

SIGMA PHI SOCIETY

Appendix A

Guidelines for Compilation of Chapter Grade Point Information

Who is responsible for providing the information

1. Local alumni corporations will provide chapter academic information to the National Scholarship Awards Chairman.

Who is included in the GPA data

2. Include all enrolled undergraduates, whether or not they reside in the chapter house, who are initiated members as of the end of each term. No graduate students.
3. Include only people who were actives at the end of the applicable grading periods. For example, if someone was a pledge in the fall term and was activated during the spring term, include only his spring term results in the chapter's GPA. Another example: If a pledge is activated in the fall, include both his fall and spring results.
4. Exclude brothers who are members of a pledge class formed in the spring term and initiated at the very end of the same school year.

Where the data comes from

5. Gather grade point data for each member by relying exclusively on member's official transcripts. To be clear, this means not accepting institution-calculated averages at face value.

We recognize that this will require securing a release from each chapter member. While the logistics involved will be the responsibility of each alumni organization, getting the releases should be relatively straightforward if this is attended to at the beginning of the school year for actives and shortly after activation for new initiates.

How to calculate the GPA

6. Calculate the chapter GPA in the proper manner. This will entail accumulating the academic year's grade points and dividing the sum by the total number of credits.

This is in contrast to the incorrect past practices used by some chapters (and incredibly by some chapter schools) where members' GPAs were summed and divided by the total number of members or where the year's average was calculated by adding two semester's GPAs and dividing the sum by two.

7. Academic year is defined as fall term through spring term. Summer work is excluded.
8. Calculate the chapter average to three decimal places.
9. Eliminate academic terms spent at other educational institutions. Exclude courses in the current term that are completions of previously-reported Incomplete coursework. Exclude pass/fail, satisfactory/unsatisfactory, and incomplete courses.

What to provide to the Scholarship Awards Chairman

10. Provide the National Scholarship Awards Chairman with summary information that supports the calculated chapter GPA. The required format, as well as the proper calculation method described in point 6, is illustrated by the table displayed on the upper portion of the following page. Improper approaches are provided on the page's lower portion to help illustrate what **not** to do.
11. Provide the Scholarship Awards Chairman with transcripts of all members included in calculating the chapter GPA.
12. Chapters not providing data before the reasonable time deadline as communicated by the Scholarship Awards Chairman will be excluded from determination of any awards for the academic year under consideration.

This item is regrettably included only because of past delinquencies of active chapters and/or alumni corporations.