a limited number of courses and an entire term’s worth of material is concentrated into a one month program.

Unlike summer terms during which only a few members/new members are taking courses, Intersession/January terms are part of the regular academic calendar and academic performance should be considered when determining an individual’s academic good standing. The Intersession/January term should be treated as a winter term. Scholastic good standing should be determined for the Intersession/January term the same as it is for the fall and spring terms.

Chapters operating on a “4-1-4” academic schedule must update their fall Grade report in e-Ops no later than the end of the spring term. The Grade report in e-Ops for the Intersession/January term should also be updated before the end of the spring term.

HONOR SOCIETIES

Many campuses have one or more Honor Societies to recognize the academic achievements of students in various disciplines. In an effort to promote membership in these societies, the Delta Gamma Foundation funds an Honor Society Rebate Program. Delta Gamma members who accept invitations to membership in one of the Honor Societies listed below are recognized by The Delta Gamma Foundation by receiving a 100 percent rebate of their initiation fees.⁹ In order to receive a rebate, the member must complete the Honor Society Rebate Program Application,¹⁰ attach a copy of the letter inviting her to be a member and submit the application package to the Foundation accountant at Executive Offices.



Beta Gamma Sigma

Beta Gamma Sigma was founded in 1913 as a national honor society and has over 330 chapters in the United States and Canada.¹¹ Beta Gamma Sigma recognizes the achievements of students in the fields of business and management. Undergraduate candidates are selected from students in the upper seven percent of their junior class or the upper ten percent of their senior class. Graduate students must be in the upper fifth of their graduating master’s class or have completed all requirements for their doctoral degree. Faculty members must have attained tenure to be considered for election to membership.

⁹ Only initiation fees are reimbursed. Additional costs, such as an initiation dinner, etc. are the responsibility of the member.

¹⁰ See Appendix.

¹¹ www.betagammasigma.org

The Phi Beta Kappa Society

The Phi Beta Kappa Society was founded in 1776 at the College of William and Mary.¹² It is the oldest undergraduate honor society in the United States and has more than 250 chapters. Phi Beta Kappa is an honor society for students in the liberal arts and sciences. Candidates are generally selected from the upper ten percent of their graduating class and must have completed a minimum of three-quarters of their work in the liberal arts and sciences. Mathematical and foreign language skills are also required. Invitation to membership is generally given at the completion of undergraduate study.

The Honor Society of Phi Kappa Phi

The Honor Society of Phi Kappa Phi has more than 280 chapters throughout the United States, Puerto Rico and the Philippines.¹³ Founded in 1897 at the University of Maine, the society recognizes and promotes academic excellence in all fields of study. Undergraduate students must be of sound character, have been registered at the college/university for at least one (1) year and rank in the upper five percent of their junior class or in the upper ten percent of their senior class to be considered for membership. Graduate students must be of sound character, have an outstanding undergraduate record and be ranked in the upper ten percent of all graduate and professional students in that institution. Faculty and honorary members may also be invited to membership.

The Tau Beta Pi Association

The Tau Beta Pi Association is an honor society for students in engineering disciplines.¹⁴ Established in 1885 at Lehigh University, Tau Beta Pi has more than 220 collegiate chapters. Undergraduate candidates must demonstrate personal integrity, interests inside and outside the field of engineering, adaptability and unselfishness. Academically, candidates must be in the top eighth of their junior class or top fifth of their senior class to be eligible for consideration for membership. Graduate students must be in the top fifth of their graduate class or be recommended by a faculty member who attests to their high level of achievement.

¹² www.pbk.org.

¹³ www.phikappaphi.org

¹⁴ www.tbp.org



Scholastic Policies and Requirements

Delta Gamma requirements and policies are provided in the *Collegiate Chapter Officers Manual*.¹⁵ The director of scholarship and her adviser(s) should be familiar with requirements and policies related to scholarship. The following requirements and policies have been grouped according to topic.

PLEDGING

Delta Gamma Fraternity Constitution - Article IV., Section 1:

...To qualify for membership, a candidate must be a person of good character and standing. She must a) be registered in a course leading to a bachelor's degree or its equivalent; or b) be registered in graduate school; or c) be a member of the academic faculty; or d) be a non-collegiate member of a group chartered by petition or an alumna initiate of a petitioning or colonized group...

Policy - Membership Selection:

Chapters shall base membership selection on the chapter's membership goals and the five points of the membership star: character, education and scholarship, personal development, activities and honors, and interests and talents.

Policy - Membership Selection/Scholarship:

Chapters must concentrate on potential new members whose academic standing is high. The chapter should vote yearly on a scholastic pledging requirement for both incoming freshmen and upperclass women taking into consideration the campus All-Women's and the Panhellenic GPA.

Policy - Pledge/Repledge:

A chapter must have the approval of the Regional Collegiate Specialist to repledge a woman who has been an excellent new member but for some acceptable reason has not

¹⁵ The *Delta Gamma Fraternity Constitution* is found in Section 4 of the *Collegiate Chapter Officers Manual*. Section 6 contains Delta Gamma policies and procedures.

qualified for initiation within the calendar year. Such permission should be requested only when there is sound reason to believe the requirements will be met by the date of the next initiation. A repledged woman must be formally pledged again.¹⁶

Policy - Scholastic Initiation Requirement

Each chapter must adopt a scholastic requirement for initiation to be included in the chapter bylaws. No woman should be pledged who does not meet the scholastic requirements for initiation at the time of the bid acceptance. As required by the Constitution, a candidate must have achieved a minimum of a “C” college grade point average. If college grades are not available, an equivalent minimum grade point average of 2.5 on a 4.0 scale from a secondary school may be used.

COLLEGIATE INITIATION

Delta Gamma Fraternity Constitution - Article V., Section 1, C4:

...To be eligible for initiation, a collegiate candidate for membership shall: ...4) be registered in the college or university where she is to be initiated and have achieved a minimum of a “C” college grade point average. If college grades are not available, an equivalent minimum grade point average of a 2.5 on a 4.00 scale from a secondary school may be used...

Policy - Initiation Requirements:

In addition to meeting the Constitutional requirements for initiation, a candidate must: complete the new member education units as outlined in the *New Member Pursuit*, meet all financial obligations to the Fraternity and chapter/colony, sign and comply with the Statement of Obligation, meet all university or College Panhellenic requirements for initiation, complete two scheduled Honor Board conferences during the New Member Pursuit Program, create and present a personal artifact and achieve a score of 90 percent or better on the comprehensive test given the final week of the New Member Pursuit. No additional requirements may be required by a collegiate chapter or colony.

Policy - Scholastic Initiation Requirement:

Each chapter must adopt a scholastic requirement for initiation to be included in the chapter bylaws. No woman should be pledged who does not meet the scholastic requirements for initiation at the time of the bid acceptance. As required by the Constitution, a candidate for initiation must have achieved a minimum of a “C” college

¹⁶ Refer to the *Delta Gamma Fraternity Constitution*, Article V., Section 1, B1, Section 4.

grade point average. If college grades are not available, an equivalent minimum grade point average of 2.5 on a 4.0 scale from secondary school may be used.

ALUMNAE INITIATION

Delta Gamma Fraternity Constitution - Article V., Section 3:

Provided that they have fulfilled the qualifications stated in Article IV., Section 1, members of the academic faculty, alumnae members of a group chartered by petition and/or alumnae initiates of a petitioning or colonized group may be initiated with the approval of Council.

Delta Gamma Fraternity Constitution - Article XIV., Section 2C:

Alumnae members of a group chartered by petition and/or alumnae initiates of a petitioning or colonized group may be initiated with the approval of Council.

Policy - Alumna Initiate/Education Requirement:

An alumna initiate must have two years of college education or the equivalent.

TRANSFER STUDENTS

Delta Gamma Fraternity Constitution - Article V., Section 1, A5:

Eligibility for pledging - If a candidate has previously attended another institution where there is a collegiate chapter of the Fraternity, her eligibility must be approved by the president and vice-president: membership of that chapter.

Policy - Affiliation/Transfer Student:

A transfer student may affiliate with a second chapter provided she:

- ascertains that the university and/or College Panhellenic permits affiliation.
- asks the president and vice-president: finance of her chapter of initiation to give (or send) her a signed transfer card attesting to her good standing both financially and scholastically.
- sends the transfer card to the Regional Collegiate Specialist/Council Appointed Coordinator of her chapter of initiation who, in turn, forwards it to the second chapter with a copy to the Regional Collegiate Specialist/Council Appointed Coordinator of the second chapter.
- registers in the school of the second chapter and meets the chapter's requirement for scholastic good standing.

Policy – Statement of Obligation/Affiliated Member:

A member who affiliates with a second chapter shall, upon affiliation, sign another Statement of Obligation naming the second chapter.

INDIVIDUAL REQUIREMENTS

Delta Gamma Fraternity Constitution – Article XVII., Section 1

A member whose scholastic average falls below a “C” at the end of a semester or quarter may not hold office and will be deprived of her vote in chapter meeting, except on the election of members, until she has regained a scholastic average of “C.” With the approval of the Council-designated regional officer, the chapter bylaws may designate a higher scholastic requirement for officers and members.

Delta Gamma Fraternity Constitution – Article VIII., Section 4B

Each collegiate chapter shall send [to Convention] as its delegate a member in good standing who has met all her obligations towards the Fraternity, who is in good academic standing and who will be a member of her chapter the following year.

Policy - Eligibility/Chapter Vote:

With the exception of voting for the election of members (vote of approval to initiate), to be eligible to vote, a woman must be a member in good standing, shall have achieved a prior term “C” average and shall be in good standing financially. With the approval of the Regional Collegiate Specialist/Council Appointed Coordinator, the chapter bylaws may designate a higher scholastic requirement for eligibility to vote.

Policy - Officer, Director/Eligibility to Hold Office:

To be eligible to hold an office or director position, a woman must be in good standing, must have fulfilled her financial obligations, and must have a cumulative and prior term “C” average. With the approval of the Regional Collegiate Specialist/Council Appointed Coordinator, the chapter bylaws and standing rules may designate a higher scholastic requirement for eligibility to hold office. At no time is a new member eligible to hold office even though she has met the requirements for initiation and will be initiated soon.

Policy - Officer, Director/Removal:

The Regional Collegiate Specialist/ Council Appointed Coordinator has the authority to remove from office any officer or director not performing her duties efficiently, conscientiously and cooperatively, according to Delta Gamma standards and policies, or any officer or director who fails to meet the eligibility requirements for office.

Policy - Scholarship/Grade Reports:

Each new member and member must give the director of scholarship a copy of her official grade report following each grading period.

Policy – Statement of Obligation:

A new member shall sign the Statement of Obligation during the second week of the New Member Pursuit.

CHAPTER REQUIREMENTS

Delta Gamma Fraternity Constitution – Article XVI., Section 2

- A. Each collegiate chapter shall have a president and such other officers as may be provided for in the chapter bylaws whose responsibilities will include the areas of record-keeping and correspondence, financial administration, correspondence with the *ANCHORA*, chapter programming, member recruitment, member education, Panhellenic representation, scholarship and Foundation.

Delta Gamma Fraternity Constitution – Article XVII., Section 2

- A. Any chapter not in good scholastic standing may be deprived of its vote in Convention.
- B. If at any time the scholastic standing of the chapter becomes unsatisfactory, Council may take such action to improve the situation as may be advisable.
- C. Any chapter whose scholastic average is below “C” for a period covered by two (2) consecutive Conventions may be deprived of its charter.

Policy - Chapter Organization/Crews Required:

Each collegiate chapter’s organization must include the following crews: rituals, scholarship, social events, member education and rush.

Policy - Chapter Organization/Directors Required:

Each collegiate chapter’s organization must include the following directors: rituals, scholarship, social events, sponsorship and house management (if chapter has housing).

Policy - Convention Delegate/Chapter Good Standing Requirements:

A collegiate chapter or an alumnae chapter must meet the requirements stated in the Constitution and be in good standing in order for its delegate to vote at Convention. Good standing means that all Fraternity requirements have been met; that all reports have been sent to the proper officers and Executive Offices as instructed; that all members of the

chapter have met their financial obligations; that all chapter financial obligations to the Fraternity and the community have been met; and that the delegate has met all financial obligations to her chapter and the Fraternity, including payment of per capita dues.

Policy - Council Status:

Council may place a chapter on Report or on Probation for any violation of the Fraternity Constitution and/or policies and procedures, for financial delinquency, or for otherwise failing to maintain the standards of the Fraternity. Council shall impose such conditions as it deems necessary to correct the unsatisfactory situation.

Policy - Council Status/Award Eligibility:

To be eligible for a Fraternity or Regional Award, a collegiate chapter may not be on Probation or on Report to Council.

Policy - Scholastic Probation:

If a chapter remains on Report to the Vice-President: Fraternity Programming for scholarship for two consecutive years, it may be placed on Probation to Council and the chapter charter may be reviewed. In order for a chapter to return to good standing, it must meet the terms established by Council when placed on Probation.

Policy - Scholarship/Program:

Each collegiate chapter must have a written and implemented Scholarship Program. If a chapter does not file an Scholarship Program or fails to have it approved for two consecutive years, it will be placed on Report to the Vice-President: Fraternity Programming.

Policy - Scholastic Regulation:

A chapter with an unsatisfactory scholastic standing may be placed on Scholastic Regulation by Regional Collegiate Programming Specialist/Council Appointed Coordinator. This status will be assigned if a chapter meets two of the three following conditions:

1. The chapter grade point average (members + new members) is below the campus All-Women's GPA.
2. The chapter GPA is below the Panhellenic GPA.
3. Ten percent or more of the chapter membership (members + new members) falls below a "C" average.

If the chapter GPA is a 3.0 or above (on a 4.0 scale), but is below the Panhellenic and/or All-Women's grade point averages, the above criteria will be applied if the chapter GPA is 0.125 or more below those respective averages. If the campus All-Women's or

Panhellenic GPAs are not available, Scholastic Regulation will be determined solely by the percentage of the membership below a "C" average. A chapter will also be placed on Scholastic Regulation if the Grade report and Scholarship Fact Sheet are not updated in e-Ops by the end of the next grading period.

Policy - Scholarship Report:

If a chapter remains on Scholastic Regulation for four consecutive grading periods, it will be placed on Report to the Vice-President: Fraternity Programming, and the chapter is considered to be in poor standing with the Fraternity. In order for a chapter to return to good standing, it must meet the Fraternity scholastic requirements for two consecutive grading periods and any other terms established by Council.

FELLOWSHIPS AND SCHOLARSHIPS

Policy - Fellowship Application:

A fellowship applicant who has previously submitted a fellowship application must submit a new application each year in order to be considered

Policy - Scholarship Application

A scholarship applicant who has previously submitted a scholarship application must submit a new application each year in order to be considered.



SCHOLARSHIP PROGRAM

Article II of the Delta Gamma Constitution states that one of the four objects of the Fraternity is to promote “educational and cultural interests.” Expectations are placed on each collegiate chapter to provide programming and emphasis so that all objects of the Fraternity may be achieved. Likewise, expectations are placed on individual members to contribute to these goals. Academic achievement is a personal endeavor dependent upon individual desire and motivation.

I will strive to achieve my scholastic potential and I will provide, and hereby authorize my university to provide, copies of my grade reports to the director of scholarship within two weeks after grades are released.

- Delta Gamma Fraternity Statement of Obligation

The above statement is a promise each Delta Gamma makes when she signs her Statement of Obligation. Delta Gamma cannot force members to reach their scholastic potential, but academic achievement can be emphasized and stimulated by the chapter’s Scholarship Program. The purpose of the Scholarship Program is to motivate, assist and reward academic achievement. The program should supplement classroom education by encouraging a positive attitude towards learning, establishing an atmosphere conducive to educational pursuits and exposing members/new members to educational experiences outside the classroom.

The director of scholarship and the scholarship crew may use written evaluations and personal discussions to determine what is needed in each of the scholarship programming areas and whether the chapter bylaws and standing rules are complete.¹⁷ The following questions should be answered before the Scholarship Program is developed:



- Does the chapter have clear and well understood goals for chapter academic performance?
- Are current bylaws and standing rules scholarship requirements for pledging and initiation appropriate for meeting the chapter’s academic performance goals?
- Do members/new members feel they are receiving support and resources that are helpful and meaningful? If not, what do they feel they are missing?

¹⁷ The scholarship programming areas include the general scholarship program, the enrichment program, the formal scholarship recognition event and informal recognition.

- Do members/new members enjoy the enrichment activities planned? If not, what would they prefer to have planned?
- Does the chapter Scholarship Program support individuals in different fields of study?
- Do new members have a higher or lower average GPA than members? If it is lower, is it because of the women pledged or because of over-programming during the New Member Pursuit period?
- Can the chapter obtain its academic achievement goals?

ELEMENTS OF THE SCHOLARSHIP PROGRAM

Scholastic entrance requirements, methods of grading and academic resources vary from campus to campus and across fields of study. Chapter scholarship programs must also vary to meet the needs and wishes of chapter members/new members in various programs of study on a particular campus. Although Delta Gamma policy requires each chapter to develop a Scholarship Program designed to meet the needs of its chapter and to support the goals, standards and policies of the Fraternity, Delta Gamma cannot provide one generic program for all chapters. Individual chapter programs are more successful when tailored to the specific needs of an individual chapter. Each Delta Gamma chapter is required to have an approved and implemented Scholarship Program each semester covering these main elements.

- General Scholarship Program
- Enrichment Program
- Formal Scholarship Recognition
- Informal Scholarship Recognition
- Chapter Bylaws and Standing Rules

TIMING AND PURPOSE OF THE SCHOLARSHIP PROGRAM

The Scholarship Program is due to the Regional Collegiate Programming Specialist/Council Appointed Coordinator at the beginning of each term. The program should cover the upcoming semester. Officer transition should include a discussion of the Scholarship Program so that the newly appointed director of scholarship understands the programs she should be implementing during the winter/spring term and she knows how to plan a program for the upcoming year. Although the Scholarship Program is not due until September 15th and December 15th an early start also allows the director of scholarship to work with the scholarship crew to gather chapter input.

As discussed in the following sections, many factors should be considered when developing a Scholarship Program. Chapter academic achievement, campus environment and member preferences should all be considered. Although a director of scholarship can prepare a written scholarship program in one evening and, if it is done well, have it approved by the Regional Collegiate Programming Specialist/Council Appointed Coordinator, the Scholarship Program is only effective if carefully planned and consistently implemented. The purpose of submitting the

Scholarship Program should not be to meet Fraternity reporting requirements and thereby become solely a paperwork exercise. The submission of a Scholarship Program is a Fraternity requirement, but the program itself should be a plan for creating and maintaining high academic standards in daily life. The program should encourage members/new members to incorporate good study habits in their daily routine and provide an environment in which they can do so. It should also help members/new members look beyond their daily coursework and develop an appreciation for cultural interests that will last long after they complete their undergraduate degrees.

General Scholarship Programming

The general academic program should be a cornerstone of chapter activities and create an atmosphere in which academic achievement is encouraged. Too often chapters focus their Scholarship Program around those in poor scholastic standing and do not spend enough time planning a general academic program for the entire chapter. The following programming ideas are offered as suggestions for general scholarship programming. Chapters are not required to implement all ideas but should use the following ideas as a starting point for customizing a program.

NEW MEMBERS

The New Member Pursuit already contains specific activities guiding new members through goal setting and introducing them to Delta Gamma expectations and the responsibilities of membership. New members should be included in the general academic program and therefore do not require a separate program. Education and scholarship are the focuses of Week Two of the New Member Pursuit and the director of scholarship is invited to each week's new member meeting. The director of scholarship and the scholarship crew should use the weekly agenda time to give scholarship presentations, provide interesting facts, study tips or scholarship awards. The new members should be incorporated into other chapter activities and thereby benefit from the general academic program. Scholarship resource packets should be distributed to new members at the Introductory meeting and to all members when revisions are made. Each member and new member will receive a 1 page update each year listing the academic goals for the chapter.

The resource packet will include:

Scholarship Rules & Regulations, which will refer to the chapter Bylaws and Standing Rules

Campus resources for academic support

Chapter resources for academic support

Study tips

Time management skills



If the chapter has a Study Buddy program, the new members should be included in the program immediately following the Pi Alpha ceremony. Some chapters pair new members with members in the same major who serve as a mentor. New members should be given a list of all members' majors so that they know whom they may approach for help in different subjects. As soon as possible, the chapter's list of majors should be updated to include the majors of the new members.



MASTER CALENDAR

The director of scholarship and the scholarship crew need to take an active role in the development of the chapter's Master Calendar. The scholarship crew should hold a meeting prior to calendar planning to develop a list of academic dates, scholarship programs and enrichment activities. At a minimum, the Master Calendar should include the following scholarship items.

- First day of classes
- Last day of classes
- Last day to add/drop/withdraw from classes
- Midterm exams
- Reading days, dead week, study days
- Final exams
- Commencement exercises
- General Scholarship Program Activity
- Enrichment Programming activities
- Study breaks
- Faculty reception/event
- Scholarship dinner or awards presentation
- Date grades from previous term are due to the director of scholarship

Academic dates set by the school should be given to the vice-president: programming as early as possible so that they can be included on the Master Calendar. The scholarship crew and director of scholarship should also propose dates for scholarship and enrichment activities and have those ready prior to the calendar planning process. It is the responsibility of the director of scholarship to ensure that the Master Calendar supports scholarship and promotes academic achievement. She should strive to implement the following ideas during the development of the Master Calendar.

- Minimal chapter activities during the school week
- Social activities planned only for weekend nights
- Multi-purpose programming to reduce time commitments
- No chapter commitments during midterms
- No chapter social events interrupting midterms or finals

INCENTIVES

A theme or friendly competition can often keep scholarship in the forefront of chapter programming. The director of scholarship can budget in advance for small awards or special activities to support scholarship programming. The scholarship crew can be responsible for tallying points and implementing different themes.



- Setting Personal Academic Achievement Goals at the beginning of a term is a good way to get members/new members to assess the steps they will need to take to succeed in various courses. A party or recognition event for all those who meet their goals can be held at the beginning of each term for the prior term's academic achievement.
- Academic achievement can be incorporated into the selection of rooms or roommates if included in the chapter standing rules.
- The chapter point system should include points for prior term and/or cumulative scholastic performance. The points should be proportional to other chapter activities and reflect the importance scholarship should have in chapter activities. The scholarship crew should review the chapter point system and ensure the numbers of points awarded for scholarship are appropriate in comparison to other activities and chapter needs. For example, if a chapter is facing academic challenges, they might like to consider increasing the number of points attributed to strong academic achievement to encourage members to strive for high goals.
- Academic challenges can be issued between academic classes, crews, pairs of roommates, etc.



STUDY ENVIRONMENT

The director of scholarship and scholarship crew should ensure that chapter members have access to a suitable study environment. If space is not available in the chapter house/suite or if the chapter does not have a house/suite, arrangements should be made to reserve another study location on campus. Areas set aside for studying should be free of unnecessary noise, have appropriate ventilation and temperature control and contain sufficient lighting. When chapter housing arrangements permit the study space to be within the chapter house, the House Corporation can be asked to help furnish the study area. If possible, access to computers should also be arranged. Distractions such as visitors, telephones, televisions, stereos and videocassette recorders should be minimized.

SCHOLARSHIP RESOURCE PACKET

Providing the chapter with the tools to meet their academic potential should be the priority of the director of scholarship and the scholarship crew. At the beginning of the academic year, the director of scholarship shall distribute a Scholarship Resource Packet to each member, as well as to each new member during the Introductory meeting of the new member period. The resource packet shall include, but not be limited to the following items:

- Scholarship Rules & Regulations, which will refer to the chapter Bylaws and Standing Rules
- Campus resources for academic support
- Chapter resources for academic support
- Study tips
- Time management skills

The director of scholarship can obtain additional information from the Regional Collegiate Programming Specialist or if applicable, Council Appointed Coordinator as well as from the various sources listed in this handbook and as follows.

LOCAL RESOURCES



Each chapter should maintain scholarship files as outlined in the chapter standing rules. The director of scholarship and the scholarship crew should coordinate the submission of files from chapter members and periodically organize the files to remove outdated or obsolete information. Test files should be made available only to Delta Gamma members and new members and should not contain any files that would be in violation of university/college policies. Course files and professor evaluations should also be kept in the scholarship files. Complete chapter scholarship resources would also include a dictionary, thesaurus and atlas. A grammar handbook, book of synonyms and set of encyclopedias (hardcopy or electronic) can also be useful to members/new members.

Collegiate chapters should also keep updated files regarding financial aid. The vice-president: Foundation can be asked to supply information regarding Delta Gamma Scholarships, Fellowships and Loans.¹⁸ The director of scholarship and the scholarship crew can contact the campus Financial Aid office for other financial aid resources available to students.

Prior to registration for the next term, the director of scholarship and the scholarship crew can host a registration night. Older members can help younger members select courses/professors and plan schedules.



Many chapters also budget each year for newspaper and/or magazine subscriptions. This can be an economical way for the entire chapter to keep up to date with current events and extend their resources beyond traditional textbooks.

If the chapter has an academic advisor or faculty advisor, contact information should be given to each member/new member or posted in the chapter house/suite. The director of scholarship and the scholarship crew should also maintain a list of tutoring services available on campus. The director of scholarship may also coordinate in-house tutoring if individual members are willing to help other members/new members in specific courses.

¹⁸ Scholarship applications are due by February 1st of each year and Fellowship applications are due by April 1. Loan applications are accepted throughout the year.

MAJOR LISTS

The scholarship crew, under the guidance of the director of scholarship, should maintain a listing of the majors of all members and new members. This list should either be given to all members/new members or posted in the chapter study room. If coordinated through the vice-president: communications, the list of majors can also be incorporated into the chapter phone roster. The director of scholarship and the scholarship crew should also maintain a list of chapter members willing to serve as tutors. This list should be made available to all chapter members/new members as a resource before they have scholastic problems.

STUDY BUDDIES/MENTORS

Chapter members can be paired or grouped as teams for studying. Pairs/groups can be selected by discipline of study or by any means the director of scholarship and the scholarship crew think will be effective. Each member/new member will have a partner or group of people with whom she knows she can study. Study Buddies and study teams should encourage good study habits in one another.

Older members of the chapter may be willing to serve as mentors for younger members/new members in the chapter. Mentors can help younger members/new members select appropriate courses and give them advice on campus resources.

STUDY HOURS

Study hours are a common element in programs for those in poor standing. Many chapters also require study hours for members in good standing to keep academic achievement a top priority. For instance, a chapter may require all members earning below a 3.50 to complete a specified number of study hours each week. The lower a member/new member's prior term average, the more study hours she must complete.¹⁹

Study hours should be based on prior term scholastic performance and not class standing or membership status. New members **may not** be required to complete study hours based solely on the fact that they are new members. By definition, new members should be in good scholastic standing if they met scholastic pledging requirements. If the chapter has a study hour program in place that requires members in good standing to complete study hours, new members may also be required to complete the same number of study hours as initiated members with the same prior term average.

RECOGNITION

Recognition is a very important part of every chapter program, but it is especially important in the area of scholarship. A well-planned and consistent recognition program can add energy to the chapter's Scholarship Program and encourage members/new members to take a personal interest in academic achievement. Recognition programs should highlight both achievement and effort.

¹⁹ Examples of how to structure study hours are supplied in the Program for Those in Poor Standing, pages 3-16 and 3-28.





The director of scholarship and the scholarship crew should plan and maintain scholastic recognition programs within the chapter. It is important to balance ‘major’ awards with frequent recognition and acknowledgement. In addition to chapter recognition, the director of scholarship and the scholarship crew should be aware of campus, Region and Fraternity awards. The director of scholarship and the scholarship crew can help the chapter set goals to win these awards and gather the information necessary to submit applications when necessary.

Fraternity Awards



The **Frankie Ladley Wakefield Parnassus Award** is presented annually at a seminar or Convention to the chapter that has exhibited an extraordinary level of intellectual curiosity and integrity while maintaining excellence in overall scholastic programming and performance the previous academic year. No application is necessary, but only chapters that have achieved above a “B” average for each term of the previous year will be considered. The depth and breadth of the Scholarship Program, the level of creativity and innovation exhibited, effectiveness of the Scholarship Program, compliance with Fraternity policy and timely reporting are all considered. Regional Collegiate Programming Specialists complete Parnassus Candidate forms for all eligible chapters in their region to document each area. The Parnassus Award is judged by the Fraternity Director of Collegiate Programming and Vice-President: Fraternity Programming.

The **Patricia Peterson Danielson Award** is presented annually to chapters whose programming meets the Fraternity’s Standards for Excellence. There is no limit to the number of chapters that may receive the award, and chapters that receive the award both years of the biennium will be considered for the Outstanding Chapter Award. The award evaluates eleven areas of programming, one of which is scholarship. Chapters receive points towards the Patricia Peterson Danielson Award for high individual academic achievement by members, overall chapter academic achievement and timely/complete reporting. The Regional Collegiate Programming Specialists/Council Appointed Coordinators are responsible for judging the scholarship section of the Patricia Peterson Danielson Award application.

The **Lamp of Knowledge** is presented to Delta Gamma members the first time they earn a straight “A” average. The Lamp of Knowledge is a charm to be worn as a dangle on a member’s badge and is provided by the Delta Gamma Foundation. The Grade Report in e-Ops is used to report straight “A” performance for collegiate members.²⁰ A Lamp of Knowledge charm will be sent to the chapter president for each chapter member who earned a straight “A” average for the first time. The charms should be presented in a special ceremony (formal meeting, Founders Day, scholarship dinner, etc.) to recognize the outstanding achievement of individual members.

Regional Awards/Recognition

Regional awards and recognition vary from one Region to the next and are available only to the chapters and individuals within that Region. The awards are often sponsored by alumnae groups



²⁰ The Grade Report in e-Ops is the only way Delta Gamma Executive Offices knows which collegians received a straight “A” average for a grading period. If the report is not submitted or this information is not included, deserving members will not receive their charms. It is the responsibility of the director of scholarship to make sure correct information is included and the report is submitted in a timely manner.

or, if available, a Regional fund and are judged by Regional officers.²¹ Regional awards and recognition are often presented during Region meetings at Convention or during Regional Training Seminars. The director of scholarship should contact the Regional Director for information regarding the awards/recognition available in that Region.

Campus Awards

The College Panhellenic or the Student Life Office generally gives campus awards periodically. They recognize chapter and individual accomplishments as compared to others on campus. Most universities/colleges offer recognition to those exhibiting outstanding academic achievement. On some campuses all recognized student organizations are eligible, but on other campuses an application is necessary. The director of scholarship should consult with the Greek Advisor or Panhellenic Advisor on campus to find out about the awards offered, the eligibility criteria and the dates applications are due.



Chapter Awards/Recognition

Each Delta Gamma promises to strive to reach her own scholastic potential; recognition programs can encourage and motivate members/new members to continue striving when they are feeling overwhelmed. Many chapters have awards that are presented annually at Founders Day or each term at a scholarship dinner/recognition event. These awards are very important and provide consistency to the chapter Scholarship Program. Periodic awards should be supplemented with frequent recognition to maintain and promote a positive outlook on scholarship and academic achievement throughout the year. The director of scholarship and the scholarship crew should work with Honor Board to develop and maintain weekly and periodic scholarship recognition. The director of scholarship must work within her budget to balance annual/periodic awards (which may require engraving) with less expensive recognition ideas.²² A few ideas to get a chapter's awards/recognition program started are provided below. The scholarship crew, under the direction of the director of scholarship may work with Honor Board to develop other awards/recognition programs.



Weekly/As-Appropriate Awards/Recognition

²¹ Regional Director, Regional Housing Director, Regional Alumnae Specialist, Regional Alumnae Programming and Recruitment Specialist, Regional Collegiate Specialist, Regional Collegiate Programming Specialist, Regional Collegiate Recruitment Specialist and, if applicable, Council Appointed Coordinator.

²² Account #708 – Scholarship is the account provided in Delta Gamma Fraternity's accounting system to track chapter expenses related to scholarship. This account should be used for scholarship dinners/banquets, faculty events, study breaks, etc. Account #711 – Gifts & Awards is an account established to track chapter expenses for gifts for visitors (Regional Specialists/Council Appointed Coordinators, Collegiate Development Consultants, etc.) and for chapter awards. The director of scholarship should check with the vice-president: finance and chapter operations adviser to determine what has been budgeted for in each of these accounts. The director of scholarship should also submit a budget proposal to the vice-president: finance before the end of the spring term so that chapter funds can be budgeted for the upcoming fiscal year.

- **“A” Bag:** During chapter meeting, each member/new member who received an “A” during the week places her name in the “A” Bag. The director of scholarship selects one name from the bag to win a prize (pencils, ‘brain food’, stress release bubble bath, etc.).
- **Smart Cookie Award:** A cookie is presented to members who have obtained academic success.
- **Library Lurker:** Given to the member caught studying at the library or other known study spots.
- **“Teddy” or “Hannah”:** A stuffed teddy bear or Hannah doll is given to the member who has a scholastically challenging week ahead. She returns the bear/doll the next week to be given to another member.






Annual or Periodic Awards/Recognition

- **Highest GPA:** Recognize the member with the highest GPA, the new member with the highest GPA and those with the highest prior term GPA. Variations may also include giving an award for the highest combined GPA for a Study Buddy team, pair of roommates, etc.
- **Most improved GPA:** Recognize the woman whose GPA has improved the most.
- **Anchor Club:** Award recognition for members who achieved a 3.50/4.00 GPA or higher.



Faculty Recognition

The chapter should also recognize faculty members who influence the academic achievement of chapter members/new members or the chapter as a whole. The chapter may choose to recognize faculty members at the chapter, campus or Fraternity level.

- Invite faculty members to a scholarship recognition program, during which members/new members are recognized. 
- Present letters of appreciation or certificates to faculty members who have provided exceptional motivation or displayed particular interest in the academic achievement of chapter members/new members. Letters of appreciation should be professional, typed on 8 ½” x 11” paper and suitable for inclusion in the faculty member’s vitae/portfolio. The chapter may also copy the Head of the Department or Dean of the College. 
- Chapters may nominate faculty members for the Delta Gamma Faculty Award. The Delta Gamma Faculty Award is sponsored by the Delta Gamma Foundation and was established in 1998. Individuals, collegiate chapters or alumnae chapters may nominate undergraduate faculty members who demonstrate devotion to the personal and professional development of their students.²³ Applications can be obtained from 

²³ Individuals, collegiate chapters and alumnae chapters must be in good standing to submit a nomination.

Executive Offices and are due in January of each year. The recipient of the award will be invited to speak at Delta Gamma's Convention and will receive a \$5,000 stipend.²⁴

²⁴ Stipend amount may vary.

Enrichment Programming



Programs that broaden educational and personal horizons are considered enrichment. While the other sections of the Scholarship Program address the implementation of study programs, enrichment activities reach beyond the classroom. Any activity that promotes cultural interests or personal development is part of the chapter's Enrichment Program. The director of scholarship and the scholarship crew should ask chapter members for ideas and coordinate activities that are of the most interest to the chapter. Campus location may affect the variety of enrichment opportunities available, but the following list should provide some ideas:

- Arrange a trip to the local museum.
- Coordinate an outing to a theater production, musical, concert or orchestra performance.
- Invite faculty to the chapter house for informal conversations.
- Invite a speaker to discuss topics such as money management, renting an apartment, buying insurance, etc.
- Invite someone from the Fine Arts Department on campus to introduce the chapter to classical works of art.
- Sponsor a lecture series on campus and invite local faculty members to speak on topics of their choice.
- Invite a speaker to discuss graduate school opportunities, entrance requirements, career paths, etc.
- Arrange for a facilitator to lead the chapter in an assessment of personal skills and strengths.



Enrichment activities lend themselves well to multi-purpose programming. Many events can also be considered *Well Aware* or *Watchwords* programming. Others may be considered social events, Panhellenic events or alumnae events if planned with those outside the chapter. This is the part of the Scholarship Program that is supposed to have a lasting effect on members long after they have taken their last undergraduate exam.

Program for Those In Poor Standing

Scholastic good standing should be clearly defined in the chapter's standing rules and should include requirements for both cumulative averages and prior term averages. The program for those in poor scholastic standing should include Honor Board, but should provide additional assistance beyond the Honor Board Statement of Obligation Review.

Occasionally, a new member may be in poor scholastic standing. In most cases, new members initiate the same term they pledge and by definition should be in good standing since they met pledging requirements. If an individual new member fails to initiate for some reason²⁵ and her grade point average the previous term is below chapter requirements for good standing, she should follow the same program as initiated members in poor scholastic standing.²⁶ This should be included in the continuing new member's specialized plan.²⁷ The new member must meet the chapter's scholastic initiation requirement before she can be initiated, even if that requirement is higher than the chapter's scholastic requirement for good standing.

It is not uncommon for students to receive grade changes early in the following term for incorrect grade postings or when incomplete ratings have been given letter grades. Although a member/new member may indicate she expects a grade change that will put her in good scholastic standing, she must follow the program for those in poor standing as long as her official records indicate she has grades that put her in poor scholastic standing.

DEVELOPING THE PROGRAM FOR THE CURRENT SEMESTER

A director of scholarship and the scholarship crew should review the chapter's current program for those in poor standing shortly after transition and installation. Each chapter should have a written program to describe how it will address members who are in poor scholastic standing. For consistency, the program should not be drastically altered every year. The director of scholarship and her crew should, however, feel free to make significant changes if the current program is not effective. The program for those in poor standing should contain enough flexibility to permit study programs that can be tailored to the needs of individuals. The program must, however, contain structure. Members/new members must not be surprised by the program if they find themselves in poor standing.

The Honor Board Review should not be the only effort a chapter makes to address members/new members who are in poor scholastic standing. The program for those in poor standing should contain an outline of what the chapter will do to help the member/new member improve her academic achievement. With the exception of the Honor Board Review and related sanctions, the program for those in poor scholastic standing does not have required elements or activities. The

²⁵ An initiation delay for an individual may be a result of an Honor Board review, financial delinquency, etc. In such cases, the most recent grades available should be used to determine eligibility for initiation. If initiation is delayed for the entire new member class, the scholastic record by which each new member was pledged should continue to be used to determine eligibility for initiation, even if college grades have been posted in the interim.

²⁶ Provided she was a new member during the term in which the grade point average being considered was earned.

²⁷ Continuing new members are discussed in the New Member Pursuit Facilitator's Guide.

other sub-headings provided in this section are to serve as examples of what programs might be implemented. Chapters are encouraged to develop a program that benefits chapter members/new members and implements new ideas.

HONOR BOARD REVIEW

Each chapter's program for those in poor standing should start with a Statement of Obligation Review. The director of scholarship is responsible for completing a Statement of Obligation Review for each member/new member who did not meet the chapter's requirements for scholastic good standing. Both prior term and cumulative grade point averages should be reviewed. Honor Board should verify with the member/new member that the grades submitted to the director of scholarship are accurate.

If a member's prior term or cumulative average was below chapter requirements for good standing, Honor Board may hold an Automatic Review. Automatic Sanctions related to scholarship include the following items:²⁸

- A member who receives below the chapter requirement for scholastic good standing for the prior term (and who has never been in poor scholastic standing with the chapter in prior terms) must meet with the director of scholarship and her adviser to plan an individualized study program. She will lose all social privileges with the exception of anchored events and any Delta Gamma sponsored formal dance. She must give her midterm grades (or the equivalent) to the director of scholarship. If her midterm grades are below the chapter requirement for scholastic good standing, social privileges, with the exception of anchored events and formal Delta Gamma sponsored dances, will remain suspended. The vice-president: social standards will send a Notice of Automatic Sanctions to the member, with all sanctions outlined in the chapter standing rules recorded in the appropriate place on the notice.
- A member who receives below the chapter requirement for scholastic good standing for two terms (not necessarily consecutively) will be placed on Automatic Probation by the Honor Board.
- An evaluation of membership through the Standard Honor Board Procedure will be held for any member who receives below the chapter requirement for scholastic good standing for three (3) terms (not necessarily consecutively).
- Any officer who fails to maintain the chapter's scholastic requirements during her term of office will be required to relinquish her elected or appointed office. The Regional Collegiate Specialist shall be notified in writing of the member's ineligibility to hold office.

²⁸ The items outlined relate to the sanctions imposed when a member fails to maintain scholastic good standing. These sanctions are enforced by bylaw VII, Section 3 and scholarship standing rules, Sections 3, 6 and 7 (of the model) found on pages 3-24 through 3-26.

In the case of a new member who has not met the chapter's requirements for good scholastic standing, Honor Board will hold the review by the Standard Procedure.²⁹ Honor Board should use the chapter bylaws, standing rules and Scholarship Program to recommend appropriate sanctions to the Regional Collegiate Specialist/Council Appointed Coordinator. The Regional Collegiate Specialist/Council Appointed Coordinator must approve the use of grades earned during summer sessions to meet scholastic initiation requirements. The new member should request permission to use summer session grades to meet scholastic eligibility requirements for initiation before enrolling in summer classes.

The social restrictions, loss of elected/appointed office and Automatic Probation are not meant to be purely punitive actions taken against those in scholastic poor standing. These sanctions are in place to help hold members accountable and to encourage them to strive to reach their scholastic potential. The sanctions also help members focus on their studies and prevent chapter activities from becoming distractions. Midterm grades may only be used to restore social privileges to a member in her first term of poor scholastic standing. She is still in poor scholastic standing and must continue her individualized study program for the remainder of the term. A member/new member is returned to good scholastic standing when she earns a grade point average for an academic term that meets or exceeds the chapter requirements for good standing.

STUDY HOURS

Required study hours are a good foundation for those in poor standing. Some chapters hold proctored study tables in a specific location (chapter study room, library, etc.) and require those in poor standing to sign a logbook to record the hours they are studying. Other chapters pair those in poor standing with a member with a high scholastic performance in the same area of study. Chapters on campuses that require frequent use of a computer lab, have specialized libraries for various disciplines, etc. also use the honor system for reporting study hours. Each chapter must determine what method best meets the needs of its members while ensuring that those who are in poor standing are spending enough time studying outside of class. Chapters should define the number of study hours to be completed each week based on the prior term's academic performance. The consequences for not completing required study hours (additional hours, Honor Board review, etc.) must also be defined. A chapter may establish study hours in accordance with any of several different systems.

Example 1	___ hours per week for all those in poor scholastic standing.	
Example 2	___ hours per week	1.75 – 1.99 prior term GPA
	___ hours per week	1.50 – 1.74 prior term GPA
	___ hours per week	<1.50 prior term GPA
Example 3	___ hours per week	>3.00 prior term GPA
	___ hours per week	2.50-2.99 prior term GPA

²⁹ The Automatic Procedure may not be used when reviewing Statement of Obligation Reviews submitted for new members.

___ hours per week	2.00-2.49 prior term GPA
___ hours per week	<2.00 prior term GPA

Delta Gamma does not require a specified number of hours and leaves this to the individual chapters to determine based on the academic environment of the campus and chapter goals. The examples provided above are for illustrative purposes. Chapters are encouraged to set scholastic performance ranges that are manageable and work well with other chapter scholarship requirements (to hold office, participate in room selection, take a little sister, etc.). Likewise, the specific number of hours to be completed should be reasonable and appropriate. The study hour requirements approved by the chapter and consequences for not completing study hours should be outlined in the chapter’s scholarship standing rules. The standing rules should also contain any information about when and where study hours are to be held if they are proctored, how study partners are to record joint study time and how those in poor standing are to record/report their own study hours.

PERSONAL ACADEMIC ACHIEVEMENT GOALS



Some chapters have members/new members in poor scholastic standing set goals for the grades they realistically think they can achieve in the courses they are taking during the current term. Some chapters refer to such goal setting as “grade contracts.” Although this is an important exercise and benefits all chapter members/new members, it is especially important for those in poor standing to honestly assess their capabilities. The exercise of setting personal academic achievement goals can be a useful tool for members/new members who are motivated to improve their own academic achievement.

With the assistance of the director of scholarship and scholarship adviser, each member/new member in poor scholastic standing should set an academic goal for the term and develop an action plan to achieve that goal. The action plan may include achieving specific grades in each course she is taking, changing the way she studies, meeting with an academic counselor on campus, etc. In effect, members/new members are updating the “Education and Enrichment” point on their Star Contract. It is important to remember that this is a **personal** goal setting exercise. The member/new member in poor scholastic standing may ask for guidance or help, but she should be the one to actually set her own goals. The director of scholarship and her adviser should meet with each woman in poor scholastic standing throughout the term to review progress on the action plan items.

MIDTERM GRADE CHECKS

Collegiate chapters often find it helpful to have those in poor standing submit a copy of their midterm grades to the director of scholarship. For members in their first term of poor scholastic standing, midterm grades higher than the chapter requirement for scholastic good standing restores social privileges for the remainder of the term as long as she continues to follow the rest of her specified study program. A member on Automatic Probation, however, cannot have her

social privileges restored even if her midterm grades are higher than chapter requirements for good standing.³⁰

Although not all campuses support the practice, some chapters find it useful to have members/new members in poor standing obtain “progress reports” from their professors and instructors. Faculty members generally appreciate students taking an active interest in their progress. Before such a program is implemented, the director of scholarship should work through the Office of Greek Affairs (or Office of Student Life or equivalent) to verify that the proposed program is not a burden on the faculty or staff. Depending on how grades are kept and reported, this practice may either be a simple matter or a cumbersome interruption to the professor/instructor. Regardless, members/new members should track their own grades and performance throughout the term.



STUDY BUDDIES

Members/new members in poor standing can be paired with members in their field of study (not necessarily the same major) who have strong academic records. A music major who needs to spend several hours a week in studio rehearsing has very different study habits than a history major who must read volumes of new material each week. The director of scholarship must consider study needs when assigning partners. The member in good standing should be selected not only because of her strong academic record, but also because she has good study habits and will serve as a role model for the member in poor standing.

Study Buddy programs can either be voluntary or part of a mandatory study hour program. The director of scholarship and the scholarship crew must be careful that the program does not impede the academic achievement of the members in good standing, but rather allows them to help those in poor standing. The scholarship crew should meet with all those in good standing who are participating as Study Buddies at the beginning of the term, answer any questions they have about serving as a Study Buddy and remind them of any responsibilities they might have (for reporting study hours, etc.). Study Buddies should be encouraged to keep the director of scholarship updated on progress throughout the term.



TUTORING

The director of scholarship should keep a file of local tutoring services. On many campuses, individual departments will offer tutoring services. Individual chapter members may also be willing to tutor other members/new members in specific courses.³¹

³⁰ Automatic Probation for scholarship is for an entire term and all sanction terms are in effect until grades are posted to the member's official transcript indicating her academic achievement meets the chapter's requirements for good standing and an Honor Board Review is held to remove Automatic Probation status.

³¹ Chapters may not require individual members to tutor other members/new members.

Scholarship in Recruitment

A chapter's scholastic accomplishments are the product of its membership. Careful membership selection is the foundation of a successful chapter, including the academic achievement of the chapter. By raising the academic standards for potential members and recruiting women with high academic standards, a chapter can lay the groundwork for long term improvements in chapter academic achievement. A chapter should incorporate the following ideas into membership recruitment:

- Scholastic Pledging Requirements
- Scholastic Recruitment Goals
- Scholarship During Recruitment

SCHOLASTIC PLEDGING REQUIREMENTS

Chapters should have specific scholastic requirements stated in both the Membership Recruitment and Scholarship sections of the chapter standing rules (both sections should reflect the same requirements). Chapters must be careful to balance scholastic pledging requirements with chapter membership.³²

- Setting scholarship requirements too low may provide a wide selection of potential members but may hurt chapter academic achievement. It may also cause delayed problems in chapter activities if a large percentage of the chapter is in poor scholastic standing and unable to attend non-anchored events or hold office. Membership numbers may suffer later if initiated members resign or are expelled because they cannot maintain good scholastic standing.
- Setting scholarship requirements too high may exclude many potential members from consideration and have a negative impact on chapter membership numbers.

An appropriate scholastic requirement for pledging is one that meets the Fraternity requirements, allows the chapter to maintain a level of academic achievement above the Panhellenic and All-Women's averages and permits the chapter to maintain or exceed campus total for membership. Any change to the scholastic requirement for pledging must be approved by the Regional Collegiate Specialist / Council Appointed Coordinator prior to being presented to the chapter for a vote. The grade point average required to pledge a Delta Gamma chapter must be equal to or greater than the grade point average required for Initiation.

Some chapters develop a policy for accepting "grade risks" during membership recruitment. A woman who does not meet the chapter's pledging requirement but does meet the scholastic

³² Delta Gamma requires a woman with established college grades to have at least a "C" average to become a new member and a woman without established grades to have at least a 2.50/4.00 from a secondary school to become a new member. Chapters may specify higher requirements in their bylaws and standing rules with approval from their Regional Collegiate Specialist/Council Appointed Coordinator. Chapters **may not** adopt scholastic requirements or pledge a woman with grades lower than those required by the Fraternity.

requirement for initiation may be treated as a “grade risk.” Evaluating Committee has the authority to keep a woman’s name on the list of potential members if she falls between scholastic pledging requirements and the scholastic requirement for initiation, if it becomes necessary to achieve quota. At no time may Evaluating Committee approve a woman for pledging if she does not meet the minimum scholastic initiation requirements stated in the chapter standing rules and required by the Fraternity. The number of “grade risks” should be kept to a minimum and those candidates evaluated carefully by Evaluating Committee.

SCHOLASTIC RECRUITMENT GOALS

Many chapters have a membership recruitment goal set higher than the chapter scholastic requirement for pledging. This goal is used at Membership Selection meetings to keep focus on the women who will enhance the chapter’s academic achievement. It does not, however, preclude women who fall below the goal, but still meet the pledging requirements specified in the chapter standing rules.³³ The chapter should consider many facts when setting scholastic membership recruitment goals:³⁴

- What is the chapter’s current academic rank among National Panhellenic Conference groups on campus?
- What is the chapter’s current academic rank compared to the All-Women’s or All-Campus average on campus?
- How does the chapter’s scholastic pledging requirement compare to that of other National Panhellenic Conference chapters on campus?
- How does the chapter’s scholastic pledging requirement compare to the National Panhellenic Conference campus average, All-Women’s average or All-Campus average for the previous term? If the chapter is recruiting members that fall below these averages, what programs are in place to help women exceed the averages after they are members?
- Many students experience a “drop” in their grade point average when transitioning from high school to college. Grades may drop as much as one full grade point on a 4.0 scale (i.e. a woman who earned a 3.80 in high school may earn a 2.80 her first term in college). Chapter scholastic pledging requirements for women without established high school grades should take into consideration the potential drop in grade point average.
- New member grade point averages in previous terms.

³³ Evaluating Committee may, under certain circumstances, also approve pledging a woman who does not meet the chapter’s scholastic pledging requirement, but does meet the chapter’s scholastic initiation requirement. Refer to page 1-3 for additional information concerning “grade risks.”

³⁴ In accordance with the National Panhellenic Conference Unanimous Agreements, College Panhellenic Council may not require a scholastic grade point average as a condition for a woman’s participation in the membership recruitment process or as a qualification for pledging or initiation (page 21 of the *NPC Manual of Information I, 13th edition*).

Scholarship membership selection goals are generally set during the second recruitment preparation workshop. A copy of the chapter's recruitment goals, including the scholarship goal, should be sent to the Regional Collegiate Recruitment Specialist immediately after they are set. The recruitment preparation workshop should be held the term prior to recruitment. If the chapter's academic achievement goals are not being met through current scholastic membership selection goals, arrangements should be made to discuss revisions during the chapter retreat or an upcoming chapter meeting.

The director of scholarship and the scholarship crew should lead the discussion and update the chapter on current chapter academic performance. Chapter members will want to know how frequently Evaluating Committee has had to make decisions regarding potential members due to their scholarship. The advisory team chairman or vice-president: membership should be consulted in advance of such chapter discussion for general trends in scholastic eligibility of potential members.³⁵ The director of scholarship may also keep her own record of scholastic trends in recruitment. She should ask Evaluating Committee for general information regarding the scholastic eligibility of potential members immediately following recruitment.



THE RECRUITMENT PROCESS

Scholarship during Membership Recruitment does not end with setting scholastic recruitment goals. The chapter should also use scholarship as a recruitment tool. The director of scholarship and the scholarship crew should work with the vice-president: membership and the recruitment crew to design a strategy that will attract women of good scholastic potential. The recruitment process should include a focus on the chapter's interest in academic achievement and the resources Delta Gamma provides to assist members in their educational pursuits.

The director of scholarship should work with the vice-president: membership in advance of formal recruitment or Continuous Open Bidding. A system must be in place to ensure that potential members meet the chapter's scholastic initiation requirements before they are offered formal recruitment acceptance or COB acceptance cards. On some campuses, the Panhellenic Council provides a cumulative average for each potential new member. On other campuses, this is not done in order to protect the privacy of individual students. In many cases, if the chapter provides a list of scholastic pledging requirements to the Greek Advisor or Office of Student life, someone in campus administration notifies the chapter of potential members who do not meet the chapter's scholastic standards without revealing specific GPA information. On some campuses, potential members are asked to self-report their grades during membership recruitment registration and this information is provided to each chapter. If this is the case or if the chapter is not given any academic information at all, chapter members must develop strategies to make sure they recruit women who meet chapter standards. The Regional Collegiate Recruitment Specialist may be contacted for assistance. During recruitment events, members should give the potential members an opportunity to talk about honorary societies and organizational memberships. Members may also ask potential members about their scholastic goals.

³⁵ Chapter members will want to know whether an increase in scholastic pledging requirements will significantly reduce the number of eligible potential members. If available, the minimum, maximum and average grade point averages of women pledged in prior terms can also be shared.

If the woman misrepresents her scholastic record during membership recruitment, an Honor Board Statement of Obligation Review should be held as soon as the misrepresentation is known.³⁶ If intentional misrepresentation is determined, the Regional Collegiate Specialist/Council Appointed Coordinator may delay the woman's initiation.

Chapter Bylaws and Standing Rules

The scholarship sections of the chapter bylaws and standing rules are an important part of the chapter's Scholarship Program. All the chapter's scholastic requirements and rules are outlined in these two documents. The director of scholarship is responsible for ensuring that the scholarship sections of the chapter bylaws and standing rules are up to date, comply with Fraternity policies and are available to all chapter members/new members. Model bylaws and standing rules are provided in the *Collegiate Chapter Officers Manual*. The items related to scholarship are reprinted below to help the director of scholarship focus on the items in her area of responsibility. If any revisions or changes are necessary, the director of scholarship should work with the vice-president: programming and vice-president: communications to draft proposed changes. All bylaw and standing rule changes must be submitted to the Regional Collegiate Specialist/Council Appointed Coordinator. After approval is received, the revisions should be presented to the chapter for a vote.

BYLAWS

ARTICLE III. - MEMBERSHIP

Section 2: Only women students registered in _____ (*name of university*) who have been initiated into membership in Delta Gamma Fraternity in accordance with the provisions of Article V of the Fraternity Constitution may be members of this chapter. The scholastic initiation requirement for this chapter shall be _____ if college grades have not yet been established (*the woman is a freshman without college grades*) and _____ if college grades are available (*state whether this is cumulative or cumulative and prior term*). (*Note: The Constitutional scholastic requirement for initiation into Delta Gamma is a minimum of a "C" college grade point average [GPA] or a minimum of a 2.5 grade point average [GPA] on a 4.0 scale from secondary school if college grades are not available. The Constitution does not require a minimum number of credit hours.*)

example: Only women students registered in State University who have been initiated into membership in Delta Gamma Fraternity in accordance with the provisions of Article V of the Fraternity Constitution may be members of this chapter. The scholastic initiation requirement for this chapter shall be a 2.75 on a 4.00 scale from a secondary school if college grades have not yet been established and 2.25 on a 4.00 scale, prior term and cumulative, if college grades are available.³⁷

ARTICLE VII. - ELECTION, TERM AND VACANCIES

³⁷ A requirement for a specific number of credit hours should only be included if required by the university/college and noted as a campus requirement. The Constitution of Delta Gamma Fraternity does not require a minimum number of credit hours to be initiated and chapters are not permitted to add requirements beyond those of the Fraternity.

Section 3: All officers and directors shall be in scholastic and financial good standing. *(State specifics for your chapter and note prior term and/or cumulative GPA requirement.)*

example: All officers and directors shall be in scholastic and financial good standing. Scholastic good standing for officers and directors includes a cumulative average of 2.50 or higher and a prior term average of 2.50 or higher. Financial good standing requires that all debts to the chapter and the Fraternity have been paid in full or secured with a promissory note that is not in default.

STANDING RULES

RECRUITMENT STANDING RULES

Section 13: **GRADES:** A student with established college credits must have a college grade point average (GPA) of _____ to pledge _____ chapter. A high school GPA of _____ is required if there is no college grade point average established. *(Note: The Constitution requires a minimum of a “C” college grade point average or 2.5 on a 4.0 scale from secondary school. See Article V., Section C-4.)* Chapters are encouraged to set high scholastic standards when selecting new members.

example: **GRADES:** A student with established college credits must have a college grade point average (GPA) of 2.50 to pledge Alpha Alpha chapter. A high school GPA of 3.00 is required if there is no college grade point average established. Chapters are encouraged to set high scholastic standards when selecting new members so chapter goals may be higher than the requirements stated above. Evaluating Committee may permit a candidate to be pledged if her grade point average is below the chapter pledging requirement if it is above the chapter requirement for initiation, and circumstances are deemed necessary by the committee in order to achieve quota.

SCHOLARSHIP STANDING RULES

Section 1: **SCHOLARSHIP CREW:** A scholarship crew will be organized at the beginning of each term, composed (as closely as possible) of an equal number of members/new members from each class.

Section 2: **SCHOLARSHIP RECOGNITION:** A scholarship recognition event will be held each term. Awards will be established by the director of scholarship and the scholarship crew.

Section 3: **GOOD STANDING FOR MEMBERS:** A member must maintain a “C” average (_____ university GPA equivalent), both cumulative and prior term, to be in good standing. *(Note: Minimum requirement may be higher with approval of the Regional Collegiate Specialist/Council Appointed Coordinator.)*

example **GOOD STANDING FOR MEMBERS:** A member must maintain a 2.25 on a 4.00 scale, both cumulative and prior term, to be in good standing.

Section 4: **OFFICIAL GRADE TRANSCRIPT:** Each member/new member must submit a copy of her official grade transcript to the director of scholarship within two weeks after the release of grades. Failure to do so will result in the director of scholarship immediately suspending social privileges, with the exception of anchored events. Social privileges are restored when grades are submitted. However, if the grades are not received by the director of scholarship within three weeks after the release of grades, the director of scholarship will submit a Statement of Obligation Review form to the Honor Board.

example **OFFICIAL GRADE TRANSCRIPT:** If the college/university does not provide a complete and accurate grade report for all members in the chapter by the end of the first week of the term for the previous grading period, each member/new member for whom grades have not been received must submit a copy of her official grade transcript to the director of scholarship within no later than the second week of class. Failure to do so will result in the director of scholarship immediately suspending social privileges, with the exception of anchored events. Social privileges are restored when grades are submitted. However, if the grades are not received by the director of scholarship within three weeks after the release of grades, the director of scholarship will submit a Statement of Obligation Review form to the Honor Board.

Section 5: **MISSING CHAPTER MEETINGS DUE TO CLASS:** A class may not be taken during regular chapter meeting time unless it is a requirement for graduation, is not offered at any other time and is approved by the advisory team chairman.

Section 6: **MEMBERS IN POOR STANDING:** A member receiving below a “C” average for the prior term (___ university GPA equivalent) [*a higher GPA for good standing may be used with approval from the Regional Collegiate Specialist/Council Appointed Coordinator*] must meet with the director of scholarship and her adviser to plan an individual study program and will lose all social privileges with the exception of anchored events and any formal dance. She must give her midterm grades to the director of scholarship. If her midterm grades are below a “C” average (___ university GPA equivalent), social privileges, with the exception of anchored events, will remain suspended. The director of scholarship will initiate the Statement of Obligation Review.

A member receiving below a “C” average (___ university GPA equivalent) [*a higher GPA for good standing may be used with approval from the Regional Collegiate Specialist/Council Appointed Coordinator*] for a second term (not necessarily consecutively) will be placed on Automatic Probation through Honor

Board. The director of scholarship will initiate the Statement of Obligation Review.

A member receiving below a “C” average (____ university GPA equivalent) [*a higher GPA for good standing may be used with approval from the Regional Collegiate Specialist/Council Appointed Coordinator*] for three terms (not necessarily consecutively) will be asked to meet with Honor Board for a formal hearing to evaluate her membership. Such a review may result in loss of Delta Gamma membership. The director of scholarship will initiate the allegation assessment and formal hearing by filing a Statement of Obligation Review. The member will be asked to bring a complete grade transcript to the Honor Board hearing.

example **MEMBERS IN POOR STANDING:** A member receiving below a 2.25 average on a 4.00 scale must meet with the director of scholarship and her adviser to plan an individual study program and will lose all social privileges with the exception of anchored events and any formal dance. She must give her midterm grades to the director of scholarship. If her midterm grades are below a 2.25 average social privileges, with the exception of anchored events, will remain suspended. The director of scholarship will initiate the Statement of Obligation Review.

A member receiving below a 2.25 average on a 4.00 scale for a second term (not necessarily consecutively) will be placed on Automatic Probation through Honor Board. The director of scholarship will initiate the Statement of Obligation Review.

A member receiving below a 2.25 average on a 4.00 scale for three terms (not necessarily consecutively) will be asked to meet with Honor Board for a formal hearing to evaluate her membership. Such a review may result in loss of Delta Gamma membership. The director of scholarship will initiate the allegation assessment and formal hearing by filing a Statement of Obligation Review. The member will be asked to bring a complete grade transcript to the Honor Board hearing.

Section 7: **SCHOLARSHIP REQUIREMENT TO HOLD OFFICE:** A member must have a “C” average (____ university GPA equivalent), both cumulative and prior term, to run for an office/director position and to remain in office/director position. (*Note: It is recommended that the minimum requirement for holding office be higher than a “C” average. Approval by the Regional Collegiate Specialist/Council Appointed Coordinator is required for a higher requirement.*) Officers must bring their official grade transcript to the first Chapter Management Team and Honor Board meetings each term. The director of scholarship must also verify the grade point average of members seeking election prior to the slating process.

example: **SCHOLARSHIP REQUIREMENT TO HOLD OFFICE:** A member must have a 2.50 average on a 4.00 scale, both cumulative and prior term, to run for an office/director position and to remain in office/director position. Officers must bring their official grade transcript to the first Chapter Management Team and Honor Board meetings each term. The director of scholarship must also verify the grade point average of members seeking election prior to the slating process.

Section 8: **BIG SISTER REQUIREMENT:** A member must maintain a “C” average (_____ university GPA equivalent), both cumulative and prior term, and be a member in good standing, to become a big sister. *(Note: Minimum may be higher than a “C” average with approval by the Regional Collegiate Specialist/Council Appointed Coordinator.)*

example **BIG SISTER REQUIREMENT:** A member must maintain a 2.25 average on a 4.00 scale, both cumulative and prior term, and be a member in good standing, to become a big sister.

Section 9: **NEW MEMBER SCHOLARSHIP REQUIREMENTS:** The pledging requirement for this chapter shall be as follows: (based on chapter membership selection goals)

- A _____ GPA for incoming freshmen
- A _____ GPA for those women with established college grades (cumulative and prior term)

(Note: Minimum may be higher. When significant college grades are available, it is recommended that the minimum requirement should equal or exceed the all freshman women’s average.)

example: **NEW MEMBER SCHOLARSHIP REQUIREMENTS:** The pledging requirement for this chapter shall be as follows: (based on chapter membership selection goals)

- A 3.00 GPA for incoming freshmen (on a 4.00 scale from a secondary school).
- A 2.50 GPA for those women with established college grades (cumulative and prior term).

Evaluating Committee may permit up to 10 percent of the available acceptance cards to be extended to women who meet the pledging requirements but fall below the chapter goal.

Section 10: **MEMBER/NEW MEMBER STUDY PROGRAM:** All members/new members must follow the study program developed by the director of scholarship and/or the scholarship crew and approved by the chapter. *(State requirements of study program.)*

example **MEMBER/NEW MEMBER STUDY PROGRAM:** All members/new members must follow the study program developed by the director of scholarship and/or the scholarship crew and approved by the chapter. Half the required study hours may be completed on the “Honor System” while the other half must be completed during proctored study hours or verified by your Study Buddy.

2 hours per week	>3.50 prior term GPA
4 hours per week	3.00-3.49 prior term GPA
8 hours per week	2.25-2.99 prior term GPA
12 hours per week	<2.25 prior term GPA

Section 11: **STUDY SESSIONS AND QUIET HOURS:** Quiet hours will be enforced _____ . *(State days of the week and beginning and ending times.)* During finals week, quiet hours will be enforced 24 hours a day. Study sessions will be from _____ . *(State days of the week, beginning and ending times and location. Note: Study sessions and quiet hours should be determined by housing type and meeting days and times.)*

example 1 **STUDY SESSIONS AND QUIET HOURS:** Quiet hours in the chapter house and the chapter floor in the dormitory will be enforced from 10:00 p.m. - 10:00 a.m. Sunday through Thursday. Chapter members and new members may use the dining room area for study sessions during these hours. During Final Exam Week, quiet hours are to be in effect 24 hours a day, starting at 10:00 a.m. on the morning of the first Reading Day and lasting until 9:00 p.m. on the last day of finals. Additional quiet hours may be designated by the Chapter Management Team during the full week prior to Exam Week. During quiet hours, the following rules will apply:

- a) No radios, stereos or televisions are to be audible in the common areas.
- b) There is to be no loud conversation.
- c) The laundry facilities may not be used between 1:00 a.m. - 8:00 a.m.

example 2 **STUDY SESSIONS AND QUIET HOURS:** Study sessions will be held in the Old Main Library each Tuesday and Thursday evening from 6:00 p.m. -10:30 p.m. on the 2nd floor.

Section 12: **SCHOLARSHIP FILES:** Test files are available for use by Delta Gamma members and new members only. They shall not leave Delta Gamma premises. Scholarship files will be maintained by the director of scholarship and her crew. Members and new members are encouraged to submit copies of tests for the scholarship files to the director of scholarship.

Section 13: **SCHOLASTIC POOR STANDING:** The director of scholarship, with assistance from the vice-president: social standards, will inform the president and vice-president: communications of members and new members in scholastic poor standing for voting and participation purposes.

How To Complete The Scholarship Program Form



The director of scholarship should complete the Scholarship Program form in e-Ops for each term. A copy of the Scholarship Program form can be found on the Delta Gamma website, www.deltagamma.org.to work from as a resource.

Complete the chapter, school information, region, semester and year. The date of report is the date on which the director of scholarship completes/submits the report.

1. Confirm the current and approved Chapter Bylaws and Standing Rules are uploaded on e-Ops.
2. Indicate whether there are college/university restrictions for recruitment or on when a new member may be initiated. If restrictions do exist, a copy of the college/university policy must be sent to the Regional Collegiate Programming Specialist. Information provided here will be used to evaluate the chapter's initiation requirements.
3. Select one program from the General Scholarship Section and indicate the date, time and location the program will be held.
4. Select one program from the Enrichment Programming Section and indicate the date, time and location the program will be held. If selecting an activity not provided on the list, provide details of the program to the Regional Collegiate Programming Specialist for approval in advance.
5. In the Formal Scholarship Section provide a detailed description of the event and awards given. Indicate the date, time and location the program will be held.
6. Indicate in the Informal Scholarship Section all methods of informal recognition done at chapter meetings, such as smart cookies, etc.
7. Enter contact information for the director of scholarship and programming/scholarship adviser. The vice-president: programming and adviser should review the Scholarship Program for completeness and accuracy. Contact information will be used to clarify questions and provide feedback.
8. Submit the program to the Regional Collegiate Programming Specialist/Council Appointed Coordinator. The Regional Collegiate Programming Specialist/Council Appointed Coordinator will review the program and complete an evaluation checklist that will be returned to the chapter. If the program is approved, it may be implemented as written. If the program is not approved, revisions must be submitted to the Regional Collegiate Programming Specialist/Council Appointed Coordinator by the date specified.



GRADE REPORT AND SCHOLARSHIP FACT SHEET

Delta Gamma has high scholastic expectations for chapters and individuals.³⁸ Chapters report academic performance to the Fraternity by updating the Grade Report and Scholarship Fact Sheet in e-Ops. The director of scholarship is responsible for updating these reports at the end of every term of the regular academic year.



USE OF THE GRADE REPORT AND SCHOLARSHIP FACT SHEET

The information reported on the Grade Report is recorded in a Fraternity scholarship database and stored in chapter files.³⁹ The Grade Report and Scholarship Fact Sheet in e-Ops indicate whether a chapter is meeting or exceeding Fraternity expectations in the area of scholarship. Fraternity scholarship standards are met when a chapter:

- maintains a chapter grade point average higher than the campus All-Women's average;
- maintains a chapter grade point average higher than the campus Panhellenic average; and
- has more than ninety percent (90 percent) of chapter members above a "C" average.

A chapter is also considered to meet Fraternity standards if the chapter grade point average is above 3.00 and no more than 0.125 points below the All-Women's and Panhellenic average. If the campus All-Women's or Panhellenic averages are not available, only the percentage of members above a "C" average is used to evaluate chapter academic performance.

If a chapter fails to meet at least two of the three above conditions, it is placed on Scholastic Regulation by the Regional Collegiate Programming Specialist/Council Appointed Coordinator. A chapter may also be placed on Scholastic Regulation if the Grade Report and Scholarship Fact Sheet for a given term is not updated before the end of the following academic term.⁴⁰ If a chapter remains on Scholastic Regulation for four (4) consecutive terms, it will be placed on Report to the Vice-President: Fraternity Programming and is considered to be in poor standing with the Fraternity.⁴¹ A chapter is removed from Scholastic Regulation when improved scholastic performance is demonstrated by meeting Fraternity standards discussed above for one term.

The Grade Report and Scholarship Fact Sheet are used to recognize chapters excelling in the area of scholarship. Congratulatory letters are sent to all chapters ranking first among the National

³⁸ Pages 2-4 and 2-5

³⁹ Chapter files include scholarship histories, many extending as far back as 1979.

⁴⁰ Effective November 4, 1999.

⁴¹ Page 2-7

Panhellenic Conference organizations on their respective campuses. The information submitted on the reports is also used to calculate the overall Fraternity grade point average and identify outstanding chapters for the Parnassus Award.

OBTAINING INFORMATION FOR THE REPORT

The Grade Report and Scholarship Fact Sheet should be updated in e-Ops immediately following the release of grades. The director of scholarship should update these reports as early as possible so that she can share the information with the chapter for motivation and recognition. It is also best to identify scholarship concerns early in the next term so problems can be addressed. The Grade Report and Scholarship Fact Sheet must be updated no later than the end of the term following the one being reported (i.e. the spring term report is due no later than the end of the fall term).

If the college/university does supply a grade report for the chapter, the director of scholarship should review the report to ensure the information is correct. All chapter members/new members who were enrolled during the term being reported should be included on the report unless formally withdrawn from school. Verify that only the grades of members/new members are included in the school's grade report and that students studying abroad do not have "0.00" averages. Report inaccuracies to the Greek advisor or Panhellenic advisor.

If the college/university does not supply a grade report or if the accurate information is not available early in the term following the term being reported, the director of scholarship must calculate the overall chapter average from individual grade point averages. Each Delta Gamma promises when she signs her Statement of Obligation to provide copies of her grade reports to the director of scholarship within two weeks after the release of grades. The director of scholarship must include the due date for grades is included on the Master Calendar each term and provide reminders of the upcoming due date.

MISSING GRADES FROM CHAPTER MEMBERS

If the director of scholarship does not have a copy of each member's/new member's grades for the prior term by the specified due date, she should notify the members/new members of suspended social privileges as stated in the chapter standing rules.⁴² The director of scholarship should also complete a Statement of Obligation Review for each woman who has not submitted her grades within the time frame specified in the standing rules. Honor Board should ensure that sanctions associated with failure to submit grade transcripts reflect the violation of the promise made to uphold Delta Gamma's commitment to scholarship.

The director of scholarship should submit Statement of Obligation Reviews promptly so that Honor Board may hold the reviews and coordinate resolution in a timely manner. If more than half of the current term has passed and the grades from all members/new members have not been received for the prior term, the director of scholarship should update the Grade Report and Scholarship Fact Sheet with whatever information she has and include an explanation about missing information. The reports may be updated when the missing grades are received.

⁴² Refer to model standing rule "Official Grade Transcript", page 3-25.

The director of scholarship should work with the programming/scholarship adviser and the advisory team chairman to maintain emphasis on obtaining grades for each member/new member. The Regional Collegiate Specialist/Council Appointed Coordinator should be informed of difficulties and consulted if the problem persists.

MISSING COMPARATIVE DATA

If the college/university has not published the All-Women's, all-student and/or Panhellenic grade point averages as of the time the director of scholarship updates the Scholarship Fact Sheet in e-Ops, she may update it without that information. When the information is available, the director of scholarship should update the information.

CALCULATING THE CHAPTER AVERAGE

The chapter grade point average should be calculated from the individual courses taken by each member and new member. Because different courses may carry more units or credits, it is inaccurate to just average the grade point averages of each member/new member. Consider the following example based on a 4.00 grading scale.

Member 1				Member 2			
Course	credits	grade	credits*grade	Course	credits	grade	credits*grade
A101	4	3.5	14.0	B101	3	2.0	6.0
B101	3	4.0	12.0	C101	3	2.0	6.0
C101	3	3.0	9.0	E101	3	3.0	9.0
D101	4	3.5	14.0	F101	3	2.5	7.5
E101	3	3.0	9.0	G101	3	2.5	7.5
	17		58.0		15		36.0
average (58/17) =			3.412	average (36/15) =			2.400

If the grade point average of both members is averaged, the result is 2.906. If the total number of product of the credits and grades for each course is summed and divided by the total number of credits, $(58+36)/(17+15)$, the result is 2.938. The difference is due to the fact that the two students took courses with different credit units. The 2.938 average is the one that should be reported. Several schools report the total number of credits attempted and the total number of quality points each term.

SCALES OTHER THAN 4.00

Chapters on campuses on which a 4.00 grading scale is not used should report grades in the scale used by the college/university when updating the Grade Report. An explanation of the grading scale should also be included. Executive Offices and/or the Regional Collegiate Programming Specialist will maintain the chapter's scholarship file with the grades as reported and as converted to a 4.00 scale. The grade point averages converted to a 4.0 scale will be used for calculating the overall Fraternity averages.

How to Complete the Grade Report

- All grade point averages should be reported to three decimal places. Values “5” and higher should be rounded up and values lower than “5”; should be rounded down.

Examples -	report	3.11	as	3.110
	report	3.1144	as	3.114
	report	3.1149	as	3.115

1. Select Grades (Grades Released) from the Task List in e-Ops. This report is automatically generated from the addition of a Grades Released event to the Master Calendar in e-Ops.
2. Enter the semester GPA and cumulative GPA for each member in the respective boxes and click on save changes at the end of the report. Contact Executive Offices if a member on the list is no longer at the chapter.
3. Select the FACT SHEET from the toolbar. Select SCHOLARSHIP FACT SHEET. Update all information and click on SAVE at the end of the Fact Sheet.
4. Describe recognition, awards and incentives used to promote scholastic improvement.
5. Describe University restrictions related to scholarship for recruitment as well as University restrictions related to scholarship for initiation.
6. Indicate the availability of grade reports from the college/university.
7. Ensure that the chapter requirements for pledging, initiation and good standing (members and officers) are listed on the SCHOLARSHIP FACT SHEET. The information may be found in the chapter’s bylaws and standing rules.⁴³ If the chapter has a different requirement for good standing for directors than elected officers, this information should be included just below the line for officer good standing.
8. Complete information regarding the All-Women’s, all-student and Panhellenic grade point average in the SCHOLARSHIP FACT SHEET. The chapter’s rank among National Panhellenic Conference groups should be included with the total number of groups on campus. The director of scholarship may make additional notations if the campus has local sororities or National Pan-Hellenic Council (NPHC) sororities.
9. Calculate the average grade point averages for the new members and members and report the total number of each below chapter requirements for good standing and below a “C” average. If the chapter’s requirement for good standing is a “C” average, these numbers will be the same. Any woman pledged during the term being reported should be recorded as a new member even if she was initiated before the end of the term.

⁴³ Bylaws – Article III, Section 2; Article VII, Section 3. Recruitment standing rule, Section 13. Scholarship standing rules, Sections 3, 7 and 9.



RESOURCES



The Scholarship and Enrichment Handbook presents Delta Gamma policy and expectations, reviews responsibilities, explains the Scholarship Program and outlines reporting requirements. Information on how to improve study habits, test taking, writing skills, reading comprehension, time management, personal development, etc. is found in numerous places. It would be impossible to publish information about all these topics in this handbook and have the handbook be comprehensive and up to date. The following resources are offered to directors of scholarship and their advisers as additional references specific to the areas of scholarship and academic achievement.

The lists of resources provided below is not exhaustive, but will provide many programming ideas and background information. Delta Gamma chapters are encouraged to obtain scholarship resources in addition to this handbook. Directors of scholarship should not be discouraged from obtaining additional references; many can be purchased for \$25 or less.⁴⁴ As new resources are published/discovered/reviewed, contact information will be added to the Delta Gamma website.

As the director of scholarship finds scholarship and enrichment ideas, she is encouraged to put a copy in this notebook at the end of this section. Over time, the chapter will develop a library of additional resources.

Resource

Contact Information

Fraternity Handbooks

Delta Gamma Executive Offices
3250 Riverside Drive
P.O. Box 21397
Columbus, OH 43221-0397
telephone: (614) 481-8169
fax: (614) 481-0133
Web address: www.deltagamma.org

⁴⁴ Pricing information should always be confirmed before orders are placed. The estimate is provided only for rough budgeting purposes.

Delta Gamma Web site
Contact information for Fraternity officers
Report forms
Scholarship Modules
Scholarship and Enrichment Handbook
Programming ideas
Well Aware topics (nutrition, sleep, etc.)

www.deltagamma.org



Learning: Our Common Heritage
Programming
Study tips
Unlocking the Secrets of Success in College
Unlocking the Mystery of the 4.0
Triumph Over These Time Gremlins

National Panhellenic Conference
3901 West 86th Street, Suite 380
Indianapolis, IN 46268
telephone: (317) 872-3185
fax: (317) 872-3192
email: npccentral@aol.com
web address: www.greeklife.org/npc



MGCA Scholarship Monograph
Programming ideas
Study tips
Faculty interaction

Mid-American Greek Council Association
MGCA Executive Director
209 Hayes Hall
Bowling Green State University
Bowling Green, OH 434403
telephone: (419) 372-8192
fax: (419) 372-8049
Web address: www.mgca.org



Making the Grade... Getting the Job
Programming ideas
Interviewing for jobs

National Interfraternity Council
3901 West 86th Street, Suite 390
Indianapolis, IN 46268-1791
telephone: (317) 872-1112
fax: (317) 872-1134
email: nic@nicindy.org
Web address: www.nicindy.org



Select 2000 Resource Book
Improved academics
Our Chapter, Our Choice
Scholarship module

Nuts & Bolts – A Programming Primer for Greeks
Greek scholarship
Faculty relations
Educational / multicultural programming



INDEX

Academic Class	1-3
Academic performance	
Expectations for chapters.....	2-5
Expectations for individuals	2-4
Prior term and cumulative	1-3
Grade Report	4-1
Due date.....	4-2
How to complete	4-4
Adviser	
Definition	1-3
Responsibilities	1-10, 1-11
Advisor	
Definition	1-3
Interaction with chapter	1-12, 3-11
Advisory team chairman	
Responsibilities	1-11
Affiliated member.....	2-3, 2-4
Awards.....	3-8, 3-23. <i>See Recognition</i>
Campus	3-9
Chapter	3-10
Chapter eligibility	2-6
Faculty.....	3-11
Fraternity	3-8
Parnassus Award	4-2
Patricia Peterson Danielson.....	3-9
Periodic.....	3-10
Regional	3-9
Weekly	3-10
Beta Gamma Sigma	1-16
Big Sister	3-26
Budget.....	3-10
Bylaws	3-22
Campus awards.....	3-9
Chapter	
Average	4-3
Charter relinquishment	2-5
Eligibility for awards	3-10
Sanctions	1-4, 2-6, 2-7, 4-1
Scholastic expectations for	2-5
Voting eligibility	2-5
Chapter sanctions	
Report.....	2-6
Scholastic probation	2-6, 2-7
Scholastic Regulation.....	2-6
Charter	
Loss due to scholarship	2-5
Comparative grades.....	4-3
Convention	2-4
Chapter good standing	2-5
Voting eligibility.....	2-5
Council Appointed Coordinator	
Approval	1-4, 1-14, 3-15, 3-18, 3-24
Responsibilities.....	1-12, 1-13
Council Status	2-6
Award eligibility	2-6
Crews	
Required.....	2-5
Scholarship.....	1-8
Cumulative Average.....	1-3
Director	
Removal from office	2-4
Scholarship requirements	3-25
Scholastic eligibility.....	2-4
Scholastic requirements	3-22, 3-25
Director of scholarship	1-5
Budget.....	3-10
Responsibilities.....	1-5, 3-2
Director of Scholarship	
Responsibilities.....	4-1
Directors	
Required by Fraternity	2-5
Due dates	
Grade Report.....	1-16, 4-2
Scholarship Program	3-2, 3-29
Elements of the Scholarship Program	3-2, 3-29
Enrichment	3-12, 5-1
Evaluating Committee	
Grade risks	1-3, 3-18
Examples	
Bylaws and standing rules.....	3-22
Calculating grade point averages	4-4
Study hours	3-15, 3-27
Faculty	
Awards.....	3-11
Interaction	1-12, 3-11
Faculty advisor	

Responsibilities of advisor.....	1-12	The Honor Society of Phi Kappa Phi.....	1-17
Fellowships.....	2-7	The Phi Beta Kappa Society.....	1-17
Foundation		The Tau Beta Pi Association.....	1-17
Faculty Award.....	3-11	Honor Societies.....	1-16
Honor societies.....	1-16	How to	
Lamp of Knowledge.....	3-9	Complete the Grade Report.....	4-4
Fraternity awards.....	3-8	Use this handbook.....	1-1
General academic program.....	3-4	Icons.....	1-2
Incentives.....	3-6	Incentives.....	3-6
Local resources.....	3-6	Individual	
Major lists.....	3-7	Grade reports.....	3-24
Master Calendar.....	3-5	Requirement to hold office.....	3-25
New members.....	3-4	Requirements for good standing.....	3-24
Study Buddy.....	3-7	Requirements to hold office.....	3-22
Study environment.....	3-6	Sanctions.....	1-4, 3-24
Study hours.....	3-8	Scholastic expectations for.....	2-4
Goals		Individual requirements	
Personal academic achievement.....	3-16	Grade reports.....	2-5
Recruitment.....	3-19	Information icon.....	1-2
Good standing		Initiation	
Chapter.....	2-5	Alumnae.....	2-3
Chapter return to.....	2-7	Collegians.....	2-2
Individual.....	2-4	Meeting scholastic requirements.....	1-14
Individual return to.....	3-15	Scholastic requirements.....	3-13, 3-22
Members.....	3-23	Summer session grades.....	1-14, 1-15, 3-15
Officer.....	2-4	Interession.....	1-4
Officer/director.....	3-22, 3-25	Interession term.....	1-16
Summer grades.....	1-15	January term.....	1-4, 1-16
GPA.....	<i>See Grade point average</i>	Lamp of Knowledge.....	3-9
Grade point average.....	1-3, 4-3	Learning disabilities.....	1-14, 1-15
Comparative data.....	4-4	Local resources.....	3-6
Cumulative.....	1-3	Major lists.....	3-7
How to calculate for the chapter.....	4-3	Master Calendar.....	3-5
Prior Term.....	1-3	Member	
Reporting.....	4-4	Study program.....	3-26
Grade report.....	3-24	Membership recruitment.....	3-18
Grade reports.....	2-5	Eligibility to participate.....	3-19
From college/university.....	4-4	Scholarship.....	3-20
Interession/January term.....	1-16	Scholarship goals.....	3-19
Midterm.....	3-16	Scholastic requirements.....	2-1, 3-23
Missing.....	4-2	Midterm grades.....	3-15, 3-16
Requirement to submit.....	3-1, 3-24	Missing grades.....	4-2
Summer terms.....	1-15	New member.....	3-4
Use of.....	4-1	Definition for Grade Report.....	4-4
Grade risks.....	3-18	Poor scholastic standing.....	3-15
Authority of Evaluating Committee.....	1-3	Scholastic requirement to initiate.....	3-22
Authority of Evaluating Committee.....	3-23	Scholastic requirement to pledge.....	3-26
definition.....	1-3	Study hours.....	3-4
Grades		Study program.....	3-4, 3-26
Summer session.....	1-15	Officer	
Grading scales		Capitalization of titles.....	1-5
Definition of campus.....	4-5	Constitution.....	2-5
Other than 4.0.....	1-3, 4-3	Removal from office.....	2-4
Terminology.....	1-3	Scholastic eligibility.....	2-4
Handbook		Scholastic requirements.....	3-22, 3-25
How to use.....	1-1	Organization.....	1-5
Order additional copies.....	1-1, 5-1	Parnassus Award.....	3-8, 4-2
Honor Board.....	3-14, 3-24, 4-2	Patricia Peterson Danielson Award.....	3-9
Sanctions.....	3-14, 3-24	Personal academic achievement goals.....	3-16
Honor Societies		Phi Beta Kappa.....	1-17
Beta Gamma Sigma.....	1-16	Phi Kappa Phi.....	1-17

Pledging	
Scholarship requirements	3-23
Scholastic requirements	3-18, 3-19, 3-26
Poor standing	3-14, 3-24, 3-28, 4-5
Prior term average	1-3
Probation	1-4
Program for those in poor standing	3-13
Programming	
Enrichment	3-12, 5-1
Idea icon	1-2
Scholarship	3-4
Programming adviser	
Lack of	1-11
Responsibilities	1-10, 3-29
Quarter System	1-4
Quiet hours	3-27
Recognition	3-8, 3-23. <i>See Awards</i>
Campus	3-9
Chapter	3-10
Faculty	3-11
Fraternity	3-8
Lamp of Knowledge	3-9
Periodic	3-10
Regional	3-9
Weekly	3-10
Recruitment	
Goals	3-19, 3-20
Relation to Scholarship	3-18
Scholastic requirements	3-23
Regional awards	3-9
Regional Collegiate Programming Specialist	
Responsibilities	1-12, 4-1
Regional Collegiate Recruitment Specialist	
Recruitment goals	3-20
Scholarship in recruitment	3-20
Regional Collegiate Specialist	
Approval	1-4, 1-14, 3-15, 3-18, 3-24
Responsibilities	1-13, 1-15, 3-22, 4-3
Repledging	2-1
Report	
Grade	4-1
Scholarship Program	3-29
To Council	1-4
To Vice-President Fraternity Programming	2-6
Resources	5-1
Local	3-6, 3-17
Responsibilities	1-5
advisory team chairman	1-11
Council Appointed Coordinator	1-12, 1-13
director of scholarship	1-5
faculty adviser	1-12
programming adviser	1-10
Regional Collegiate Programming Specialist	1-12
Regional Collegiate Specialist	1-13
Scholarship crew	1-8
Vice-president programming	1-10, 3-29
Roles	1-5
Sanctions	
Chapter	1-4, 2-6, 2-7, 4-1
Individual	1-4, 3-14, 3-24
Scholarship	
During the recruitment process	3-20
Excuse from meetings	3-24
Files	3-27
Goals	3-19
Probation	1-4
Program for new members	3-4
Relation to recruitment	3-18
Report status	2-7
Scholarship adviser	
Lack of	1-10, 1-11
Responsibilities	1-10, 3-29
Scholarship crew	3-23
Access to handbook	1-1
Responsibilities	1-8
Scholarship Program	
Bylaws and standing rules	3-22
Due date	3-2
Elements	3-2
Enrichment	3-12
General academic program	3-4
How to complete the form	3-29
Program for those in poor standing	3-13
Recruitment	3-18
Requirement to file	2-6
Revisions	3-29
Scholarship team	1-5
Scholarships	2-7
Scholastic probation	2-6
Scholastic regulation	2-6
Scholastic requirements	
Affiliated/transfer student	2-3
Alumnae initiation	2-3
Big sister	3-26
Chapter	2-5
Higher chapter requirement	2-4
Higher requirements	1-4
Individuals	2-4
Initiation	2-2, 3-13, 3-22, 3-29
New member	3-26
Officers/directors	3-22, 3-25
Pledging	2-1, 3-18, 3-29
Pledging and initiation	2-2
Summer grades	1-15
Scholastic sanctions	<i>See Sanctions</i>
Scholastic requirements	
Pledging	3-19
Semester	1-4
Standing rules	3-23
Statement of Obligation	2-5
Straight "A" average	3-9
Study	
Abroad	4-2
Buddy	3-4, 3-7, 3-17
Environment	3-6
Hours	3-8, 3-15, 3-27
Sessions	3-27
Summer session	
Use of grades for good standing	1-15
Use of grades for Initiation	1-14, 1-15
Tau Beta Pi	1-17
Term	

Definition of	1-4	Trimester	1-4
Terminology	1-3	Tutoring.....	3-17
Terms in poor standing	3-14	Vice-President Fraternity Programming.....	2-7
The Phi Beta Kappa Society	1-17	Vice-president programming	
The Tau Beta Pi Association.....	1-17	Responsibilities.....	1-10, 3-29
Transcript.....	<i>See Grade reports</i>	Vote	
Transfer student	2-3, 2-4	Eligibility in chapter business	2-4, 3-28
Affiliation requirements	2-3	Eligibility of delegate at Convention	2-4