



1999 - 2000 Scholarship Chairman Operations Manual

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Introduction

One of the primary missions of Theta Chi Fraternity is to assist its members to do well academically. The purpose of this manual is to assist in the development and implementation of an effective scholarship program for all members of a chapter. It is strongly suggested that a Scholarship Committee headed by the Librarian or Scholarship Chairman develop the program.

It is important to begin by emphasizing the importance of academics in our Fraternity. Our predecessors included scholarship in the Creed, as an Objective, and as the Maxim for the Fraternity. The eighth Objective of Theta Chi Fraternity reads:

SCHOLARSHIP. *To strive to maintain the scholastic average of the chapter above all men's campus average, not merely as a matter of acquiring the scholarship points, but because of the joy and satisfaction that come with knowing that the important work for which the individual members came to the campus has been well done.*

Today, more than ever, it is important for the Fraternity to place an emphasis on academics for the following reasons:

1. Tuition and other costs are increasing.
2. Academic competition is becoming more fierce.
3. Future opportunities are increasingly reliant on academic success.

The biggest concerns of parents about college are tuition costs and their son or daughter's academic success. Parents of fraternity members have a third concern; how will the fraternity affect my son's grades? Most parents help pay for college tuition and other expenses and they influence the decision to join or remain a member of a fraternity. Obviously, a fraternity that helps members do well academically is a sound investment. Those chapters with good scholarship programs will have the support of parents and will retain members.

A college degree no longer guarantees opportunity or success. Competition has become more fierce. The students with the best grades have the best access to scholarships and other opportunities and after college they have the best access to desirable career positions. Many companies have grade point cut-offs for interviews and other opportunities. The *Alpha Gamma Delta Quarterly* reports that 70 percent of recruiters screen out job candidates with grade point averages lower than a 3.0 prior to the first interview. Even if hired, an entry-level employee who graduated with a 2.5 can expect to make \$10,000 less than one who earned a 3.0.

An increasing number of students are opting for graduate degrees. Only those students with the best academic records will have the opportunity to earn an MBA, law degree, medical degree, or other graduate degree. Advanced degrees are becoming increasingly important to the success-oriented individual, and increasingly hard to obtain.

Is your chapter preparing members for that kind of competitive environment?

Steps to Improving Chapter Scholarship

There are 8 basic steps required to improve chapter scholarship. This manual will outline each step.

1. Appoint a Scholarship Committee. Get organized!
2. Evaluate the academic standing and needs of the chapter.
3. Set academic goals and minimum academic standards.
4. Develop a program to reach those goals.
5. Strive for cooperation with the college or university.
6. Monitor academic progress and follow up on the program.
7. Repeat steps 2-7 continually.
8. Recruit an Academic Advisor to assist the group in steps 2-7.

The Key to Good Scholarship

Success is all in the attitude of the chapter's members. Chapters that promote scholarship and develop a positive academic environment do well. Attitude is the key to individual and chapter success.

Scholarship Committee

The Scholarship Committee should consist of members of each class level and a faculty scholastic advisor. The chairman of this committee should be a good academic role model (although he does not need to have the highest GPA). Many chapters will have the elected Librarian serve as the chairman, thus stressing the importance of scholarship and giving greater responsibility to that ritual position.

The Marshal and any other members involved with the new member education program should also be a part of the scholarship committee.

The committee is charged with developing scholarship programs to assist all chapter members. The committee then ensures that all programs and policies are successfully implemented within the chapter. Other responsibilities of the scholarship committee may vary from chapter to chapter. The following is a list of the major responsibilities of the committee:

1. To promote a positive attitude toward scholastic achievement.
2. Evaluate the academic needs of the chapter.
3. To establish goals for the semester and academic year. These goals must be presented, in writing, to the chapter.
 - Chapter GPA
 - Ranking among fraternities and all men's average
 - Programming goals; scholarships, awards, computers, banquets, etc.
4. To develop a chapter scholarship program.
 - Report progress to chapter regularly
 - Quiet hours/Loud hours
 - Study, project and resource area
5. To develop a scholarship program specifically for New Members and assist the Marshal in implementing this program.
 - Study recommendations
 - Establish GPA goal
 - Method to monitor academic progress
 - Tutoring and Big/Little Brother assistance
6. To work with the chapter officers in maintaining good study conditions in the chapter house.
 - Quiet hours
 - Study room
 - Chapter Computer
7. To recognize scholastic achievement and improvement.
 - Develop awards and scholarships
8. Set up a program for holdover pledges and members on academic suspension.
 - Individualized study programs, tutoring and additional assistance
 - Plans are coordinated with Marshal and Social Chairman

Evaluating Academic Needs

Once a Scholarship Committee is in place, it will need to evaluate the current academic standing and needs of the chapter.

Several factors work against good scholarship in a chapter. The committee will need to determine which factors exist in the chapter and to what degree they influence scholarship. Each of these factors contribute to the overall academic attitude of the chapter.

1. **Lack of an organized scholarship program.** It has been shown that chapters with a scholarship committee and an organized program do well academically.
2. **Over emphasis on activities.** Chapters that find themselves over programmed with social and intramural activities may have a more difficult time stressing the academic side of college life. There must be a positive balance of academics and extra-curricular activities.
3. **Scholarship is not a factor in membership selection.** While past scholastic achievement is not the sole determination of a man's worth, it can be a good predictor of future success. Even if you are just beginning to stress academics in recruitment, the entire chapter will benefit from academically oriented new members.
4. **Lack of motivation! Attitude strikes again!** A difficult area to address, but one of the key factors to good scholarship. Do your members want to succeed? Motivation can come through leadership, role modeling, effective scholarship programming and positive new member education.
5. **Poor study skills.** Many men who join fraternities did well in high school but find they do not know how to study in college. All good scholarship programs will help members improve their study skills.
6. **Physical environment.** Is there a good study environment? Are there areas in which to study? Are there quiet or courtesy hours? What about lighting and study tables, not only in a chapter study area but in individual rooms as well?
7. **Lack of academic standards and "peer pressure" to improve scholarship.** If there is a relaxed attitude among the members about academics, and little is known about minimum academic standards, there will be little incentive to perform well. These may be the single greatest contributors to poor scholarship.

In assessing the academic needs of your chapter you will also want to look at the demographics of your membership. This should be in terms of age, fields of study, academic background.

Gauge the chapter against the competition. How do you stack up against the other fraternities? What is the all male, all fraternity and all campus grade point average?

Setting Academic Goals

After evaluating the academic needs of the chapter, the Scholarship Committee will need to set academic goals. These goals should go beyond the current chapter grade point average. Keep in mind that the best goals are obtainable (but not too easy), and measurable. Examples of good academic goals might be:

1. Chapter Grade Point Average: above the all men's and all fraternity GPA.
2. 20% of all members on the Dean's List.
3. 10% of all members in an academic honor society.
4. No members are placed on academic probation or fail out of school.
5. At least two academic programs for all members each semester.
6. Implement an academic "buddy system".
7. All graduating seniors have attended a career planning and placement program.
8. Acquire a computer for chapter use.
9. Remodel chapter library/study area. New tables, lighting and reference materials.

In addition, at the beginning of each semester, the scholarship chairman should instruct all members of the chapter to submit a personal GPA goal to the Scholarship Committee. Upon receipt of these goals, the Scholarship Committee will need to briefly review these goals and discuss the goal with members whose goals are excessively high/low compared to previous performance. These personal goals can then be used for many things:

1. Rewards can be given to those who meet or exceed their goal.
2. A chapter goal GPA can be determined by averaging all of the individual goals. You will probably find that this chapter goal GPA will be significantly higher than previous results. This can be used to demonstrate to the chapter how easy it would be to improve the chapters' GPA if everyone would just make their goal.
3. Individual goals can be a good indication of a member's attitude toward school. Members, who only try and obtain a 1.5 GPA, seldom exceed their goal. We have all known people who only do enough to get by, when they are capable of much more. Individual goals can provide insight into what members' attitudes consist of.

Setting Academic Standards

The Scholarship Committee will also need to determine minimum academic standards for initiation, brotherhood and holding office. Some chapters also set minimum standards for participation in athletic events, social events, and so on. Obviously, it is difficult to determine a student's exact GPA before grades are released at the end of a semester. This presents a problem to chapters that initiate members before the end of the semester. However, most professors are willing to help by providing their current feelings about a student's work. These "midterm reports" can be extremely useful in estimating a new member's GPA.

Initiation Requirement: No member is to be initiated with a GPA below the graduation requirement of the academic institution. Chapters are encouraged to set a minimum GPA requirement of at least 10% above the graduation requirement.

Brotherhood Requirement: A minimum standard for remaining a part of the initiated brotherhood should be established and enforced. Any brother who falls below the minimum GPA will be placed on academic probation. The committee prior to placing anyone on probation should discuss terms of the probation. The committee should also discuss how the minimum GPA requirement for brotherhood compares with the requirement for Initiation? Should it be higher? Lower? The same?

Holding Office Requirement: A higher standard should be set for the minimum GPA required to hold an office. This requirement should be at least 20% greater than the graduation requirement.

Scholarship Programs

The first step in developing an effective scholarship program is to assess your current program. The following list is given to assist you in evaluating your current program and to provide you with some of the expectations the International Fraternity has for your scholastic program.

Instructions: Check off the following scholarship programming elements, then total up the number of elements for each section. If you are unsure, the element should be left unchecked.
Your Current Scholarship Program Includes the Following:

_____ Assistance for the Entire Chapter

_____ Guest Speakers

_____ Library Tours for New Members

_____ Faculty Advisor is Involved

_____ Quiet Hours are Established and Maintained

_____ Computers are Available for Members

_____ Study Room is Established and Maintained

_____ Social Events do not Conflict with Academic Demands

_____ Recognition of Standards

_____ Minimum Grades to join Fraternity

_____ Minimum Grades to be Initiated

_____ Minimum Grades to Hold a Chapter Office

_____ Minimum Grades to Maintain Membership

_____ Recognition for Achievement

_____ Congratulations letter to Brothers/Parents of Brothers

_____ Ads in Campus Newspaper

_____ Notices to Brothers Hometown Newspapers

_____ Scholarship Recognition Banquets/Desserts

_____ Announcements at Meetings

_____ Posted Notices on Chapter Bulletin Board

_____ Trophies/plaques

_____ Other Incentives

_____ Recognition for Improvement

- _____ Congratulations letter to Brothers/Parents of Brothers
- _____ Announcements at Meetings
- _____ Posted Notices on Chapter Bulletin Board
- _____ Trophies/plaques
- _____ Other Incentives

_____ Assistance for Academic Difficulty

- _____ Tutoring Referrals
- _____ Study Groups Referrals
- _____ Developing Skills or Academic Advising Office Referrals
- _____ Career Development Referral
- _____ Meeting with Chapter Faculty Advisor

_____ Sanctions for Low Academic Performance

- _____ Scholarship Contracts
- _____ Assigned Study Hours/Week
- _____ Assigned Meetings with a Scholarship Advisor
- _____ Midterm Grade Reports Required
- _____ Loss of Privileges (social, athletic, voting, other)
- _____ Suspension of Membership

Suggested Components for a Good Scholarship Program

The scholarship committee will need to utilize a number of different components to develop a complete scholarship program. The following list of suggestions can offer some guidance. The committee will need to implement ideas that will work for their particular chapter.

1. **Utilize campus resources.** All colleges have an academic resource or study skills center. This is the absolute best place to get assistance in developing a scholarship program. Encourage members to utilize campus resources as well. Some of the campus resources that should be available are:

- Academic Resource/Study Skills Center
- Academic Counselors
- Chapter Faculty Advisors
- Campus Library
- Campus Tutoring Programs
- Computer Center

2. **Scholarship presentations.** Once again, utilize campus resources and have an educator present a program to your chapter. You can often schedule a brief presentation before a chapter meeting or dinner. Some suggestions are:

- Time Management
- Getting the Most from a Lecture
- Effective Study Skills
- Test Taking Skills
- Campus Resources

Scholarship presentations can be one of the single greatest ways that a chapter can emphasize the importance of academics and teach good academic habits.

3. **Develop a positive academic environment.** The committee must make sure that the chapter has a positive academic environment, in both physical surroundings and attitude toward scholarship. Some contributing factors to a positive academic environment:

- Physical surroundings
- Clean, comfortable study area
- Good lighting is important
- Quiet (or "courtesy") hours are established and enforced
- Resources such as study guides and dictionaries are available
- Attitude toward scholarship
- Chapter stresses academic success
- Good scholarship is recognized and rewarded
- Social events do not conflict with academic demands
- Academics stressed in rush

4. **Academic "Buddy System."** Pair up brothers with other brothers and new members. Pairings do not have to be based on major or field of study. Assign pairs that will work well together and those members who need the most help with those best suited to offer it. The purpose of the academic pairs is to encourage and assist each member and to help the members focus on good study habits:

- Make sure your partner goes to all classes.
- Study together, even if subjects are different.
- Use "peer pressure" in a positive way, stay on top of your schoolwork.

A Theta Chi chapter used this technique to improve from 24th among 25 fraternities on campus to the top 5 in one academic year!

5. **Make announcements at chapter meetings.** The scholarship chairman should make at least one announcement per meeting. Keep reminding members of the following:

- Offer a weekly study tip
- Recognize individual members on achievement or honor societies
- The number of weeks until midterms, finals or other test dates
- Campus wide scholarship programs and resources
- Guest lectures and presenters on campus
- Scholarship and loans available from the college and Theta Chi
- Application deadlines and test dates for graduate school tests
- Fraternity scholarship rankings
- Break down the cost per class session and then ask members how many classes they have missed in the last week

6. **Scholarship handouts.** Distribute relevant information to all members. These could be included in a scholarship folder.

- Info from the campus academic resource center
- Info from the career planning and placement office
- Info on campus library services
- Info from the campus computer center
- Info on campus tutoring programs
- Info collected from members...good professors, places to study...

7. **Develop a file of course and teacher evaluations.** Hand out course and teacher evaluation forms to all members prior to the end of each term. Note outstanding courses and post them on the chapter bulletin board prior to registration. Keep evaluations on file for future reference.

8. **Career presentations.** Schedule speakers from the career planning and placement or guidance office. Topics may include:

- Career Planning
- Writing a Resume
- Interview Skills
- Marketing Yourself
- Dress for Success
- Graduate Schools and Future Opportunity

9. **Job Bank.** Post notices from the career planning and placement office about job fairs, companies interviewing on campus, resume workshops, internships and other notices. You may be able to get job information from alumni as well.
10. **Resume file.** Collect the resumes of graduating seniors and recent graduates. Place these in a notebook to be used as examples for other members.
11. **Chapter newspaper and magazine subscriptions.** The chapter will want to subscribe to at least one major newspaper and/or newsmagazine. Encourage members to keep up to date with the world outside of campus!
12. **Recognizing and Awarding Scholarship.** Develop a program that recognizes good scholarship and provides an incentive for members to do well. Some examples are provided later on in this manual.
13. **Other Incentives.** In addition to rewards, provide members with some other incentives. There is no limit to the number of ways to inspire members to work harder. Some examples are provided later in this manual. A good discussion question for the next chapter meeting might be "How much does the chapter budget for the Scholarship Committee vs. how much is budgeted for the Social Committee?"
14. **Be Creative.** Try new things and find out what works and does not work for your chapter. Designate a time, say 9:00 - 9:30 p.m. each night as a study break where members can relax for a moment, stereos can be a little louder, members can discuss concerns other than school. Elect a "scholar of the week" at each meeting congratulating a brother for a recent scholastic achievement. Have a Playstation football tournament on Saturday afternoon where the admission price is an "A" on a recent test. Whatever works, just do not be afraid to try some new things.

College Cooperation

Good scholarship promotes good relations and better cooperation with your university or college. Our sixth objective reads:

COLLEGE COOPERATION. *To work in close cooperation with the college or university at all times, to maintain, at least monthly contact between the officers of the chapter and officials of the institution; and in every way possible to assist the institution in maintaining or enhancing its ideals, spirit, and the size and quality of its enrollment, always remembering that the Fraternity takes the attitude of 'Alma Mater first and Theta Chi for Alma Mater.'*

Chapters, which work to develop a good relationship with the college or university, will gain a valuable asset. Good scholarship will be one of the prime factors that determine what sort of relationship a chapter will have with the institution. Other factors that will determine a chapter's relationship with the college will include:

1. The role taken by a faculty advisor
2. Frequency of officers meeting with the administrator and the relationship that is developed
3. Chapter participation in college and community activities
4. The chapter and individual member's discipline record

Always remember: "Alma Mater first and Theta Chi For Alma Mater." The maxim illustrates that a good Theta Chi chapter will be loyal to the college or university as well as dedicated to scholarship.

Monitoring Academic Progress

Once the academic programming needs have been assessed and a program has been developed to address those needs, the Scholarship committee now needs to monitor the chapter's progress. Keep in mind, scholarship programming is a continually changing process. A good scholarship committee will be able to recognize the weaknesses in their program as time goes on and adapt their program to address those needs.

Grade Reports

One of the most essential tools in monitoring the academic progress of a chapter is the individual member's grade report. Many academic institutions will provide the chapter scholarship chairman with a printout of each member's current and cumulative GPA and credit hours. However, it is doubtful this list will be produced without following the proper avenues of the proverbial "red tape". Almost all-academic institutions are going to require that each member sign a grade release sheet stating they agree that their grades may be released to you.

Plan ahead, this can be a timely process. Getting a signature from everyone in the chapter can be timely enough, but, even after you get all the signatures, the institution will usually want a couple of weeks to prepare the information for you.

If the college/university will not release the information to the scholarship committee under any circumstances, find a way to collect reports from the members directly. It is obviously more difficult to track down every member of the chapter and require them to find their grade release, photocopy it, find a member of the committee, and submit their grades than just to get a signature.

Regardless, grade reports are a necessary part of tracking the chapter's, and the individual's, academic progress. You might be surprised to find that some of the members you thought were "pretty smart" are struggling with their grades. The truth is, they probably are "pretty smart" and just need guidance in one area or another. This is why you will need to adapt the scholarship program of the chapter so that this member finds the help he needs.

Monitoring the Program

In monitoring the successes and failures of your chapter's scholastic program, the best way to tell how people feel about the program, to find out their attitude, is to ask them. Ask members how they feel about the minimum GPA requirements; ask how they feel about quiet hours, and so on. Especially follow up on members who are having trouble academically. Their attitude and opinions of the program are likely to have the greatest effect on the success or failure of the program. They are the ones who have the most to gain from the program.

Try the following exercise in evaluating different scholarship programs and see if you can identify things each chapter may need to be doing differently to get even better results. What do you think is the general attitude about scholarship at each of these chapters? How does their attitude effect their grades regardless of the program? How can your program be altered and adapted to foster a better attitude?

Exercise: Evaluating Chapter Scholarship Programming

Instructions: Read each of the following case studies and grade the chapter's scholarship program. Then determine what letter grade (A through F) you would give each program. Also underline the component of each program that you feel is most effective.

Alpha Alpha Chapter

The brothers of Alpha Alpha Chapter have always rushed strong prospective members who would maintain the high academic standards of the chapter. With a chapter GPA of 3.25, the brothers of Alpha Alpha annually celebrate bringing home the Highest Fraternity GPA Award. Internally, the chapter relies on the good efforts of members to keep their grades up. An annual scholarship banquet in the spring recognizes those brothers on the Dean's List and who made Phi Beta Kappa. The chapter scholarship chair sends congratulations notes home to parents for those brothers receiving high academic honors.

GRADE_____

Beta Beta Chapter

The brothers of Beta Beta Chapter have been operating a Dollars for Scholars program for the past three years which rewards brothers who have made significant improvements in their academic standing or who have lead their class academically. Beta Beta Chapter's Dollars for Scholars program is jointly funded by the chapter and the chapter's alumni board with the awards given at a meeting featuring a guest speaker from the faculty. The chapter does an excellent job of publicizing the academic successes of members and consistently publicizes their efforts in the campus newspaper and in press releases to members' hometown newspapers. The chapter has ranked in the middle of All-Fraternity GPA standings with a 2.90, GPA which is an improvement from their traditional place on the bottom. The chapter scholarship chair handles the full promotion of the Dollars for Scholars program.

GRADE_____

Gamma Gamma Chapter

The brothers of Gamma Gamma Chapter have consistently viewed academics as an individual's decision to succeed academically. The chapter does not believe that the fraternity is responsible for motivating brothers to succeed academically but it does believe that it should support brothers who need more support with their studies. To support that view, the chapter has a Scholarship Committee, which meets one month into each academic term with each of the brothers to learn about their progress and scholastic goals for that academic term. Brothers who request tutoring, study skills assessment, career development assistance, or help with studying in the chapter house are supported through the use of campus and fraternity resources. The Scholarship Committee keeps track of each member's academic standing and sends congratulation notes to brothers who meet their goals. The chapter's GPA is 2.30, which ranks them ninth out of eleven chapters on their campus.

GRADE_____

Delta Delta Chapter

A higher chapter academic rank and better individual scholastic performance are two of the goals that the brothers of Delta Delta Chapter are pursuing through a program called Team Delt. The Team Delt program was instituted when the chapter slipped from first to third in the All Fraternity GPA with a 2.95 GPA -- their lowest ranking in ten years. The Team Delt program consists of chapter members being divided into academic teams with a competition between the individual teams within the chapter. The incentive for the winning team is reduced dues for the next academic term. Brothers record high test and paper grades throughout the academic term on a bulletin board in the chapter house. The chapter encourages brothers to utilize the resources of the library, study review sessions, and tutors. Next semester, each team plans on selecting a faculty member as an honorary team captain to promote better faculty relations.

GRADE_____

Epsilon Epsilon Chapter

The brothers of Epsilon Epsilon Chapter have developed a point system to assess the academic standing of each brother in the chapter. Brothers are awarded points for their previous term's average as well as for high test and research paper scores achieved during the current academic term. Brothers who are in need of additional points due to low test and paper scores are able to increase their points by attending study groups, review sessions, tutoring, and other academic skill development programs. Brothers must maintain a certain percentage of points to hold an office in the chapter or to attend social functions. The Scholarship Committee meets with their chapter's faculty advisor on a monthly basis to review the standing of all members. For brothers who are expecting academic difficulty, a committee members is appointed as an internal academic advisor to develop a contract which supports positive progress. The chapter GPA of 2.80 ranks fourth of twelve.

GRADE_____

Use this exercise to evaluate what members of the group think are effective steps in scholarship programming and what ideas are not effective. You can use these ideas as the scholarship committee develops a scholarship program for the group.

Additional Resources

Study Tables

Study tables may not have the most positive impact on chapter scholarship. They definitely should not be a mandatory part of a scholarship program for new members. Some individuals study better at different times and in different environments. Many chapters opt for study tables only to find they have a limited effect and are discarded after a semester or two.

Chapters should have study tables as an option. If so, make sure the group at the table stays focused. Study tables have a habit of becoming conversation tables. If desired, you may have a study table monitor to ensure the group stays on track.

A "sign in" sheet may be placed at a study table to keep track of who was there and for how long. This allows members the option of studying at a time most effective for them.

In general, a scholarship program consisting of a "study table" and little else will not have a great impact on chapter scholarship. The Scholarship Committee must constantly monitor the effectiveness of study tables.

Test Files

Another mainstay of the "traditional" fraternity approach to scholarship is the test file. Keeping members' old tests on file will only have a limited effect on scholarship. The test file tends to become cluttered and useless with time.

Some campuses will keep sample tests as a study guide in the library. Individual professors may keep such tests as well. These types of guides will be much more effective and up-to-date. It is more effective and appropriate to use these "test files" instead of a chapter file.

Test files may be viewed negatively by faculty and administrators, even if the tests are gained by legitimate means. No chapter should tolerate academic dishonesty. If a test file is used, inappropriately acquired tests should not be kept on file, and members who keep such tests should face chapter discipline for bringing discredit to Theta Chi. The scholarship committee will also have to work very hard in keeping the file current.

Replace the chapter test file with items like:

1. "How to Study" guides. Ask your campus academic resource center for materials and suggestions.
2. Campus course catalogs and other similar resources.
3. Review books for graduate school tests such as the GRE, GMAT and LSAT.
4. List of classes taken by members.
5. Course and teacher evaluations collected from the members.

Maintaining a Good Study Environment

The chapter must maintain a good physical study environment. The physical condition of the chapter's study environment is easily improved and maintained. Some suggestions are offered below:

1. Maintain a chapter study area or library.
 - a. The area should be able to be physically shut off from the rest of the chapter. There should be no outside distractions.
 - b. This area is to be used for study only. Do not use it when the chapter is hosting a social event
 - c. There must be good study tables and chairs.
 - d. There must be good lighting. Make sure there is both direct and indirect lighting.
 - e. Fluorescent bulbs alone can be hard on the eyes. Try to get some natural lighting as well.
 - f. Keep a dictionary and other reference material in the study area.
 - g. Keep the study area clean and pleasant at all times.
2. Maintain quiet or "courtesy" hours. These rules must be enforced!
3. Post an academic bulletin board to keep members reminded of scholarship programs, announcements and academic goals. Allow members to post notices of "help offered or needed".

Academic/Faculty Advisor

Every chapter should have a faculty advisor. The faculty advisor could also be termed the academic advisor. This advisor does not have to be a Theta Chi and many chapters have women as their faculty advisor.

The faculty advisor plays a critical tutoring role for the chapter. They should always be aware of the chapter's academic progress and be able to offer guidance and suggestions to the Scholarship Committee and to members who are experiencing academic difficulties.

The faculty advisor should be invited to formal dinners and to address the chapter on a regular basis. This will help to stress the importance of academics and serve to remind the chapter of its tie to the university.

Time Management Tips for Chapter Members

"Even if you are on the right track, you'll get run over if you just sit there."

- Will Rogers

Develop a "TO DO" List - Be sure to integrate everything you have to do on one list. Keeping track of separate lists for your organization, your student role, and your personal life wastes time.

List Big Projects - Even if they cannot be accomplished right away, think about how you can break them down to small parts and begin on a small part today. Sometimes we will put things off just because they look too big.

Set Priorities - Make decisions about what is most important and must be done today. Stars, checks, or a system of rating tasks "A", "B", "C", all work. The important thing is to decide what is important and then begin to work on it.

Do Top Priority Tasks First - It is easy to fall into the trap of doing low priority items because they are usually easier and require less time and effort.

Cross Out Items - When you have completed an item on your list, cross it out. Add new items when they occur. Take time to reorganize the list at least once a week, every few days, or whatever feels best for you. It is much easier to see what you need to do.

Watch Your Schedule - Leave time between meetings, classes, and other scheduled activities. Know yourself... If you tend to run late, plan for it in your scheduling. Allow some flexibility for emergencies.

Group Your Errands and Phone Calls - Think before you take off to do something. Can you do anything else you need to do in the same general vicinity? Phone calls can be grouped. Phones at times seem to be few and far between on campus, so try to group your phone calls, too.

Learn To Say "NO" - You are not always the best person to respond to a request. Sometimes you are doing yourself and your organization or your friends a disservice if you take on too many responsibilities without enough time to do them well. Do not spread yourself too thin.

Use "Bits" of Time Effectively - Very often in our days, we have 15-20 minutes, which we waste and that could be used to help us get control of our time and our life. Fifteen minutes can be used to make two phone calls, start a letter, review a chapter, and other things which need our attention. If you know what you have to do by using a "TO DO" list, you can make better use of bits of time.

Use a Calendar of Some Form - Being able to "see" your daily, weekly, or monthly schedule is helpful in planning your time.

Decide on Your Personal Goals - Very often we just "do" and do not take time to decide what is really important for ourselves. We need to assess if our current activities and involvements are meeting our personal goals. If you are so busy that you are not accomplishing what you want to, then something is wrong. Assess each activity and involvement opportunity and see if it is helping you move toward your personal goals.

Make A Positive Decision Regarding Your Activities - Because you have always been involved in a group, activity or event is not sufficient reason to continue. It must be valuable to you... It must be worth spending your time on. If it is not, then you should look for ways to reduce your involvement with that activity and find other ways to meet your needs.

Plan Your Time

1. Schedule fixed blocks of time first - especially class.
2. Include time for errands.
3. Schedule time for fun/recreation/exercise/relaxation.
4. Set realistic goals.
5. Allow flexibility in your schedule.
6. Study two hours for every hour in class.
7. Avoid scheduling marathon study sessions.
8. Set clear starting and stopping times.
9. Plan for the unplanned.
10. Stick to your plan!

Recognizing and Awarding Scholarship

Many chapters have adopted a system of awards for recognition of scholarship. This contributes to a positive emphasis on scholarship. For this reason, whatever the type of award, the actual process of conferring these honors should be performed under the most favorable conditions. This could be accomplished at your chapter formal or at a designated "scholarship and awards banquet."

A scholarship awards presentation would be an excellent opportunity for the chapter to stress the academic mission of the Fraternity. The presentation should be highlighted by a speech from an alumnus, a faculty member or an administrator.

The actual awards presented should demonstrate the importance of scholarship and individual achievement. Plaques and engraved certificates are usually appropriate. Some suggested scholarship awards are:

Scholar of the Year: This award is for the brother who is putting in long hours of studying and making a sincere effort to maintain a commendable scholastic record. This award should be chosen by the scholarship committee and is for the brother who is the best example to follow and who promotes academics within the chapter.

Highest Grade Point Average: It is important to recognize the brother and new member who have excelled academically. Their high achievement is a positive reflection upon the chapter and the entire Fraternity.

Dean's List: It is recommended to publicly recognize the brothers and new members who were placed on the Dean's List. Their high achievement is a positive reflection upon the chapter.

Outstanding Achievement: Publicly recognize the brothers and new members who achieved at least a straight "B" average for the term. (3.00 on a 4.00 system)

Most Improved Grade Point Average: It is important to recognize a brother and a new member who have put forth the effort to improve their grade point average, thereby improving the overall academics of the chapter.

Attendance Award: If possible, check with professors on this award and present it to brothers who did not miss a class during the term.

You will also want to recognize members who have been inducted into academic honor societies such as Mortar Board, Omicron Delta Kappa, Order of Omega, Phi Beta Kappa and others.

A scholarship awards banquet would also be an excellent opportunity to recognize members who have been involved in and contributed to campus activities and organizations.

Other Scholarship Incentives

In addition to awards, other incentives can help to motivate members to greater scholastic effort. These programs may require an adjustment to the chapter budget. You may also be able to receive assistance from the chapter alumni corporation.

High Grade Point Average Scholarship: Reward the brother and new member who earn the best grade point averages. You can often arrange to pay a part of their tuition directly to the university.

Pledge Incentives: Arrange to cover a portion of the Initiation Fees of new members above a set GPA.

Dues Reduction: Outstanding scholarship can often be rewarded with a reduction in dues or fees to a particular event such as a chapter formal.

Scholar's Only Social Event: Arrange a special event for members over a certain GPA.

Room Drawing: The member with the highest grade point average has first choice of rooms, second highest chooses second and so forth.

Competition: Challenge a sorority to a chapter vs. chapter GPA competition. Losers make the winners dinner.

Congratulation advertisements: Publish the list of your outstanding scholars and honor society members in the school newspaper.

Congratulation letters to parents: Send a congratulatory letter to the parents of members making a 3.0 or better. Let them know that the chapter appreciates good scholarship.

The only limit to the number of incentives available is your imagination. It may work out best to give the Scholarship Committee a budget, and then work out as many incentives as possible while staying within that budget.

Some chapters have a specific fundraiser each year for the chapter's scholarship fund. Money generated through this fundraiser may go towards scholarships, computer equipment and academic tutoring for the members.

Scholarship and New Members

Scholarship and Recruitment

Because of increased tuition and competition, academic achievement is once again becoming more important to the college student. More young men are looking for a fraternity experience that will promote the social aspects of a fraternity and scholarship.

College and university compilations of fraternity academic standings will point out exactly where a chapter stands. This will obviously be noted by potential members during recruitment. Chapters with low ratings must develop a good scholarship program to increase that rating and to appeal to the potential member who places an emphasis on scholarship.

Chapters should point out their academic standing and scholarship program to all potential members. Even chapters with a lower academic standing can attract scholarship minded members if they have a good scholarship program in place.

Scholarship and the Potential Member

Unless the men who are considered and selected for membership have the basic ability and motivation to fulfill the academic requirements for graduation, the fraternity cannot serve as a catalyst to the educational process. There are certain factors, related to the past performance and future goals of the individual, which should be considered before approving a prospective member.

1. Appraise a man scholastically as you would socially or by any other measuring device.
2. Discuss with each man his high school background in scholarship as well as his activities and social life. The recruiting program should allow you an opportunity to discuss attitudes toward study and grades.
3. Consider his long-range educational and professional goals. Do these reflect the thinking of someone who is serious about academics?
4. If possible, examine his scholastic background. Check on such things as academic subjects completed in high school and the grades received. Also inquire about his rank in his graduating class and college admissions exam scores.
5. Explain to him chapter policies concerning quiet hours, grade point requirements for initiation, and all other standards and rules he will be asked to follow. Be sure that academic expectations are clear so there are no surprises when he is a new member.

6. Share academic information with him, including chapter scholastic rank, list of membership of various honoraries, list of scholarship holders, list of majors held by brothers, and any major class projects completed by chapter members. Also include a list of names and phone numbers of recent graduates, the degrees earned, and the jobs they received.
7. Enlist the support of parents of brothers, administrators, faculty, alumni, and the national fraternity. These people may not be able to attend your recruiting functions, but your chapter can document quotations from them that speak highly of the scholastic role of the fraternity. Share these documents with your guests and their parents.
8. Always be alert for upperclassmen that have already proven themselves academically. Many of the most outstanding leaders in the Fraternity world joined as upperclassmen.
9. Offer a scholarship to incoming freshmen (male and female). The scholarship award committee should consist of two chapter scholarship committee members and several university faculty/staff members. This opportunity provides incoming freshmen with a "first-hand" look at Theta Chi and fraternity life in general, while stressing our emphasis on academics. It also provides the chapter with a look at some outstanding potential members.

Scholarship and New Member Education

It is crucial that the Fraternity stress good scholarship during the new member process. What they learn and the examples that are set will influence the future academic success of many members while they are completing their new member education program.

Many men who join fraternities do very well in high school with minimum effort. However, once they reach college, they find it much more difficult to do well. Classes are more challenging, there are more outside distractions and there is less guidance from parents and teachers. For this reason, the fraternity should teach new members how to adjust to the academic requirements of college. New members will look to experienced brothers to "show them the ropes." Chapters that create an atmosphere of belittling their new members will engender individuals who feel inferior, resulting in their poor academic performance.

The Scholarship Committee will need to work closely with the Marshal to develop a scholarship component for the new member education program. More information on scholarship suggestions for the new member education program can be found in the [Chapter Operations Manual: Marshal and New Member Education](#).

National Academic Awards, Scholarships and Student Loans

Theta Chi offers several awards and scholarships to promote academic excellence. Additional information relating to academic awards and scholarships is available through the International Headquarters.

CHAPTER AWARDS:

Stanford Scholarship Trophy. This award is presented to the chapter with the highest grade point average for the preceding year based on a ratio of the chapter GPA to the All-Men's GPA for their campus.

The award was originally presented to the Fraternity by the Alpha Epsilon/Stanford chapter. The Grand Chapter now gives the award.

Chapter Excellence Award: Scholarship Programming. This award is presented not on the basis of chapter grade point average but rather on the demonstration of an effective scholarship program. Any number of chapters may apply for and be awarded the Chapter Excellence Award for Scholarship Programming.

SCHOLARSHIPS:

Dale A. Slivinske Scholarships

Each year a number of scholarships are given to individual members who demonstrate an outstanding grade point average, leadership within the chapter, and service to alma mater. These scholarships are paid directly to the member's college or university toward his tuition.

Applications for the Dale A. Slivinske Scholarships are forwarded to the chapters each spring. Scholarships are awarded for the following fall term.

The award is named after Dale A. Slivinske. Dale was initiated at the Gamma Sigma chapter and graduated from Duke University in 1968. He served the Fraternity as a field representative; Executive Assistant; Assistant to the Executive Director; Assistant Executive Director; Associate Executive Director; Executive Director; and Executive Vice-President. Dale also served as the editor of The Rattle from 1973 until his death in 1989.

The Dale A. Slivinske Scholarships are administered through Theta Chi Funds for Leadership and Education, Incorporated.

Chapter Leadership Conference & School of Fraternity Practices Scholarships

Each year, Theta Chi Funds for Leadership and Education grants scholarships covering registration, room and board for the Chapter Leadership Conference and the School of Fraternity Practices (the SFP is held in conjunction with the National Convention). Approximately 20-25 scholarships are granted each year. Applications for these scholarships are sent to the chapters each spring.

The Foundation Chapter

The Foundation Chapter of Theta Chi, Incorporated is a private, not-for-profit organization, which grants scholarships to both graduate and undergraduate students.

The Foundation Chapter restricts awards to students attending institutions where Theta Chi currently maintains an active chapter.

Foundation Chapter grants are based on need and past academic performance. Applications for grants are thoroughly reviewed by the Scholarship Committee of the Foundation Chapter. In a recent year, grants ranged from \$2000-\$3000 per recipient. Most of the Foundation Chapter grants are awarded to graduate students with superior academic records on a need basis.

Information about Foundation Chapter grants and scholarships is available from the International Headquarters.

Axioms for Good Fraternity Scholarship

1. Scholarship is a function of attitudes, morale, and morals of a chapter.
2. Scholarship is that measure of a fraternity's life, which gives the best clue as to how all other aspects of the fraternity experience are being lived.
3. Scholarship in one chapter reflects, in part, the pace of the whole fraternity system on campus.
4. Scholarship in a chapter is often inversely proportional to activity within a chapter house.
5. Scholarship is basically a measure of the energy expended on scholarship and academic work.
6. There is nothing that a National Scholarship Committee can do better than the chapter scholarship committee and officers in achieving the worth of scholarship within a chapter.
7. There is little correlation between required study time and grades.
8. Academic success is directly proportional to: (a) intellectual capacities, (b) motivation, (c) desire, and (d) effort and (e) discipline.
9. The best chapter scholarship chairman is the most respected man in the chapter, not necessarily the one with the best grades.
10. The best way to achieve quiet is to ask for it.
11. Darwin's law of survival of the fittest also applies to job applicants.
12. The best students among the new members will be the best students among the initiates.
13. Scholarship should be the first pledging standard to be considered.
14. Trying to forget a poor semester/quarter is the best way to recreate it.
15. Minor activities often take more time than major ones.
16. The man who quits when things are tough simply learns how to quit again.
17. A new member who has not made the grades the first time, seldom does; the one who does not make them a second time, never does.
18. A man should never blame his fraternity for taking too much time: if it does, it should not; if it does not, he is a liar!

19. There is no substitute in study for self and group discipline.
20. Success in school, as in life, is largely a matter of cultivating effective habits. the new habit need not be a huge change. It can be one simple, small change in your usual behavior.
21. Know what you want from your education, then look for connections between what you want and what you are studying.
22. "Learn from the mistakes of others - you can never live long enough to make them all yourself." - John Luther.
23. "Every problem has a gift for you in its hands." - Richard Bach.
24. "The only man who is educated is the man who has learned how to learn; the man who has learned how to adapt and change; the man who has realized that no knowledge is secure, that only the process of seeking knowledge gives a basis for security." - Carl Rogers.