



## Scholarship Program of the Delta Phi Chapter

### Mission Statement

It is the mission of this chapter to develop an academic environment to enhance the ability of each member of the Delta Phi Chapter of Beta Theta Pi. The program will provide a system of incentives and recognition for those members achieving academic excellence; it will also provide an academic assistance plan to help members that are not achieving success in academic endeavors.

### Scholarship Chair Goals

- I. Create an academic environment
  - A. Establish GPA goals for the chapter and individuals.
  - B. Implement and enforce study times and areas, quiet hours and tutoring sessions.
  - C. Establish incentives and awards.
  - D. Inform members of available scholarships, grants and other financial aid.
- II. Develop programs and policies for pledge members
  - A. Establish GPA goals for the pledge class and individuals.
  - B. Implement and enforce study times and areas, quiet hours and tutoring sessions.
  - C. Implement and direct academic orientation workshop (study skills, time management).
  - D. Establish and maintain methods for monitoring academic progress.
- III. Create an effective system of reporting and record keeping
  - A. Report semester/quarter grades to the Administrative Office (consult Monthly Planner & Reporting Guide for correct procedures).
  - B. Develop comprehensive chapter scholarship filing systems (include test, class and instructor files).

### Scholarship Committee

- IV. Members of the Scholarship Committee are as followed:
  - A. Scholarship Chairman
  - B. Corresponding Secretary
  - C. New Member Educator
  - D. Social Chair
  - E. One member at large with good standing appointed by the Scholarship Chairman.
- V. Duties of the Scholarship Committee are as followed:
  - A. Scholarship Chairman:
    1. will be responsible to the president of the chapter as well as well as over seeing the committee and all its duties in the program.

- B. Corresponding Secretary:
  - 1. will handle all correspondence with the Administrative Office including monthly planner forms, rosters, and scholarship applications.
- C. New Member Educator:
  - 1. will coordinate all pledge education scholarship programming to coincide with the ideas set forth herein as the ideas and goals set forth by the chapter.
- D. Social Chair:
  - 1. will plan scholastic events as well as social events. He will insure that social events do not conflict with good academic ideals.
- E. The Member at Large:
  - 1. will provide support and assistance for the members of the committee as a whole.

VI. All committee members will:

- A. Be responsible for their duties within the committee and outside.
- B. Have a positive attitude.
- C. Be honest, straightforward, and yet discrete.
- D. Have respect for academic performance.
- E. Promote an atmosphere that encourages all members that might benefit from academic assistance.
- F. Attempt to make studying fashionable.
- G. Make no jokes about poor grades or skipping class.
- H. Lead by example.

VII. The committee as a whole should meet once a week, but at least twice a month to discuss and debate the advantages of any changes to the Scholarship Program. Each quarter, scholastic and expectations will be discussed and set for the chapter. The committee will discuss cases relevant to the success of each individual, the program and the chapter. After each scholarship meeting, the chairman will report to the President of the chapter, and will inform any member of all decisions of the committee that affects them.

**The Plan**

VIII. Duties of all members of the chapter

- A. Honesty:
  - 1. any member caught attempting to cheat or deceive the Scholarship Chairman will go before the KAI Board with penalties and fines not to exceed one hundred dollars.
  - 2. everyone must put forth an honest effort to achieve success.
- B. Class schedules will be submitted to the Scholarship Chair before classes begin each quarter.

- C. All syllabi will be submitted at or before the first meeting after classes begin each quarter.
- D. All grades will be reported to the Scholarship Chair within one week of receipt.
  - 1. upon request, grade reports will be written with instructors signature.
  - 2. in the event that the professor does not return a test, you will be required to get their signature.
- E. All big brothers will be required to study at least two hours a week with their pledge little.
- F. All members will sign consent release forms for each instructor.
- G. All members will provide the Scholarship Chair with a drop slip for any classes dropped immediately.

IX. Duties of the Scholarship Chair:

- A. Letters will go out to each instructor during the first week of classes.
- B. Each instructor will receive a copy of content for grade release forms.
- C. Instructors will complete midterm reports for all members in all classes.
- D. Coordinate test schedules with recommended study schedules.
- E. Implement sanctions including but not limited to mandatory study tables in the library and required structured tutoring sessions at members expense of five dollars per hour through the universe.