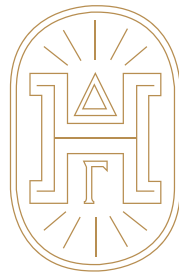




# Scholarship Handbook



Revised September 2024



**“The objects of this Fraternity shall be to foster high ideals of friendship among women, to promote their educational and cultural interests, to create in them a true sense of social responsibility and to develop in them the best qualities of character.”**

**Article II of the Delta Gamma Constitution**



**Edited under the direction of the Fraternity  
Director: Member Education**

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## The potential of every Delta Gamma is limitless.

Delta Gamma ensures that every member feels empowered to listen to her own voice – to understand her value and believe in her unique abilities – so that she can blossom into the fullest, most profound version of herself.

As the director of scholarship, your role is to help sisters embrace their scholastic goals, strive to reach their academic potential and develop a basic wisdom upon which to live their lives.

As you plan, implement and evaluate your programming, you should embrace and help teach the basic tenets of our membership: Article II of the Fraternity Constitution.

In Delta Gamma, personal growth is encouraged, supported, and promised.



# What Is a Scholarship Enrichment Program?

The director of scholarship implements an ongoing, well-rounded scholarship program\*, and is assisted by the scholarship committee.

The scholarship program:

- Must incorporate new members into all aspects, with no different requirements for new members from those of the general membership.
- Must be tailored to the specific needs of the entire chapter and appeal to and benefit everyone, rather than focusing only on those in poor scholastic standing.
- Should focus on the design and implementation of a general academic program, increasing the percentage of members meeting scholastic goals.
- Should be continuously evaluated by the director of scholarship and the committee based on changing needs and specific challenges within the chapter. It is able to be updated based on the changing needs of the chapter from term to term.
- Is composed of more than just study hours.
- Is required of each chapter.
- Should include the following elements:
  - Bylaws & Standing Rules: Consistent and relevant chapter bylaws and standing rules
  - Information regarding Members in Poor Standing including Individualized Academic Success Plan
  - Midterm check-in procedure
  - Resources: A Scholarship Resource Packet with up-to-date information for each member relating to campus and chapter scholarship resources
  - Scholarship Recognition
  - Chapter Study Plan (if applicable)
  - Formal and informal scholarship recognition Resources:

\*A sample scholarship enrichment program is included at the back of this guide (see APPENDIX).

\*The Individualized Academic Success Plan template is included at the back of this guide (see APPENDIX).

## **SCHOLARSHIP RESOURCE PACKET FOR THE CHAPTER**

Provide all members and new members with a Scholarship Resource Packet, either by hard copy or electronically, at the beginning of each academic year. This information may also be made available in the chapter house or posted on OmegaOne. Update the Scholarship Resource Packet at least once per academic year.

The resource packet should include at least the following items:

- Campus resources for academic support, including academic counseling information
- Chapter resources for academic support, such as a list of members' majors/areas of study, members willing to serve as tutors, etc.
- Study tips and time management skills (see RESOURCES)
- Requirements for scholastic good standing included in chapter bylaws and standing rules and Fraternity policies.
- Information regarding Delta Gamma Foundation merit-based undergraduate scholarships and graduate fellowships.

## **HOW TO DEVELOP THE SCHOLARSHIP ENRICHMENT PROGRAM**

Answer and evaluate the following before developing or amending a program:

- Are the scholarship requirements for pledging and Initiation in your chapter's current bylaws and standing rules appropriate for meeting the needs of current chapter membership?
- What percentage of the chapter is currently below the GPA for good standing?
- What is the average GPA of the members most-recently initiated?
- How many new initiates fall below the GPA for good standing in the semester/quarter following Initiation?
- Do new members have a higher or lower average GPA than initiated members? If it is lower, is it because of the women pledged or because of over-programming during the New Member Pursuit period or because of insufficient scholarship programming?
- 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?
- Does the Scholarship Resource Packet need to be updated?
- Does the chapter scholarship program support individuals in different fields of study? Does it support members with different learning styles?
- Is there more to the program than study hours?
- Are study hours adequately assigned and are the locations of study adequate or conducive to studying?

- Are members/new members in poor standing meeting with the director of scholarship/committee members to formulate individualized academic success plans? Is your scholarship adviser involved in these meetings? If not, why?

## THE ROLE OF THE SCHOLARSHIP COMMITTEE

The scholarship committee is required in each chapter's chapter management team (CMT) structure, no matter the size of the chapter.

Members of the scholarship committee:

- Should be selected from all academic classes. CMT selects committees from members' applications.
- Should be composed of both members and new members.
- Should meet on a monthly basis to evaluate ongoing goals.
- Develop a general scholarship theme for the year that meets needs of the chapter.
- Should be mentored to gain experience as officers.
- Research and update scholarship resources, assist with recognition programming and meet with struggling members and new members to develop individual academic success plans, *although personal GPA information is not shared with the committee.*

## ADDING SCHOLARSHIP INTO THE CALENDAR

The director of scholarship and the scholarship committee play an active role in developing the chapter's calendar. In advance of calendar planning, the scholarship committee should include the following on the calendar:

- Scholarship Recognition each term, e.g., awards, scholarship dinner, family weekend, Founders Day, etc.
- Submit Grades task is already fixed on the following dates on the Anchorbase calendar:
  - October 1 to upload spring semester/quarter
  - February 15 to upload fall semester/quarter
  - April 15 to upload winter quarter, if applicable
- Discuss DG Dialogue Program – Educational & Cultural Interests Program with vp: programming to determine if a program will focus on scholarship.

## STUDY BUDDIES/MENTORS

Consider a study buddy program to help mentor chapter members in similar areas of study.

- Study buddies/mentors are not tutors. If members are in need of tutoring, review what is available to students on campus.
- May be either voluntary or part of a mandatory study hours program.
- Should not impede academic achievement of those in good standing, but rather allow them to help those in poor standing.
- May be based on majors or groupings, and not one-on-one mentoring.
- The scholarship committee may:
  - Pair or group buddies as teams for studying by discipline or any other means considered effective.
  - Consider asking older members to serve as mentors and assign incentive points in the point system outlined in the bylaws and standing rules, if applicable.
  - Meet with all those in good standing who are participating 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.).

## RECOGNITION PROGRAMMING, AWARDS AND INCENTIVES

There is no such thing as too much recognition for academic effort and achievement!

**Be practical.** Don't break the bank; creativity and recognition do not have to be expensive. Balance "major" awards with frequent recognition and acknowledgment.

**Be creative.** In addition to presenting awards, scholarship recognition can be done via social media or on a board in the chapter house for numerous forms of positive and public recognition.

**Include new members.** They benefit from motivation and recognition, too!

### Chapter Awards/Recognition

- Present large awards at events like Founders Day, family weekend, or a scholarship dinner.

### Weekly/As-Appropriate Recognition

- Draw names from a hat to win a prize (pencils, 'brain food,' stress release bubble bath, etc.). Members' names are added into the hat based on their cumulative GPA.



## Recognition by Term/Academic Year

**Mu Chapter Lamp of Knowledge** dangles are presented to Delta Gamma members the first time they earn a 4.0 (or campus equivalent) average. Endowed by Mu-Missouri, the lamp is provided by the Delta Gamma Foundation and is “ordered” when the 4.0 grade is reported on Anchorbase. They are sent each term when there are members who achieve their first 4.0, so they are to be presented each term, unless there were none the prior term. Lamps are sent to the director of scholarship from Executive Offices.

Present at a scholarship dinner, formal meeting, Founders Day, family weekend, etc., reading the brief ceremony enclosed with the dangles.

- **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, big-little pair, etc.
- **Most Improved GPA:** Recognize the member whose GPA has improved the most.
- **Anchor Club/Banta Babes/Georgie Girls:** Recognize members who achieved a 3.50/4.00 GPA or higher.
- **Pie for Pi night:** Women who earned over a 3.14 GPA celebrate with a pie party. Serve anything round: pizza, pie, cookies, etc.
- **Scholarship Pearl Dangles:** Purchased by the chapter from the Fraternity jeweler to recognize successive 4.0s or dean’s list awards.
- **Goalie Club:** Recognize those that achieve the goals they set at the beginning of the term.
- **Grad School Stars:** Recognize members who have been accepted to graduate school.

## Faculty Recognition

Recognize faculty members who influence the academic achievement of chapter members/new members or the chapter as a whole.

- Invite faculty members to a scholarship recognition program, during which members/new members are recognized.
- Recognize faculty members of the month/term with handwritten thank-you notes.
- Present professional, typed 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.

## Incentives for Good Scholarship

Introduce a theme or friendly competition within the chapter. The scholarship committee can tally points and implement different themes.

- Set personal academic goals at the beginning of a term.
- Hold a small recognition event for everyone who met their goals for the prior term.
  - Keep the budget low and theme simple, but fun: sundae bar, cupcakes and cocoa, pancake breakfast, popcorn and movie night, etc.

## STUDY HOURS

Prior to determining whether study hours are appropriate for your chapter scholarship plan, have a conversation with CMT to discuss the value or lack thereof that study hours may offer for your chapter.

Supervised study hours are not always conducive to all learning styles.

If you decide to include study hours:

It is up to the chapter to determine study hours based on the campus academic environment and chapter goals. Arrange space in the chapter house (if housed), or other location, conducive to studying with minimal distractions.

A member in poor standing is one whose cumulative GPA is below the minimum GPAs for good standing as defined in the chapter bylaws and standing rules.

Study hours:

- May be required for all members, including those in good standing, to keep academic achievement a top priority.
- Are common in programs for those in poor standing, yet do not constitute a full scholarship program.
- Should be reasonable, manageable and appropriate.
- Are to be outlined in the chapter Scholarship Enrichment Program.
- **May not** be determined or outlined by class or membership status (member/new member).
- **May not** be required of new members based solely on the fact they are new members.

If the chapter 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. **If new members do not have college GPAs available, their high school GPAs must be used in the same tier system for determining study hours.**

A chapter may establish study hours in accordance with any of several different systems. The following are examples for illustrative purposes:

Example 1

\_\_\_ hours per week for all those in poor scholastic standing\*

Example 2

\_\_\_ hours per week 1.75 – 1.99 cumulative GPA

\_\_\_ hours per week 1.50 – 1.74 cumulative GPA

\_\_\_ hours per week <1.50 cumulative GPA

Example 3

\_\_\_ hours per week >3.00 cumulative GPA

\_\_\_ hours per week 2.50-2.99 cumulative GPA

\_\_\_ hours per week 2.00-2.49 cumulative GPA

\_\_\_ hours per week <2.00 cumulative GPA

\*as defined by the cumulative GPAs in the bylaws and standing rules

# New Members

## INCORPORATING NEW MEMBERS INTO THE SCHOLARSHIP PROGRAM

New members should be incorporated immediately into chapter activities, including all scholarship programming.

New members do not require a separate scholarship program and must not have any different requirements from the initiated members.

The director of scholarship and committee should:

- Offer to meet with any new member experiencing academic problems and help them determine formal paths of assistance.

### Continued New Members

If a new member fails to initiate and her grade point average is below chapter requirements for good standing, she follows the same program as initiated members in poor scholastic standing. In such cases, the most recent cumulative GPA available will be used to determine eligibility for Initiation.

## GPA TO PLEDGE

According to the Delta Gamma Constitution, a woman with established college grades must have at least a 2.0/4.0 average both prior term and cumulative to become a new member and a woman without established college grades to have at least a 2.5/4.0 from a secondary school (cumulative) to become a new member.

For women without established college grades, the chapter should take into consideration the potential drop in grade point average for a woman's first term of college grades.

A chapter may not adopt a lower GPA to pledge a woman, nor may a chapter pledge a woman with a lower GPA than what is required.

The way to ensure new members are of a strong scholastic caliber is to set membership goals for a higher GPA of the potential new members being selected than what is in the bylaws and standing rules. This way, the chapter has more flexibility to pledge an occasional woman that does not meet the goal, yet meets the GPA minimum to pledge.

It is strongly recommended that Evaluating Committee not approve a woman for pledging if she does not meet the minimum scholastic Initiation requirements stated in the chapter bylaws and standing rules, which may be higher than the Fraternity's minimum requirement. If Evaluating Committee is considering making an exception, they need to work with their RCS/CAC/NCC and RCRS **prior to making the exception.**

The GPA to pledge:

- Must meet the minimum stated in the chapter bylaws and standing rules.
- May only be changed with the approval of the RCS/CAC/NCC **prior** to being presented for chapter vote.
- Must be equal to or greater than the grade point average required for Initiation.

### **GPA TO INITIATE**

- Must be included in the chapter bylaws and standing rules.
- No woman should be pledged who does not meet the scholastic requirements for Initiation at the time of the bid acceptance.
- Should not be higher than the GPA for good standing. See [Policy Database](#).

# Grades, Academic Standing and Requirements

## COMMUNICATING CHAPTER GRADES/STATUS WITH THE CHAPTER

Communicate chapter performance to chapter members once per term. Consider presenting a PowerPoint or make a poster that shows the breakdown of grades (anonymously) to demonstrate the impact of one person's grade on the chapter averages. Detailed scholastic information for the chapter can be found in Anchorbase. Include:

- GPA by academic class/graduation year
- GPA by grade level (0.0-1.49; 1.50-2.49, 3.0-3.49, 3.5-4.0)
- Percentage of members in poor standing (based on chapter GPA in bylaws)
- Scholastic rank on campus among National Panhellenic Conference (NPC) groups

## TRACKING MEMBERS' TERMS IN POOR STANDING

At the beginning of each term:

- Complete an Automatic Probation Notice (APN) for every member in poor standing whose cumulative GPAs put them in poor standing.
- Provide Honor Board with the names of these members and their total number of terms in poor standing. This information may be found on Anchorbase.

**Note:** A member whose term grades are below a 2.0, even if her cumulative is above good standing, must have a Statement of Obligation Review (SOR) completed on her and be called into Honor Board for a formal hearing to discuss her scholastic performance and her plan to increase her GPA. \*The Honor Board hearing does not mean that she is placed on probation.

A member's grades are tracked from the term in which she is initiated. In Anchorbase, the director of scholarship may access all of this information using secure chapter reports that include all members' grade histories, including the number of terms in poor standing.

Scholastic information is private and is not to be shared with other chapter members and may be used only for APNs and formal hearings with Honor Board.

## INTERSESSION / JANUARY TERM

If an Intersession/January term is part of the regular academic curriculum where all students take a standard, required course-load, it is treated as a winter term. Scholastic good standing is determined the same as it is for the fall and spring terms.

- This only applies to schools that operate on a 4-1-4 term schedule.
- Enter January term grades as “Winter Term” into Anchorbase by the fixed April 15 deadline.
- If Intersession is not considered a regular academic term but an “other term,” see information about summer/other terms in the next section.

## **SUMMER OR OTHER TERM COURSES/GRADES**

If a member takes a course in a non-traditional term (i.e. Summer, Intersession, Wintersession, etc.) and the grades would place her in good standing. She should submit proof of the course taken with updated GPA to the director of scholarship who will verify that the additional course grades will place the member in good standing. Then the director of scholarship will submit those grades/updated GPA to the RCS for final approval and confirmation of moving the member to good standing.

Other term grades:

- are not entered into Anchorbase
- are counted toward a member’s cumulative GPA if the institution includes them on the official transcript.

## **ELIGIBILITY TO SERVE AS AN OFFICER / LOSS OF POSITION**

A woman who has been a member of the chapter for less than one grading period is not eligible for the office of chapter president.

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 director of scholarship:

- Serves on the nominating committee during slating and elections to confirm scholastic eligibility for elected and appointed officers to the ATC.
- Completes an APN for each elected/appointed officer who fails to achieve cumulative grade point average meeting chapter requirements to hold office.
- Notifies the RCS immediately of a member’s ineligibility to maintain her officer position.

## **MIDTERM GRADES**

If a member fails to meet the good standing GPA for the first term, the director of scholarship will complete a mid-term review utilizing the criteria outlined in the chapter’s Scholarship Enrichment Program. Upon successful completion and review

by the director of scholarship, the member may be returned to good standing.

If a member fails to meet the good standing GPA for the second term, the director of scholarship will refer the member to Honor Board to complete a mid-term review utilizing the criteria outlined in the chapter's Scholarship Enrichment Program. Upon successful completion and review, the member may be returned to good standing.

If a member fails to meet the good standing GPA for the third or more term, Honor Board will meet with the member and complete a mid-term review utilizing the criteria outlined in the chapter's Scholarship Enrichment Program. Upon successful completion and review, the member must remain in poor standing but may be allowed to participate in one (1) chapter event currently prohibited by the terms of probation. Examples could include, but are not limited to, taking a little sister, attending a social event with or without alcohol.

## MIDTERM CHECK IN PROCEDURE

Each chapter defines their own midterm check-in procedure. Some **institutions** do not provide midterm grades, or it is left up to individual professors – take this into consideration as you craft your chapters midterm check-in procedure.

Ideas to consider for your chapter's midterm check-in procedures:

- Member making good faith effort toward the goals in their Individualized Academic Success Plan
- Member's midterm grades show improvement based on prior term
- If study hours are required as part of chapter scholarship enrichment program, member has completed 90% or more of their study hours.

A suggested template for Midterm Check-In is included in the appendix. (This document is also available via fillable PDF in the DG Library.)



# Honor Board and Scholarship

## GOOD STANDING IN THE CHAPTER

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.

The director of scholarship meets with Honor Board once per month to provide updates and status reports.

In the case of a member/new member who has not met the chapter's requirements for good scholastic standing for two terms (not necessarily consecutively), Honor Board will hold the review by the Standard Procedure. Honor Board should use the chapter bylaws, standing rules and scholarship program to recommend appropriate sanctions to the RCS/CAC/NCC.

A member whose scholastic average falls below the GPA required for good standing, as set forth in the chapter's bylaws and standing rules:

- May not hold office
- May not attend any social events except those that are anchored (formals/dances/events with alcohol may not be anchored) for the entire term
- Is not eligible to vote in any chapter business, except the Vote to Initiate. See [Constitution Database](#).

Any modification to the chapter's good standing requirements must be approved by the RCS/CAC/NCC, and at no time may the chapter's requirement for good standing fall below a 2.0.

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:

- Help hold members accountable and to encourage them to strive to reach their scholastic potential.
- Help members focus on their studies and prevent chapter activities from becoming distractions.

## TERMS IN POOR STANDING AND CONSEQUENCES

One term in poor standing– cumulative GPA:

A member who is below the chapter requirement for good standing for ONE TERM will be placed on automatic probation. The director of scholarship or vp: social standards will notify member of scholastic sanction.

The director of scholarship must:

- Complete an APN based on cumulative GPA.
- Meet with the member to set goals, plan an individualized study program and follow up throughout the term (See Programming for Members in Poor Standing.)

Two+ terms in poor standing– cumulative GPA (not necessarily consecutive):

The director of scholarship must:

- Complete an SOR on the member based on cumulative GPA and Honor Board holds a formal hearing, where the woman's membership in the Fraternity will be evaluated.

MEMBERS RECEIVING BELOW 2.0 PRIOR TERM: A member, even if in good standing on cumulative, receiving below the Constitutionally required 2.0 GPA prior term will be asked to attend a formal Honor Board hearing to discuss academic performance

The director of scholarship must:

- Complete an SOR on the member based on cumulative GPA and Honor Board holds a Formal Hearing, where the woman can discuss her plan for improving her GPA.

## PROGRAMMING FOR THOSE IN POOR STANDING

The program should:

- Provide additional assistance beyond the Honor Board APN.
- Outline how it will address members in scholastic poor standing.
- Not be changed drastically year-to-year, but significant changes may be made if the current program is not effective.
- Contain structure, yet be flexible enough to be tailored to the needs of individuals.
- Not come as a surprise to members/new members suddenly in poor standing.

Assistance should be given to these members/new members to help determine the reason/s (root cause/s) why they are struggling, and a tailored plan should be designed based on these reasons.

If a member/new member indicates she expects a grade change that will put her in scholastic good standing, she must follow the program for those in poor standing **until she provides an official transcript with the corrected change.**

Some additional examples for ideas to support those in poor standing are:

- study hours
- assign a peer mentor
- weekly check-ins
- tutor
- utilize campus academic resources
- receives a small recognition (candy, goalie club, etc.) if goals are met

## **INDIVIDUALIZED ACADEMIC SUCCESS PLAN**

Each member in poor standing should meet with either the director of scholarship, scholarship adviser, or member of the scholarship committee to create an individualized academic success plan using the template included in the appendix. (This document is also available via fillable PDF in the DG Library.)

During this initial meeting, you should:

- discuss the root cause/s of academic/GPA issues
- complete and discuss the Individualized Academic Success Plan including goal setting, resources, and plans for the upcoming term

Following this initial meeting, the member in poor standing should:

- Email her completed Individualized Academic Success Plan to the director of scholarship

The Individualized Academic Success Plan should be utilized and referenced during the midterm check-in process. The Individualized Academic Success Plan is also designed to be able to be utilized with members not in poor standing. You may choose to utilize this plan with the entire chapter.

If members have trouble setting goals as part of their Individualized Academic Success Plan, suggestions may include:

- Visit office hours for each of my professors
- Visit the campus tutorial center once/week
- Attend every class/never skip specific course
- Participate in Supplemental Instruction (or tutoring sessions) associated with a specific course
- Complete weekly assigned homework/participation credit for specific course
- Implement preview/review before and after each class period

# Uploading Grades and Information to Anchorbase

## OBTAINING GRADES AND CAMPUS STATISTICS

Members and new members are required to submit official grades to the chapter following each term. Obtain chapter members' grades each term from the university/college grade report or individual members/new members (screenshot of academic transcript suffices), if the university/college does not supply a report.

Verify the following:

- Only the grades of members/new members are included in the school's grade report (if provided) and
- Students studying abroad should not have 0.00 listed to show they did not have campus grades. Inconsistencies will need to be reported and corrected. A 0.00 is entered only if a member has failed all her classes. If data is not available, do not enter 0.00.

Obtain campus scholarship statistics from the university/college each term:

- the all-women's average
- the all-Panhellenic average
- and/or the all-student average.

Report the rank of Delta Gamma amongst the NPC groups on campus only. Do not include men's fraternities, local groups, multi-cultural organizations or any other organizations. For a complete list of National Panhellenic Conference organizations, visit [www.npcwomen.org](http://www.npcwomen.org).

- If your campus does not provide ranking information or comparative GPA data, this information must still be noted, and the task uploaded.

Upload Submit University Rankings/Stats in Anchorbase with existing chapter information even if the university/college has not published the campus information.

### **Deadline for Anchorbase submissions:**

- October 1 to upload spring semester/quarter
- February 15 to upload fall semester/quarter
- April 15 to upload winter quarter, if applicable

## Missing grades from chapter members

As stated in the chapter's bylaws and standing rules, if a member fails to submit grades by the deadline specified in the chapter bylaws and standing rules, she shall receive an APN.

The following should occur promptly:

- Complete an APN for each member who has not submitted her grades within the time frame specified in the standing rules.
- To complete an APN, the director of scholarship or vp: social standards will navigate to Anchorbase > Social Standards > Honor Board > Tasks > Automatic Procedure Workflow. Please refer to the [Honor Board in Anchorbase Guide](#) for assistance in completing this workflow, if needed.

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, update the individual grade data in the Submit Grades Task with: "The chapter has reported this member's grades as not available."

It is better to enter what is available as soon as possible. The data may be updated with the Fraternity Director: Member Education when the missing grades are received.

## GRADING SCALES OTHER THAN 4.0

If your campus uses a grading scale other than that of a 4.0, this must be explained when updating the Scholarship Program/GPA Requirements task. An explanation of the grading scale should also be included so that the grades may be converted to calculate overall chapter and Fraternity averages.

# Bylaws and Standing Rules

## SECTIONS PERTAINING TO SCHOLARSHIP

Ensure specific scholastic requirements are included and consistent in the chapter standing rules in both the membership and scholarship sections. See [Model Chapter Bylaws and Standing Rules](#).

- The GPA to be initiated should not be lower than that to be a member in good standing.
- Is the GPA for good standing too close to the chapter GPA average?
- How does the GPA relate to the all-Panhellenic/all-women's/all-student GPAs?

When the chapter bylaws and standing rules are being reviewed and/or revised, ensure the following are available for discussion and decision-making:

Scholarship requirements:

- GPA to pledge for incoming freshmen
- GPA to pledge for women with established college grades (both prior term and cumulative)
- Due date for turning in grades to director of scholarship, consequences of missing grades
- Requirements of study program details for members/new members, including study hours Note: new members may not be required to complete anything members are not asked to complete.
- Quiet hours, study sessions (days of the week, start and end times, location/s) during regular term and during finals
- Scholarship files practices

### **SCHOLARSHIP IN RECRUITMENT**

- Work with the vp: membership during recruitment preparation workshops to incorporate scholarship goals and scholarship as a recruitment tool into the process and utilize scholarship in values-based conversation (talking points might include GPAs for good standing, programming the chapter uses, and the emphasis placed on academics in the chapter.
- Ensure specific scholastic requirements are included and consistent in both the membership and scholarship sections in the chapter standing rules.
- Ensure that the vp: membership is aware of all members in the chapter unable to vote during recruitment due to poor standing..
- Include the following into membership recruitment:
  - Scholastic Pledging Requirements
  - Scholastic Recruitment Goals
  - Scholarship During Recruitment

(Note: Minimum may be higher, when significant college grades are available.)

# Fraternity Requirements and Standards

## TRANSFERS/AFFILIATED MEMBERS

If a member transfers from another institution with a Delta Gamma chapter, she may affiliate with a second chapter provided she: ascertains that the university and/or College Panhellenic permits affiliation, asks the president and vp: 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 Executive Offices, registers in the school of the second chapter and meets the chapter's requirement for scholastic good by presenting an official transcript of grades from either the former or new school.

Policy Statement: Scholastic Requirements Policy

All chapters are expected to meet Fraternity scholastic standards. Fraternity scholastic standards are met when a chapter meets at least two of the following requirements:

- 1) maintains a chapter GPA equal to or higher than the campus All-Women's average
- 2) maintains a chapter GPA equal to or higher than the campus Panhellenic average;
- 3) has less than 10% of chapter members below a 2.0 GPA on a 4.0 scale (or university equivalent).

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 2.0 on a 4.0 scale (or university equivalent) average is used to evaluate chapter academic performance.

A chapter is required to submit University Rankings/Stats and upload member grades Upload by each due date in Anchorbase to meet Fraternity scholastic standards. If a chapter does not submit these items they will have not met Fraternity scholastic standards in that semester/quarter.

After one semester/quarter a chapter fails to meet Fraternity scholastic requirements, a chapter will be provided a warning from the Director: Member Education. After two consecutive semesters/three consecutive quarters of failing to meet Fraternity scholastic standards, a chapter will be placed on Report to Director: Member Education. After two years on Report to Director: Member Education, a chapter may be placed on Report to Council.

# Resources

## STUDY SKILLS / TIME MANAGEMENT LINKS

[www.academictips.org](http://www.academictips.org)

[www.studygs.net](http://www.studygs.net)

[www.howtostudy.org](http://www.howtostudy.org)

## TERMINOLOGY

**Grades below minimum requirements:** 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. Examples provided in this guide are based on a 4.00 grading scale. Under no circumstances may a chapter adopt scholastic requirements lower than those specified by the Fraternity.

**Poor standing consequences\*:** Poor standing includes those set forth in the chapter bylaws and standing rules as well as the following sanctions required by the Fraternity:

- May not hold office,
- Must attend all anchored events,
- Loss of social privileges and may not attend any social event with or without alcohol,
- Forfeiture of the member's vote in chapter meetings

**Scholastic probation/sanctions:** A member may be placed on Automatic Probation due to scholarship. Individual probation, whether Automatic or imposed by the RCS/CAC/NCC, includes specific sanction terms *regardless of the reason it was imposed*. A woman placed on probation because of her academics holds the same status in the Fraternity as a woman placed on probation for her behavior.

- Additional sanctions as listed in chapter bylaws and standing rules

\*A member may be removed from poor standing, if she completes the midterm check in and meets requirements outlined by the chapter in the Scholarship Program.



# Appendix

## SAMPLE SCHOLARSHIP ENRICHMENT PROGRAM\*

\*for illustrative purposes only; should be tailored to each chapter/campus

### RELEVANT BYLAWS & STANDING RULES:

- ARTICLE II. SCHOLARSHIP
  - Section 1: SCHOLARSHIP COMMITTEE: A scholarship committee 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 at least once each academic year. Awards will be established by the director of scholarship and the scholarship committee.
  - Section 3: GOOD STANDING FOR MEMBERS: A member must maintain a 2.0 GPA cumulative to be in good standing. (Note: Constitution requires a minimum “C” college grade average (2.0 on a 4.0 scale cumulative). If college grades are not available, an equivalent minimum grade point average of a 2.5 unweighted, cumulative on a 4.0 scale from secondary school may be used).
  - Section 4: OFFICIAL GRADE TRANSCRIPT: Each member/new member must provide a copy of their grades to the director of scholarship. In the event that college/university does not provide official grades to the chapter, the member must provide a copy of their grades to the director of scholarship within two weeks of the first day of classes each term. Failure to do so will result in receipt of an Automatic Probation Notification from the director of scholarship or vice president: social standards. Probation will last until grades are received. A member is returned to good standing as soon as grades are submitted to the director of scholarship.
  - Section 5: MEMBERS IN POOR STANDING: A member receiving below a 2.0 GPA cumulative will be placed on automatic probation via the Automatic Probation Notification form and notified by the director of scholarship or the vice president: social standards. A member receiving below a 2.0 GPA cumulative for the second or more term(s), not necessarily consecutively, will be placed on automatic probation. A Statement of Obligation Review will also be filed by the director of scholarship or vice president: social standards to initiate further review. (Note: Constitution requires a minimum “C” college grade average (2.0 on a 4.0 scale). If college grades are not available, an equivalent minimum grade point average of a 2.5 unweighted, cumulative on a 4.0 scale from secondary school may be used).

- Section 6: MEMBERS RECEIVING BELOW 2.0 PRIOR TERM: A member, even if in good standing on cumulative, receiving below the Constitutionally required 2.0 GPA prior term will be asked to attend a formal Honor Board hearing to discuss academic performance.
- Section 7: NEW MEMBER SCHOLARSHIP REQUIREMENTS: The scholarship requirement for a new member of this chapter shall be as follows: (based on chapter membership selection goals).
  - A NewMemberHS (determined by chapter) GPA unweighted, cumulative for incoming freshmen
  - A NewMemberCollege (determined by chapter) GPA cumulative for those members with established college grades.
    - (Note: Minimum may be higher. When significant college grades are available, the minimum requirement must be equal to or higher than the requirement for good standing. It is also recommended that the minimum requirement should equal or exceed the all freshman women's average).
- Section 8: MEMBER/NEW MEMBER SCHOLARSHIP ENRICHMENT PROGRAM: All members/new members below 2.0 GPA cumulative or prior term must follow the same scholarship enrichment program developed by the director of scholarship and/or the scholarship committee. If new members do not have established college grades, they must use their high school unweighted, cumulative GPAs to determine where they are on the scholarship enrichment scale. Chapter study program should be outlined in the Scholarship Enrichment Program.
- Section 9: 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. A member in poor standing may only attend anchored events and cannot be elected to office, vote on chapter-wide matters, or attend social functions.

### **FOR MEMBERS IN POOR STANDING:**

- Individual Meetings
  - Director of scholarship will meet with all women who do not meet the chapter's academic standards by the end of the first week of the term to develop the Individualized Academic Success Plan with them. (Download the Individualized Academic Success Plan from the DG Library)
  - Members in poor standing email their [Individualized Academic Success Plan](#) to the director of scholarship.

- Director of scholarship will follow-up on the progress of those not in good standing.
- [Midterm Check In](#) to determine possible removal from probation or granting specific privilege.

### **MIDTERM CHECK-IN PROCEDURE:**

- A member in poor standing should:
  - Complete the [Midterm Check-In form](#)
  - Schedule meeting with appropriate officer/Honor Board
    - 1<sup>st</sup> term – meet with director of scholarship
    - 2<sup>nd</sup> term - meet with Honor Board
  - Submit her grades to the director of scholarship - if her grades show improvement from the previous term then she may be removed from probation.

### **RESOURCES:**

- Campus library: times and locations
- Academic counselor information (on-campus) – if campus has centralized advising, or information as to where to find academic counselor information
- University resources and contact information
- Tutor contact information
- List of members and their majors
- Chapter GPA requirements for good standing

### **SCHOLARSHIP RECOGNITION:**

- Formal Scholarship Recognition
  - Founders Day Recognition
  - Scholarship Awards
- Informal (Weekly) Scholarship Recognition
  - Smart Cookie – women get cookie for showing commitment to academics
  - Smarty Paints – women receive special color pens for submitting “A/B” test grade for the week

### **SCHOLARSHIP PROGRAM:**

- Scholarship Program

- *Study Hours* (Mandatory for **all** members/new members)
  - 3.5 – 4.0 - Two hours/week
  - 3.2 – 3.49 - Three hours/week
  - 2.7 – 3.19 - Four hours/week
  - Below 2.7 - Minimum of five hours/week
- Monitors
  - **Scholarship committee** members (total of 9) monitor study hours
  - Committee members will keep a weekly log of the women who attend the study hours they are monitoring.
  - The scholarship committee will meet with the director of scholarship on a weekly basis to sign up for time slots (time, location) for their monitoring sessions for the upcoming week.
  - Committee members will each sign up for a two-hour time slot/week.
  - Committee members will earn an additional point for every two hours they monitor.
- Locations
  - Every week, there will be study hours at the chapter house or library on Sundays, from 7-10PM
  - In addition, there will be ten slots throughout the week (**will be posted in the study room of the chapter house**) at the house and other locations on campus for members to complete their study hours.
    - These additional time slots will be monitored by the **scholarship committee.**
- Consequences for **not** completing study hours (weekly)
  - 3.2 – 4.0
    - First Offense → Warning
    - Second Offense → Warning
    - Third Offense → SOR
  - 2.7 – 3.19
    - First Offense → Warning
    - Second Offense → SOR
  - Below 2.7
    - First Offense → SOR

## OFFICER TRANSITION GUIDE

By using this Guide in your transition, you will enable the next officer to build upon your success. Below is a basic outline of what to review to begin a solid, informative transition:

- Fraternity policies regarding scholarship for the chapter and for individuals
- Your chapter's GPA requirements in bylaws and standing rules
- Good standing within the chapter and what it means
- Summer grades usage
- Working with Honor Board/holding women accountable
- Individualized Academic Success Plans
- Midterm Check In procedure
- Components of a solid scholarship program (not just study hours!):
  - Incentives - be creative! Point system? Class competitions?
  - Recognition - formal and informal - have fun! Be creative! What does the chapter need? Recognize more than just the upper top - many work hard and need to be recognized!
  - Programming for women in poor standing - not just study hours. Get to root cause/s and set goals to help assist her and use goals to track progress, hold accountable.
  - Incorporating new members into scholarship program.
    - NO different requirements.
  - Resources provided to chapter - on OmegaOne, posted in house, emailed out. Be thorough and creative!
- **Existing Scholarship Enrichment Program:** *go into the task on your Anchorbase calendar and print out what you created and uploaded*
- Review and assess together if it is currently being done and/or if things need to be changed slightly to accommodate the needs and goals of the chapter.

### **Anchorbase:**

- Show new director how to find scholarship tasks by going to specific, set dates on calendar; review key due dates.
- Explain how grades are to be entered – and as soon as grades are received!
- Deadlines: Feb 15 (fall grades/campus stats); April 15 (winter term grades/campus stats, if applicable, ); October 1 (spring grades/campus stats/scholarship program)
- Explain campus stats (due **each** term) and how to get them from Greek advisor

- Delta Gamma wants the rank only out of National Panhellenic Conference groups on campus
  - Chapter Formal Scholarship program - due by 10/1 each year (revised/adapted to current needs/goals of the chapter)
  - Help her find resources on DeltaGamma.org and Anchorbase(DG Smart Guide, Fraternity policy database, Scholarship Idea Bank)
  - **REPORTS** for tracking terms in poor standing ("Scholarship Concerns") and all member grades
- Set goals with new director for herself, for her committee, for chapter
- Set agendas and ideas for delegating components of program to committee members. No committee? Create one!