**Scholarship Program**

\_\_\_\_\_\_\_\_\_\_\_\_ Chapter of Phi Mu Delta

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***I: Purpose***

The purpose of this program is to increase the academic performance of \_\_\_\_\_\_\_\_\_\_ chapter of Phi Mu Delta by holding each individual brother and new member accountable for his academics, acknowledge those men who excel scholastically, and to assist brothers’ academic careers.

***II: Scholarship Chairman***

**Title Description:** The Scholarship Chairman for the \_\_\_\_\_\_\_ chapter at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ shall be the means of authority for all scholarship matters. These matters include: keeping chapter grade reports, formulating strategies for academic improvement both on the individual and chapter level, and meeting with the Fraternity’s Scholarship Advisor.

**Responsibilities with Brothers:**

1. Stress the importance of academic success throughout their academic careers.
2. Keep the scholarship program current, and to remind brothers each semester of the guidelines set forth by the program.
3. Weekly class schedule made and turned into Scholarship Chair each semester.
4. Be the liaison between the chapter and academic resources.
5. Provide positive reinforcement among the brothers.
6. Provide and maintain proper scholarship materials for the chapter. These materials include:
	1. Information about on-campus academic services (Tutors, library resources, seminars, and career workshops)
	2. Mentorship pods within the brotherhood (Pharmacy, Engineering, Business, etc.)
7. Reward those brothers who have performed well academically.
8. Have each brother set a personal academic goal based off their previous scholastic work, and aid them in reaching those goals.

**Responsibilities with New Members:**

1. Meet with each new member education class to explain the Scholarship Program, educating them on resources the chapter provides (tests, files, notes, tutors etc.), outlining the expectations of the chapter regarding Scholarship, and educating them on resources provided by the campus.
2. Completion of a grading form by each new member for all of their classes
	1. Meeting with Scholarship Chair at beginning of process to review the forms
	2. All previous grades must be recorded onto the form
	3. All new grades are reported directly to Scholarship Chair
	4. Scholarship Chair can meet with new members at his discretion if the new member’s grades are unsatisfactory.
3. Place them into Mentorship Pods and assign a specific mentor within the Pod.
4. New member Scholar.
5. Weekly class schedule made and turned into Scholarship Chair and for their own use.
	1. Discussed with Scholarship Chairman when meeting to talk about grading form.

***III: General Information***

* Every member and new member will sign and date a document stating they agree to be faithful, loyal and adherent to the guidelines, rewards, and punishments of the Scholarship Program each year.
* The scholarship committee is accountable of brothers and new members in response to their grades and/or academic performance. It will see that each brother and new member are following the requirements based upon priority level set in section IV of the Academic Program.
* If any International Fraternity or IFC by-laws provide more strict rules regarding scholarship punishments, they always supersede and override the rules in the of the \_\_\_\_\_\_\_\_\_\_\_\_\_(chapter) Scholarship Plan. The chapter should also vote whether to approve such rules into the most current scholarship plan.
* The Scholarship Program will be read and reviewed once each calendar year by the Scholarship Chairman, Scholarship Committee and Chapter President, and revisions will be presented to the chapter to vote on approval.

***IV: Academic Priorities***

Semester GPAs

* 1. GPA >3.75 semester
		1. Free lettered shirt.
		2. The Scholar Brother Award – for all members in this priority
1. GPA >3.00 semester
2. GPA <3.00 semester
	1. Required grade form for each class at start of semester
	2. Required schedule completed and turned in to Scholar Chair
	3. Attend \_\_\_\_\_\_\_\_\_\_\_\_ (day of the week) night study tables
	4. Required to complete grade check once per semester
		* Completed at midterms
		* At discretion of Scholarship Chair an additional grade check may be required prior to finals week
		* All new members are considered priority C
	* At discretion of Scholarship Chair and Executive Committee, new members may be moved into lower categories
3. GPA <2.75 semester
	1. Banned from intramural participation unless appealed to Scholarship Chair
	2. Required grade form for each class at start of semester
	3. Required schedule completed and turned in to Scholar Chair
	4. Attend \_\_\_\_\_\_\_\_\_\_\_\_ (day of the week) night study tables
	5. Must log at least 5 library hours per week
	6. Attendance of weekly tutor sessions decided upon discretion of Scholarship Chair
	7. Required to complete grade check twice per semester
		* Completed at midterms and prior to finals week
		* At discretion of Scholarship Chair an additional grade check may be required at any point in time
	8. Brother must meet with professor/instructor.
4. GPA <2.50 semester
	1. Banned from intramural participation
	2. Banned from social participation unless appealed to Scholarship Chair
	3. Required grade form for each class at start of semester
		1. Must report each grade directly to Scholarship Chair
	4. Required schedule completed and turned in to Scholar Chair
	5. Attend Wednesday night study tables
	6. Must log at least 10 library hours per week
	7. Must begin attending weekly tutor sessions
	8. Required to complete grade check three times per semester
		1. Completed at weeks five, ten, and prior to finals week
		2. At discretion of Scholarship Chair an additional grade check may be required at any point in time
	9. Brother must meet with professor/instructor.

Cumulative GPAs

1. – GPA <2.5 cumulative
	1. Banned from intramural participation
	2. Banned from social participation unless appealed to Scholarship Chair
	3. Prohibited from holding executive committee position
	4. Alleviated of committee duties (can still attend if you wish)
		1. At discretion of Scholarship Chair/ Committee Chair’s to prohibit attendance
	5. Treated as Priority F brother regardless of semester GPA
2. – GPA <2.0 cumulative
	1. Banned from intramural participation
	2. Banned from social participation
	3. Prohibited from holding any position
	4. Prohibited from attending committee meetings
	5. Treated as Priority F brother regardless of semester GPA

***V: Tracking Scholarship***

* Grade checks must be turned in to the Scholarship Chairman by the meetings specified by the Chairman throughout the semester.
* Brothers who do not turn in their grade checks on time will be fined $10 with an additional $5 added on per week it is late.
* A grade check missing **any** course is considered incomplete and will be considered late until that course is signed by the appropriate professor.

***VI: Rewards***

* The “Most Improved GPA” Award
* Recognition of all brothers who make Dean’s List.
* Scholar Brother of the Year
	+ Chosen at the discretion of the Scholarship Chair and Executive Committee.
* Scholarship Banquets.
	+ Read off brothers on Dean’s List.
	+ Announce Scholar Brother Award.
	+ Announce Most Improved GPA.
	+ Announce Scholar Brother of the Year.

***VII: Definitions***

* Schedule: A Microsoft excel sheet which has what classes you will be in with what times and days you will be in each class.
* Grade Forms: A grade release form completed for each class to aid the Scholarship Chair in tracking a struggling brother’s grades.
* Study Logs: A log book at the Library to help aid the Scholarship Chair in tracking brothers’ study hours.
* Study Tables: Place where brothers gather in order to study for upcoming tests.
	+ Missed attendance at the discretion of Scholarship Chair.
* Midterm Grade Reports: Reports showing your current grade in each class and signed by each professor.

***VIII: Study Sessions***

* Brothers will meet [Day of the week] at a designated location in order to focus on studying for classes.
* These sessions are required for Priority Levels C, D, F, Y, and Z. However, brothers in Priority Levels A and B may attend if they want.
* Study Sessions are for studying only. Brothers are not to distract one another from their work.

Excused absences for not attending study sessions:

* Valid excuses for missing evening study sessions include:
	+ Night class during study session.
	+ Work (within reason).
	+ On-Campus Student Organization meetings.
	+ Any excuse determined acceptable by Executive Board and Scholarship Chairman.
* Excuses must be presented to the Scholarship Chairman by the [day of the week] before the next evening study session.
* Any absences of a priority level C, D, F, Y, or Z from study sessions will be reported at brotherhood meetings.
* Absences may be sent out if the scholarship chair is not present at the weekly meeting.
* A brother can contact the scholarship chair at any time to receive his total number of absences accumulated for the current semester.

If a student has a recurring (excused) time conflict, the Chairman holds the right to require alternate library hours.

***IX: Suggested Semester Schedule of Events for Chairman and Committee***

|  |  |
| --- | --- |
| Week 1 | Review last semester Scholarship Plan, present changes, establish study table hours, times, and locations, remind chapter to read scholarship plan, have all members sign an agreement form by week 2, lookup and notify chapter of last day to add class date. |
| Week 2 | Notify each member of his scholastic Priority (A,B,C,D,F), announce awards from prior semester (3.5 and most improved), create sign-in sheet for members who attend study tables , organize Mentorship Pods, Provide students with grade check forms. |
| Week 3 | Begin Study tables and tutoring sessions; continue study rooms in different locations for members |
| Week 4 | Speak to new members about priority status, requirements, expectations, and the resources available to them (exams, notes, tutors). Assign to Mentorship Pods. |
| Week 5 | Hand out grade release sheets to category F’s |
| Week 6 | Receive grade release sheets to category F’s. |
| Week 7 | Work with any Category F members who are struggling and announce their progress. |
| Week 8 |  |
| Week 9 |  |
| Week 10 | Assist in class scheduling (with Mentorship Pods) Handout grade release sheets to Categories C, D, and F. |
| Week 11 | Receive grade release sheets to Categories C,D, and F. |
| Week 12 | \*Reminder Week 12 is last Withdraw date for University without an incomplete (Usually Friday Week 12) |
| Week 13 | Meet with all members with C’s or below to plan how to finish strong |
| Week 14 |  |
| Week 15 | Handout grade release sheets to Categories C, D, and F. Must be received by end of week. |
| Week 16“Finals Week” | Provide study tips and stress relieve workshops to brothers in need of support during Finals Week. |