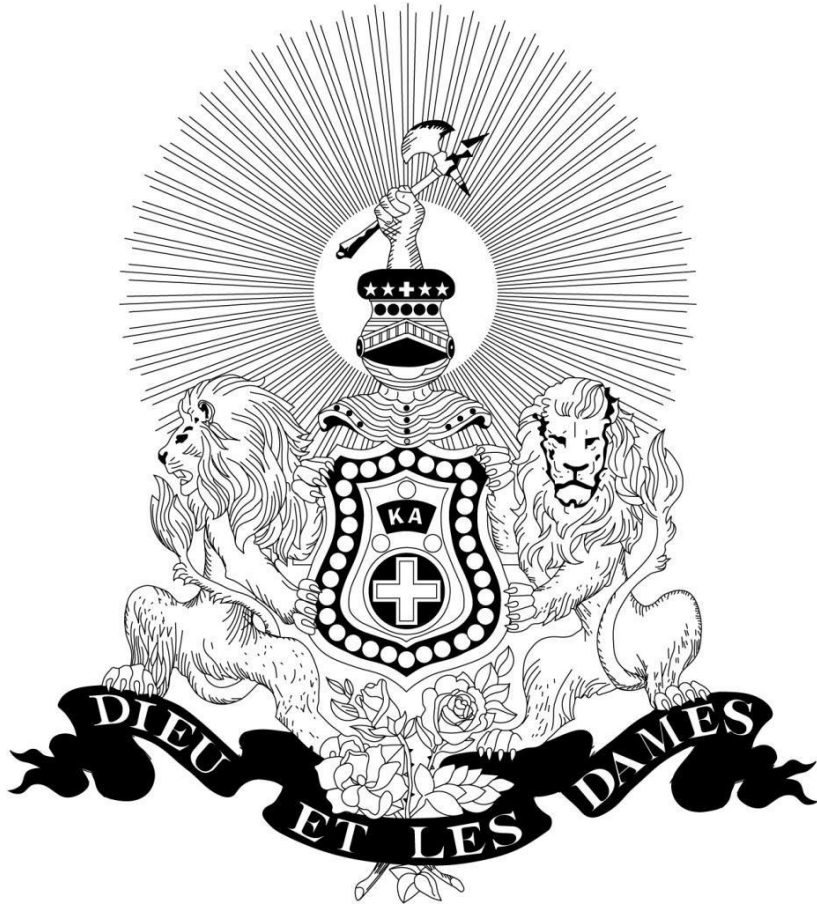


Kappa Alpha Order National Administrative Office



Scholarship Guide

Updated January 21, 2019

Purpose of a Scholarship Program

The ultimate goal of every student that attends a university is to succeed academically. However, a majority of the time as KA members we lose track of our purpose of being in college. With that being said a well designed and executed scholarship program can help your chapter achieve the highest levels of scholastic excellence.

Scholastic excellence enriches the lives of chapter members, promotes the chapter's image on campus and in the community, strengthens the overall Greek system, stimulates interest and approval of parents and alumni, attracts the most outstanding gentlemen during recruitment, and ensures that the chapter will continue to grow through the continued initiation of its new members. Academic success ultimately benefits everyone.

KA Laws on Scholarship

“An Active Chapter will achieve an overall term GPA no less than 3.0”

8-218. Good standing of Active Members. An Active Member shall be in good standing with his Active Chapter and with the Order if he is current in all financial obligations to the Active Chapter and to the Order. A member is not current in his financial obligations if he is thirty days or more delinquent in the payment of any amount owed to his Active Chapter or the Order, provided however, that if an Active Member has entered into a deferred payment plan approved by the Prudential Committee of his Active Chapter and he is current in performing all of the terms, of the plan, he shall be considered to be in good standing. An Active Member shall also be in good standing with his Active Chapter and with the Order if he meets the Scholarship Standards as set forth by the Executive Council for the immediate preceding college semester or quarter; **an Active Member not meeting those standards may enter into and fully execute a detailed personal scholarship improvement plan with the Number III and/or chapter scholarship committee in order to retain the rights suspended in 8-219 (a), (b), (e), and (f).** *Adopted by 67th Convention, 1997. Amended by the 70th Convention, 2003 and by the 73rd Convention, 2009.*

8-219. Rights of Active Member not in good standing. An Active Member who is not in good standing shall

- (a) not have the right to propose new members nor to vote on the proposal of new members,
- (b) not be counted to determine the absence or presence of a quorum for any meeting of his Active Chapter,
- (e) not have the right to vote in the trial of any major offense, nor in the appeal of any minor offense,
- (f) not have the right to vote for officers of his Active Chapter

9-133. The III –Recording Secretary. The III shall keep full minutes of the chapter proceedings in a permanent minute book; call the roll at the opening and closing of each meeting of the chapter or the active members thereof; furnish the VII during the progress of each meeting with a list of absentees upon all roll calls not theretofore presented to him; read the minutes of the previous meeting; submit his minutes to the I for his approval and signature; supervise the IV in keeping the files of chapter correspondence; and be responsible to the I for the minute book and other records of the chapter used in direct connection with chapters meetings. He shall also serve as the scholarship officer for the Active Chapter.

9-271. Scholarship standards. Each Active Chapter of the Order is expected to and shall maintain the highest possible scholarship standards. An Active Chapter that does not pursue appropriate efforts to preserve acceptable scholastic standards and which falls below the scholarship standards of the Order may be placed upon probation by the Knight Commander, the Province Commander, or the Executive Director. *Adopted by the 67th Convention, 1997. Amended by the 70th Convention, 2003.*

R9-271. SCHOLARSHIP STANDARDS.

(a) If an individual to be elected to membership is classified as a freshman and has not earned any university grades, he must have achieved a high school grade point average of a 2.70 on a 4.0 scale, or its equivalent, to join. If an individual to be elected to membership has earned any prior university/college academic credits, he must have achieved a grade point average of a 2.70 on a 4.0 scale or its equivalent to join.

(b) No active member or member awaiting initiation shall be eligible to attend or participate in any social function sponsored by an Active or Alumni Chapter if he has failed to maintain a grade point average of 2.70 on a 4.0 scale, or its equivalent, for the immediate preceding college semester or quarter.

(c) A member is ineligible to serve in any office of an Active Chapter if he has failed to maintain a grade point average of 2.70 on a 4.0 scale, or its equivalent, for the immediate preceding college semester or quarter.

(d) An Active Chapter which fails to achieve a 3.0 grade point average on a 4.0 scale, or its equivalent, for college semester or quarter, shall submit a written scholastic plan to the Province Commander and Executive Director to address its academic deficiencies. An Active Chapter which fails to achieve a 2.7 grade point average on a 4.0 scale, or its equivalent, for the college semester or quarter, shall be placed on social probation by the KC, PC or ED with no social functions allowed for the following semester or quarter.

Kappa Alpha Laws - R16-115. AWARDS. (b) Active Chapter Awards

(4) Scholarship Trophy. There is hereby established an award to recognize the Active Chapter that achieves the highest collective grade point average for the academic year. The name of the winning Active Chapter each year shall be engraved upon the trophy permanently displayed in the National Administrative Office. The award is granted by a majority vote of the Executive Council.

(5) Scholastic Achievement Award. There is hereby established an award to recognize active chapters that achieve a collective grade point average that is either higher than both the all men's and all fraternity average at their respective institution for a full calendar year, or that are academically ranked in the top 25% of fraternities, or has achieved above a 3.0 grade point average both semesters and which grade point average is higher than the Kappa Alpha Order national average. The award is granted by a majority vote of the Executive Council. *Adopted May 17, 2000 to reflect a customary action by the Executive Council; Amended October 20, 2001. Amended April 27, 2005.*

(11) Citation of Academic Excellence. Any undergraduate brother, who maintains full-time enrollment status on their respective campus and achieves a 4.0 semester or quarterly grade point average, will achieve recognition. Citations of Academic Excellence will be bestowed at province council and the submission of individual eligibility will be the responsibility of each undergraduate chapter at the completion of each academic term.

(12) Scholastic Excellence Awards. Each chapter that achieves a semester or quarterly grade point average of at least a 3.25 will be recognized by a Scholastic Excellence Award. The Scholastic Excellence Awards will be bestowed at province council for the immediate past spring and fall terms.

The Scholarship Officer



III
ANCHOR

The Scholarship Officer is one of the most important positions in the chapter, which is why it is stated in the laws that the Number III serves as the scholarship officer. The scholarship officer is directly responsible to the Number I for chapter academics.

The Scholarship Officer should be someone in the chapter with the following prerequisites:

- Number III
 - Kappa Alpha Laws state that the Number III serves as the scholarship officer.
- Be an above average Student;
 - You can't expect brothers to listen and respect a leader that doesn't practice what he preaches.
- Be able to command the respect of new and initiated members;
 - If your chapter doesn't respect this brother they won't give him the respect he needs to make the program successful.
- Be an upperclassman with good organizational and leadership experience;
 - You can't expect someone to jump into this role without some leadership experience
 - If the officer isn't already organized you can't expect him to head a tedious committee.
- Believe in the importance and purpose of a scholarship program
 - The success of the program is a direct reflection on its chairman.
- Be persistent in efforts to perform the duties of the office.
 - This committee will be challenging and require hard work and you can't have someone that gives up when he goes through adversity.

The duties of a Kappa Alpha Order Scholarship Officer should be:

1. Establish a written scholarship program for the chapter
2. Keep track of individual members grades
3. Schedule study hours for members of the chapter
4. Maintain a scholarship file and test file
5. Establish incentives for members of the chapter who meet certain standards in the classroom
6. Offer team competitions for members of the chapter
7. Meet regularly with the faculty advisor of the chapter
8. Discuss the importance of goal setting
9. Develop a teach evaluation form for members of the chapter
10. Maintain class syllabi for each member of the chapter
11. Create chapter-by-laws pertaining to scholarship for members
12. Create a set of quiet hours for the chapter house so that brothers get in a certain routine of studying each day

Things You Will Need

- A copy of your chapter's written scholarship program
- A copy of the Kappa Alpha Laws
- Current copy of the chapter by-laws.
- Active Chapter Monthly calendar
- A membership roster
- A copy of all grade reports from the previous semesters

Things To Do Immediately

Establish Academic goals for the chapter

Establish the Scholarship Committee

- o Minimum of 4 other members

Introduce yourself to the Faculty Advisor

- o Set at least biweekly meeting dates

Introduce yourself to the Alumnus Advisor

Introduce yourself to the Greek Advisor

Introduce yourself to your chapter's ADCS

Introduce yourself to the AAC Member for Academics

- o Set at least monthly meeting dates

Introduce yourself to the Deputy Province Commander for Academic Affairs

Review the chapter's GPA for the past 8 semesters

- o Take notes on the Strengths, Weaknesses, Opportunities, and Threats

Organize a committee meeting to review individual GPA's and set individual goals for every member of the chapter

Reiterate the Chapter's Academic Goals at every Chapter Meeting

Review the chapter's current scholarship plan with your committee

- o Take notes on the Strengths, Weaknesses, Opportunities, and Threats
- o If the chapter hasn't succeeded academically in the past semesters seriously consider creating a whole new program
- o Establish incentives and consequences for academic performance (If there isn't some already)
- o Establish academic team competitions (If there isn't one already)
- o Develop a teacher class/evaluation form (if there isn't one already)
- o Establish dates for study halls, committee meetings, and etc.
- o Make the appropriate changes and modifications
- o Put in writing (if it is not already) and present to the chapter

Create Scholarship By-Laws for the chapter

- o The scholarship Program should be in the bylaws.

Maintain Scholarship and study files

The Scholarship Committee

The scholarship committee needs to include at least 4 other members. Each of the other members should be well respected members of the chapter or an elected member from each pledge class. The committee members also need to be on board with the program. If you have a link that doesn't fully commit to the goals, the members of the chapter will use that particular member of the committee as their excuse to not follow the program.

The Committee Structure



Committee Responsibilities

- Set academic goals to be reiterated to the chapter at every meeting
- Enforce the Scholarship Program
- Organize and Proctor Study Halls
- Proctor study hours
- Review Syllabi
- Review Teacher/Class Evaluations
- Keep track of incentives and deterrents
- Keep track of academic team competition games.
- Maintain Study files
- Hold members accountable for their grades

Written Scholarship Program Example

The written scholarship program for the chapter needs to include at the minimum:

1. Goals for New Members, Active Members, and the Overall Chapter
2. Incentives
3. Deterrents
4. Academic Team Competitions
5. Study Files
6. Teacher/Class Evaluations
7. Academic Mentoring for New Members
8. Lists of Campus Resources
9. Academic by-laws

Chapter Goals

- Chapter GPA of _____ for next semester that's above the All-Men's and All-IFC GPA for the spring semester.
- New Member GPA of _____ for next semester that's above All-Freshman GPA for the spring semester.
- Rank in the top 1/3 of IFC in GPA for the spring semester.
- Continue to upload tests and files to some sort of storage.
- Sponsor a test taking and study skills seminar for the campus community or the chapter
- Have every member raise his GPA by 10% for the spring semester.
- Have at least 1 member receive the Citation for Academic Excellence for the spring semester.

Year 1

- Chapter GPA of _____ for next semester that's above the All-Men's and All-IFC GPA for the spring semester.
- New Member GPA of _____ for next semester that's above All-Freshman GPA for the spring semester.
- Rank 1st for IFC in GPA for the Fall semester
- Rank in the top 10% of IFC for the Year
- Have an updated test file on storage
- Have 25% of the chapter on the Dean's List for the Fall semester.
- Have at least 3 members receive the Citation for Academic Excellence for the fall semester.
- Have the highest GPA in the Province for the fall semester.
- Evaluate program and make any necessary changes.

Year 2

- Chapter GPA of _____ for next semester that's above the All-Men's and All-IFC GPA for the spring semester.
- New Member GPA of _____ for next semester that's above All-Freshman GPA for the spring semester.
- Rank 1st in IFC for GPA in both spring and fall semesters.
- Rank 1st in the Province for GPA in both the spring and fall semesters.
- Have at least 5 members receive the Citation for Academic Excellence in each of the spring and fall semesters.
- Have 25% of the chapter on the Dean's List for both the spring and fall semesters.
- Have 10% of the chapter on the President's List for both the spring and fall semesters.

*****Planning further out is highly encouraged*****

Incentives/Recognition

- Budget money to reward achievement
- Create certificates, trophies, or plaques for the Highest GPA's (New Members, Actives, Big/Little, Roommates, Most Improved, etc.)
- Have every member donate between 1 and 5 dollars and divide it among the top three GPA's
- Recognize brothers who attend all classes
- Invite favorite professors to dinner at the house or take them out to a nice restaurant in town.
- Have steak and beans dinner (Steak for everyone above all-fraternity GPA and beans for anyone below)
- Send letters to parents of members with outstanding grades
- Give pizza party for the class with the highest collective GPA
- Exempt 4.0 members from house duties
- Dues scaled to where lower grades pay higher dues and higher grades pay lower dues.

Deterrents/Consequences

- Loss of social privileges
- Loss of intramural participation
- Loss of parking privileges
- List posted in chapter house of members with below average grades
- Send letters to parents of members with poor grades
- Suspension – if for a prolonged period of time
- Study Hours
- Fines
- Dues scaled to where lower grades pay higher dues and higher grades pay lower dues

Academic Team Competition

Study teams – Members will be put together in teams of three within the same or similar majors with one having a high GPA, one having an average GPA and the third will have a low GPA. Together, these three will be responsible for monitoring each other's study efforts and methods. It is hopeful that they will all share helpful study hints and will all raise their individual GPA's. The members of the team with the

highest average will win a prize of some kind at the end of the semester. This could be done in the form of a game or league format (See AFL example).

Ex: - Member A = 3.8 GPA
Member B = 2.5 GPA
Member C = 1.5 GPA

The “A” Train – This program is designed to award individual members for their efforts on tests, exams, and papers. At the beginning of each meeting, any member who received a letter grade of “A” on one of the above will have their name entered into a pool for each “A” they received. There is no limit to the number of times they can put their name in, but only one entry per grade. At the end of the month, one name will be drawn from the pool and that person will receive a prize purchased by the active chapter. After that, all names are removed and a new contest is started for the next month.

Skip Jar – It is a well-known fact at most educational institutions that by merely attending class, a “C” average can usually be attained. The skip jar is designed to encourage class attendance. At each meeting for each class a member missed that week, he must put one dollar in the skip jar. Ex: Four (4) classes missed, four dollars (\$4.00) in the jar. If a member missed class and did not contribute to the jar, another member can call that member out and he will have to double the original fine. This keeps members accountable for missing class. The money that is accumulated throughout the semester can go towards the member in the chapter with the most improved GPA.

Academic Football League – This program is designed to help brothers hold each other accountable for their grades. Just like a real football team when a fellow teammate is not pulling his weight it is the other members of the team’s responsibility to get that teammate back on track. No one wants to let down the rest of the team so this naturally makes everyone want to perform better. As brothers it is our responsibility to help a brother in need even though this is usually not thought of in the sense of academics. The following is an example of the Academic Football League it can be adjusted to fit each individual chapter.

Study Files

These files can contain a variety of items that can be used for the benefit of all brothers. A set of rules should be set up for checking these items out to ensure that they are not lost or stolen. If a brother wants to take the file for more than an hour he should have to copy the parts of the file that he needs for his personal use. There are several items that should definitely be considered when selecting what should be included in the chapters study files. These items include:

- Old Tests from members who have already taken the class
- Labs
- Syllabi
- Notes
- Papers (for ideas not for plagiarism)

1. Teacher/Class Evaluations

This sheet can be broad or as detailed as the scholarship chairman feels it needs to be. At the minimum it should include the course, instructor, and comments on the instructor. Also, it would be helpful if the scholarship chairman converted these forms into Microsoft Excel and e-mailed it to the chapter two weeks before scheduling.

2. Academic Mentoring for New Members/Active Members

Member Tutoring - At the beginning of each semester, the scholarship committee should distribute a tutor sheet to identify those with special skills that they are willing to share with other members. The information should then be compiled by the scholarship committee, broken down by area or discipline (mathematics, biology, accounting, history, etc.) and distributed to all members. If the chapter maintains academic profiles of each member, the scholarship committee can also prepare and distribute a list of members who have received an "A" or "B" in various courses as potential resource persons. Members who volunteer their time as tutors should be acknowledged and rewarded. At a minimum, they should be publicly thanked at chapter meetings and given certificates at the end of the term in recognition of their services. A plaque or other award should be considered for the members who contribute a significant amount of time to the tutoring program. Giving tutors a dues rebate is another appropriate way of rewarding them for their time and effort.

New Member Mentor Program – Pair up your new members with active brothers who have the same majors as them and have good grades and study habits. This active brother will meet with the new member to discuss how class is going, good study habits, what classes he needs to schedule for next semester, and help them if they are struggling in a class that the active brother has already taken. The active brother can also just sit down and discuss any problems that the new member is having with college and help them to adjust and be successful in their academics. This mentorship does not have to end once the new member becomes an initiated member it can continue throughout his college career.

Study Hours/Hall – Study hall can be offered either at the chapter house or on a quiet floor of the campus library. This should be an activity that is attended by the entire chapter. This is a great time for new members to see that the active brothers care about their academic success and will also make the new members feel like they are part of the group. These study hours should not be overwhelmingly long. A maximum of 6-8 hours a week should be assigned to brothers who have below average grades and it should also be encouraged that anyone who wants to study and improve on their grades should attend. Study Halls should be monitored / proctored. This time should be used for studying only, and not allow any other distractions in the room.

3. List of Campus Resources

Every campus has resources available to its undergraduate students. However, these services are not just going to find your chapter. It is the responsibility of the scholarship chairman and his committee to identify what areas the chapter needs help in and contact the appropriate campus office and have them do a presentation or workshop for the chapter. In most cases these services are free to the students and if they aren't many times the Kappa Alpha Order National Administrative Office will provide funding for

chapters that are doing educational programming. Also, there are several individuals that the chapter can contact that will help get you in touch with the correct departments on campus that can help you. These individuals are:

- Faculty Advisor
- IFC Advisor
- Greek Advisor
- Professors
- The Office of Student Life

Other resources that are available to students are an assortment of labs on campus. These labs are usually free of charge and will offer you some of the following help:

Math Labs – Usually has peer tutors available in the evenings during the academic year on a “drop-in-basis” to assist students enrolled in a variety of math classes. These students will be able to help you with concepts, applications, and other uses. These programs are set up by the Mathematics Department and it will show the professor or instructor that you are committed to improving your grade and may be the difference between grades.

Writing Labs – This is also a program that is usually run by peer tutors. This is also a great opportunity just to have someone who is more experienced proofread your papers before you turn them in. Many times the tutors that work for the writing centers are graduate students who know what the professor might be looking for in a specific paper. Also, most teachers recommend these labs and centers and it will also show your dedication just like the math lab.

Tutors – Also most colleges and universities have tutoring programs where you can get more extensive, hands on approach. The fee for tutors is usually pretty reasonable and if you are really struggling in a class this may be the best route to take.

With any of these services the most important thing is to get help before it is too late. It is often difficult to go to someone and tell him or her that you need help but after you get the help and are successful in the class it will be worth it. Colleges and Universities want you to be successful it is up to you to take advantage of the resources available.

4. Academic By-Laws

The Academic By-Laws should consist of your chapter’s Scholarship Program. The program should outline the minimum requirements, goals, incentives, deterrents, etc. If your chapter currently doesn’t have your scholarship program in your bylaws you need to get them in as soon as possible. This also shows the average member that the chapter is taking scholarship very seriously.

Ten Ways To Improve Member Grades

1. Always attend class. It doesn't matter if the professor teaches directly out of the text. It doesn't matter if the information is covered in class is never on exams. What matters is that you are there. Excellent class attendance demonstrates to your professor that you are dedicated.
2. Sit in the first three rows. This is especially important in larger classrooms. It is easier for the professor to recognize you and get to know you if you are sitting in the front.
3. Visit with the professor once a week. Talk with your professor after class or schedule an office appointment. Think of this as a business. You have a product to sell (yourself). You have a client (your professor). There is a payoff (better grades). The more frequently you meet with your client the greater the possibility of your payoff. You will also become a person rather than someone just occupying a seat.
4. Review syllabus and notes before class. A syllabus review will refresh your memory on the material covered in the previous class and the type of information that will be covered in today's class.
5. Always do extra credit if available. Extra credit is just that – extra. Usually it is not calculated into individual exams but added on at the end of the semester. It could be the difference in a higher grade in the end.
6. Participate in class. Be more involved in class discussions. Ask questions. Not only will you get more out of the class, your professor will appreciate the interest.
7. Pay attention to detail. There is an old saying that “it's the little things that count.” Keep this in mind when preparing work for class (Ex. Use graphs).
8. Use available resources. Become proficient in computer skills. Start by efficiently using word processor and spreadsheets. Use the internet as a resource, the information is likely to be more current than printed material.
9. Practice time management. There are many demands on a college student's time. Use a planner to record appointments, activities, etc. Use time between classes reading assignments, preparing reports, etc. This will reduce last minute preparation.
10. Avoid cramming. Do class readings and assignments daily. This will keep you apace of the class and provide time to clarify questions you may have with you professor. Staying up all night is physically taxing and less efficient.

Appendix: Programming Ideas

Scholarship in Chapter Meetings (adapt for new member meetings, too)

- Offer a vocabulary word of the week.
- Give reminders of final course drop dates, early registration, etc.
- Make weekly announcement of cultural, educational, and career opportunities on campus and in the community.
- Announce job offers, admission into graduate schools, Who's Who, Mortar Board, Omicron Delta Kappa, Phi Beta Kappa, Golden Key, & Gamma Sigma Alpha honoraries.

Scholarship in Recruitment

- Display your scholarship trophies.
- Talk about the importance scholarship plays in your chapter.
- Display bulletin boards with scholastic information.
- Take potential new members past scholastic performance into account when offering bids.
- Offer Freshman Scholarship
- Hand out the chapter's scholarship program

Graphs

- Chart the progress of the chapter average, the new member average and the initiated member average over the past four years. For chapters needing a jolt, chart the percentage of initiated members below bylaws and the percentage of dean's list members.
- Compare your chapter average to other sororities/fraternities on campus. Initiated and new member averages help here, too.
- Show how your chapter compares with other chapters of your sorority/fraternity (in your Province find out the averages).
- Show how your chapter compares with the all men/women's average.

Bulletin Board Ideas

- Themes for general scholarship bulletin boards.
- Brag Board: members put up their own A's on tests or papers or anything they are proud of.
- Career Board (visit Career Center for information to put on this bulletin board – maybe how to put together a resume, to majors and careers to match the major (keep a file of this information, also).
- Board for national and local news to heighten awareness of current issues.
- Put up an "I need help" sheet for members to sign.
- Put up an "I can help" sheet for members who want to assist other members.
- List study halls, quiet hours, and proctors for both.
- Post most recent semester/quarter individual GPAs

Study Areas

- If you do not have adequate study facilities in your chapter house/suite, secure a room in the campus library or other academic building.

Quiet Hours

- Designate 2-3 days a week for quiet hours.
- Have 24-hour quiet hours during midterms, the week before finals, and the week of finals.
- Change the name of "Quiet Hours" to "Courtesy Hours."

"How to Study" Plans

- Recommend three hours of study per class hour instead of two!
- Use Quizlet.com

- Present “How to Study” workshops or “Information Presentations” to the entire chapter after Bid Day. The Academic Resource Center on campus has wonderful information. Find your campus center!
- give refresher training to members below bylaws requirement
- explain University academic probation
- explain chapter grade requirements
- teach study techniques
- explain honor programs
- outline your scholarship program
- suggest for members to audit a class or two of a course they will take later
- discuss how to improve study atmosphere and chapter performance
- teach how to take essay versus objective exams
- give members weekly study budget sheets (time management) divided into hours
- make ‘Library Use’ booklets for each member (library may already have them)
- describe learning skills centers and courses available
- alert members to counseling services
- distribute lists of chapter members and their majors/minors
- give members “Class Progress Sheets” for recording their assignments, quiz grades, tests and papers

Exam Week

- Have snacks for study breaks.
- Have coffee, tea, juice, raw veggies, and fruit available 24-hours-a-day.
- Have scantrons and blue books for brothers.
- Offer Number #2 Pencils.

Motivations

- Structure Dues based on previous semesters GPA
- Friendly competition
- challenge each member to raise his/her GPA .1 from each semester (minimum goal)
- have one class (Jr. vs. Sr.) challenge another class each semester and the losing class serves the winning class dinner
- have Big Brother-Little Brother competitions
- Offer Free T-shirts to members with 3.5 GPA and Higher.

Useful Files and Library

- Stock files by having “Clean Out Your Notebook” events at the end of each semester; members contribute notes, tests, and books that were not bought back.
- Professor/Course Evaluation Forms outline the instructor’s grading procedures, attendance policy, and course requirements.
- Create test files
- Graduate school catalogues and information.
- Graduate Record Examination information and review books. Have these books for GMATs, MCATs, and LSATs as well.
- Departmental catalogues.
- Schedule of courses offered at the university/college each semester.
- Quizlet.com

Events

- Social, date party, or mixer for only members with GPAs 3.0 and Higher.
- Achievement Reception (for chapter recognition – invite faculty and alumni)
- Scholarship Banquet (for chapter recognition – invite faculty and alumni)
- Note: write the GPA of each member you are honoring on his/her placard

- Guest speakers (invited to any event or open seating)
 - placement office personnel or visiting representatives from businesses
 - administration officials from the University President to the Greek Advisor
 - board of education officials in your community
 - alumni on the faculty
 - prominent and successful alumni in the community

Recognition and Awards

- Take every opportunity to recognize your achievers in your national magazine, community newspaper, campus or Greek newspaper, and chapter newsletter.
- Send letters to parents of excellent members.
- Recognize Mortar Board, Phi Beta Kappa, Gamma Sigma Alpha, Dean's List, Provost's List, President's List, etc.
- Recognize 4.0's and/or highest GPA in chapter, or perhaps each class including new member class.
- Recognize the most improved in the chapter and in the new member class.
- Have members sign scholarship contracts at the beginning of each semester... "I promise to study ___ hours per week during ___ semester. I also promise not to skip classes. I will do everything I can to live up to this promise because I value my education, my fraternity/sorority, my parents, and MY future (you may also want to include a "prediction" for improvement in GPA).

Scholarship for New Members

- Take new members on a library tour (arrange with library staff).
- Make sure new member programming does not become so overwhelming that new members do not have enough time to study.
- Have the new members elect a scholarship chair to serve as a member of the chapter scholarship committee.
- Encourage the new members to challenge another new member class.
- Ask the new members to sign scholarship contracts or study contracts for initiated members.

Greek Council Ideas

- Have your chapter challenge a sorority each semester.
- Have your chapter challenge a fraternity each semester.
- Suggest that Greek council trophies be given each semester, highest and most improved averages, both chapter and new member.
- Suggest that a Greek council host a scholarship reception each semester (one semester invite only those Greeks with a 3.0 or 3.5 and above, award certificates to those receiving a 3.5 and above with special recognition to those within 4.0; the next semester invite all Greeks and award the same certificates). Invite members of the university administration, alumni, advisors, house corps.

Miscellaneous Awards

- Highest Big-Little Brother team and most improved
- Have an end of the semester raffle for everyone who increased their GPA or everyone who got above a 3.0. Prizes can include things like \$50.00 off dues, gift certificate to a local restaurant, movie passes, etc.
- Recognize Brothers/New Members with high GPAs in the campus newspaper.
- Encourage chapter members to apply for local alumni scholarships and awards.
- Give the initiated and new member with the highest GPA each semester a dues reduction.

Goal Setting Sheet

CHAPTER

SCHOLARSHIP CHAIRMAN

SEMESTER OR QUARTER

IMMEDIATE PAST SEMESTER

YEAR

GOALS FOR CURRENT SEMESTER

CHAPTER GPA

CHAPTER GPA

ACTIVE MEMBERS GPA

ACTIVE MEMBERS GPA

MEMBERS AWAITING INITIATION
GPA

MEMBERS AWAITING INITIATION
GPA

ALL MEN'S CAMPUS AVERAGE

ALL IFC AVERAGE

of members with above a 3.5 GPA last semester/quarter

of members with above a 3.0 GPA last semester/quarter

of members with above a 2.80 GPA last semester/quarter

of members with above a 2.60 GPA last semester/quarter and are not eligible to attend social functions or hold an elected office

(Attach a copy of the previous semester/quarter's grade report for the chapter and all members)

Sample Scholarship Program

Sample Chapter Scholarship Plan

Mission

As a brother of Kappa Alpha Order we hold ourselves to higher standards than the average person in every facet of our lives. Our goal is to excel past what we assumed we could achieve. A Kappa Alpha brother agrees, "That he will labor with diligence to maintain his scholarship." this is the fifth obligation that all brothers agree to uphold. Therefore, one of our main objectives of being a good brother is to maintain a high level of excellence in the classroom.

Goals

The goal of this program is to raise the GPA of the Sample chapter to the level of the Kappa Alpha Order minimum of a 3.0, and eventually the goal of this plan is to excel and have the highest collective GPA for any active male Greek organization on this college campus.

GPA Requirements

- All members are required to sign a release form allowing the scholarship committee access to their grades unless good reason is given to the scholarship chairman and the Number 1.
- All brothers are expected to maintain a minimum GPA of 3.0 or better during both fall and spring semesters and to remain in good standing with the college.
- Any member who does not achieve the 2.7 GPA standard for a semester will be placed on both social probation and academic review until grades are brought up to a sufficient level. Social probation entails that no delinquent member will be allowed to participate in any chapter social events as sponsored by the social committee with the intent of making such members become more responsible in scholarship.
- Any member who does not achieve the 2.7 GPA minimum will remain on social probation until adequate improvement is reflected to the scholarship committee. At such a time, it is the duty of the scholarship committee to notify the Number 1 of the delinquent member's improvement. The Number 1 may then choose to return social privileges to the member.

The Plan

- All brothers will present a copy of their class syllabi and their class schedules to the scholarship chair.
- All brothers will provide the scholarship chair with a weekly attendance sheet, signed by said brothers teachers in the same fashion athletes follow.
- All brothers are required to participate in the study hall program. (Further defined in Study Hall)
 - The amount of hours required for the brothers will be put on a sliding GPA scale.

- There will be punishment for any brother who does not follow this plan. (Discussed in Penalties and Rewards)

Submission of Materials

- **Schedule**
 - Each semester every brother will submit a form showing their class schedule and credits. To help determine the proper way to help that brother in his strive for academics.
- **Syllabi**
 - Along with a schedule every brother will submit the syllabus for each class they are attending that semester.
- **Previous Semesters Grades**
 - Every brother is required to turn in a copy of their grades from the previous semester.
- **Mid-Term Grade Checks**
 - The Number III will conduct a mid-term grade check to monitor the academic progress of the brothers.
- **Chapter Meetings**
 - During chapter meetings, brothers are encouraged to share academic successes (e.g. Brother Page received a B on his biology test; he was struggling in that class). Brothers are also challenged to state concerns (e.g. Brother Smith has an accounting test up)

Attendance

- Attendance is essential to every class in college. Many instructors have attendance policies within their classes. Almost all of which have penalties for not attending class, without a valid reason such as dropping a student's grade one full letter.
- Because of those penalties Brothers on Academic Review will be required to take a sheet designed by the Scholarship Chair to class with them and have the instructor sign and comment on attendance during the monthly grade checks.
- If a brother must skip class for a valid reason it will be taken into consideration. A brother is allowed to miss each class once each semester before getting penalties. These sheets are meant to stop excessive skipping, not punish the ill. Attendance is very important there for brothers will be penalized heavily.

Study Hall

- Study Hall hours required by each brother are determined by their GPA from the previous semester, as shown by the table below. It will be held in a room at the college's library of the Scholarship Committee's choice.

GPA	Proctored Hours (weekly)	Social Probation
4.0-3.0	Brother will be a proctor	No
2.99-2.7	2	At Risk
2.0-2.69	6	Yes
2.0-0.00	8	Yes
Members Awaiting Initiation	6	N/A

Penalties and Rewards

- Penalties
 - Penalties and sanctions shall be designated by the Scholarship Chairman; with approval from the Number One. Actions may include but are not limited to:
 - Social Probation
 - Mandatory LRC visits (Learning Resource Center) (aka tutoring)
 - Required academic counseling
 - Regulation of social and rush events
 - Fines and/or suspension or expulsion from The Order
 - These above penalties are only suggestions, and the Scholarship Chairman will deal with each brother on an individual basis to ensure the best effect. However, penalties should be used without reserve when the case admits it.
- Incentives and Motivation
 - At the end of each semester, there will be a \$200 scholarship for the top GPA and Most Improved GPA for the chapter that will be decided by the Scholarship Committee and the Number I.
- Tracking
 - Working closely with faculty and the Dean of Students, the Number I and Number III will be notified at the end of each week as to how many classes each brother has missed and whether or not the absences were excused in an effort to track dishonesty by a brother. The dean has a system in which faculty members can input if a student missed a class. A red-flag e-mail will then be sent to the Dean of Students, who will then mark down the absence on the brothers file as supplied by the chapter. At the end of the week, the Dean will then compile all the absences and submit it to the Number I and III for review. A \$15 fine will be

assessed for the first dishonesty offense. A \$25 fine will be assessed for the second offense, with a major offense being assessed for the third occurrence.

Scholarship Offenses	Fines	
Failure to turn in study hours; based on GPA scale.	2.99-2.7	\$6
	2.69-2.0	\$12
	1.99-0.00	\$15
	and Social Probation for the upcoming weeks for all GPA groups	
Failure to meet required study hours by required time.	\$2 per hour missed	
Failure to turn in attendance sheet.	\$10 and Social Probation for the upcoming week	
Miss class more than once in a week. (Without a valid reason)	\$5 per class skipped	
Miss more than 10 classes in a semester.	\$50	
Miss a single class 5 or more times.	\$5 per class skipped	
Failure to turn in Monthly Grade Checks	\$40 and Social Probation until turned in	

Special Note

- The chapter recognizes that there will be times where a brother who lives in the chapter house will be on social probation. The chapter has made it clear that in those cases, the brother will not be permitted within the area of the house where a social gathering is taking place between the hours of 9 p.m. and 2 a.m. on Friday and Saturday nights. The brother will be required to either remain in his room with the door closed for the duration of the time period or will be required to leave the chapter house and not return until after 2 a.m. If a brother on social probation is seen out of his room during those hours or in the chapter house, a \$10, \$15 and \$25 fine will be assessed for each offense. If this happens a fourth time, it becomes a major offense.

Individual Scholarship Enhancement Plan

Kappa Alpha Chapter 2012-2013

Name: _____ Year: _____

Fall 2011 GPA: _____ Credit hours attempted: _____

Spring 2012 GPA: _____ Credit hours attempted: _____

Cumulative GPA: _____

List courses taken during the Spring 2012 semester and grade received for each:

- 1.) _____
- 2.) _____
- 3.) _____
- 4.) _____
- 5.) _____
- 6.) _____

Please attach Fall 2012 course schedule and syllabi

Reason(s) for not meeting the minimum academic standard for the Spring 2012 semester:

Goal GPA for Fall 2012: _____ Anticipated credit hours: _____

Goal GPA for Spring 2013: _____ Anticipated credit hours: _____

How do you plan on achieving your academic goals?

What resources will you use to achieve your goals?

Professor Office Hour's _

Academic Advisor Meeting _____

Faculty Advisor Meeting _____

Campus Tutoring _____

Member Tutoring _____

Library Study Hours _____

Use of a planner _____

Time Management/Study Habits Presentation _____

Other _____

Tutoring:

Academic Advising:

Academic Resources:

Faculty Advisor:

Greek Advisor:

ADCS:

Alumnus Advisor:

Scholarship Chairman:

Your Signature _____ Date _____

Number III Signature _____ Date _____

Number I Signature _____ Date _____

Teacher/Class Evaluations:

Course Information Form (for chapter scholarship file)

Course: _____

Instructor: _____

Text: _____

Assignments:

Tests: _____

Final Project _____ Due _____ % of Grade _____

Term Paper _____ Due _____ % of Grade _____

Grading:

% Tests/lecture _____

% tests/lab _____

% papers _____

% projects _____

% class part. _____

% final exam _____

Comments on Instructor:

External Resources

Deputy Province Commanders for Academic Affairs Directory- serves as a liaison between the province and National Scholarship Officer; communicates with the chapter's Faculty advisors about news, policies, and updates concerning the Order; Provincial resource to the chapter scholarship officers, updating them on policies, assisting with scholarship program, and providing resources and suggestions to help improve overall academics; Assists chapters in recruiting Faculty advisors to find a replacement or fill a vacancy; and Assists with the collection of grade reports for chapters.

Brains, Books, and Brotherhood Manual: A comprehensive scholarship manual created by Former Knight Commander Dr. Idris R. Traylor, Jr.

Scholarship Assessment for Positive Results: This resource is a chapter scholarship self-assessment test. Analyze your chapter and answer the following questions. If you answer NO to more than four questions, you and your Brothers may need to redevelop your scholarship program.

Study Guides and Strategies Website: Many of the resources include Time Management, Stress Management, Studying Practices, Classroom Participation, Reading Skills, and Preparing for Tests, etc.

Scholarship Programming Ideas: Implement some of the 100 scholarship ideas from our National Scholarship Officer. Looking for ways to provide incentives and encouragement? Many fraternity and sorority chapters and national organizations have found success in encouraging scholastic excellence through the implementations of a Merit Point Program. Excellent resources are provided here!

Example Chapter Scholarship Programs – What are other chapters doing? What do their programs look like? This resource provides examples of other chapter scholarship programs.

- [Example 1](#)
- [Example 2](#)
- [Example 3](#)
- [Example 4](#)

Flash Card Maker: Refer members to this website to enhance their study skills. This website allows you to create note cards for each class that can be shared with other members of the chapter. You can also allow your members to access these flash card sets from their iPhone, iPad, Android, Windows Phone, Kindle Fire, and Nook. Information can be saved for future semesters.

Kappa Alpha Laws: These are the laws that relate to scholarship. Please familiarize yourself and your chapter with these laws.