



Document # SP-BB-005	Title: DSP-BB Academic Mentor SOP	Print Date: [Date]
Revision # 0.0	Prepared By: Greg Speno	Date Prepared: 8/3/2015
Effective Date:	Approved By: Dom Faust Active Chapter President	Date Approved:
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	Approved By: Charlie Maitz Chapter Advisor	Date Approved:
	Approved By: Karl Adrian ACB President	Date Approved:

Policy: This Procedure shall be followed to assist New Members in acclimating to college academic life. It is to be applied to all New Members during their first semester of college.

Purpose: The objective of the Program is to establish a continuing mentoring relationship between each New Member (NM) and his New Member Father (or other active chapter member in good standing) in order to review academic progress on a regular basis and institute remedial action when necessary. The New Member Father (or other active chapter member in good standing) shall act as an Academic Mentor (AM) to the new member.

Scope: This procedure shall apply to every New Member and his Academic Mentor.

Ownership: The Alumni Corporation Board President owns this procedure.

Responsibilities:

- 1) The Active Chapter Vice President-Internal shall explain the Program Rules at the first meetings of the NM class, the Active Chapter, and the Academic Mentors each semester.
- 2) The Active Chapter Vice President-Internal shall provide forms, spreadsheets, etc. as required to implement the Program.
- 3) The Active Chapter Vice President-Internal, with support from the New Member Educators (NMEs), shall compile the results of academic progress periodic reports as described below.



- 4) The Active Chapter Vice President-Internal shall provide the Alumni Corporation Board President a list of the AMs and NMEs pairings.
- 5) The Active Chapter AMs shall be responsible for meeting as required with their NMs and otherwise following the requirements of this SOP.

Definitions:

- 1) ACB means Alumni Corporation Board.
- 2) New Member for purposes of this SOP only means a fall semester freshman or Junior Active or a Spring Semester New Member or hold-over who was not initiated due to unacceptable grades.
- 3) FERPA means Family Educational Rights and Privacy Act.

Procedure:

A. PROCESS

- 1) Each NM and AM shall sign an Academic Mentoring Agreement Form and submit it to the Active Chapter Vice President-Internal. In the form, each NM shall agree to waive his rights under the FERPA to allow “non-directory information” (grades) to be shared with his AM, the Active Chapter, the Alumni Corporation membership, and his parents or guardians. The Active Chapter Vice President-Internal shall maintain a file of such forms and submit copies to the Alumni Corporation Board President and Active Chapter President.
- 2) Each NM and AM shall establish a series of regularly scheduled face-to-face meetings at a minimum frequency of once every two weeks per the AM program calendar.
- 3) The AM shall maintain written notes of each meeting with the NM. Such notes shall be kept in a dedicated notebook or computer file and be made available to the Active Chapter President or Alumni Corporation Board President on request. The AM shall keep such notebooks in locked storage or use password protection on such computer files. AM shall not disclose any information from these meetings with any party not named on the NM’s FERPA waiver.
- 4) The NM shall bring all new graded work in his possession to each meeting with the AM. The NM shall disclose the results of all new graded work not in his possession to the AM at each session.
- 5) The AM shall evaluate the academic situation for each of the NM’s classes and make appropriate suggestion to improve the NM’s performance.
- 6) The AM shall gauge the level of academic performance for each of the NM’s classes by submitting to the Active Chapter Vice President-Internal his best estimate of the letter grade earned by the NM for each of his classes. The estimates shall be made 3 times per semester



per the AM program calendar. The AM shall provide realistic evidence-based estimates. The AM shall err on the side of conservatism and not optimism when assigning estimated grades. In no event shall the AM inflate estimates to avoid Remedial Action as described below.

- 7) The AM and NM shall establish the student's deadline for withdrawal based on his school or college at the first grade estimate. The AM and NM shall discuss the decision to drop from a class in order that that grade is not included in the NM's GPA.
- 8) NM's may petition the Active Chapter Vice President-Internal to change their AM at any time. The NM shall provide a rationale and evidence of why a change is in his best interest. The Active Chapter Vice President-Internal shall have final authority to grant a change.
- 9) The Alumni Corporation Board Secretary or his designate shall send an electronic survey to each NM within 48 hours of each scheduled AM/NM grade estimate asking the following questions:
 - a) Were the scheduled meetings held?
 - b) Did the NM bring all graded work to each of the meetings?
 - c) Is the NM satisfied with the performance of his AM?

B. SCHEDULE

- 1) The Vice President-Internal shall explain the program and provide any required training to the NM's and Active Chapter at their first meeting, which shall occur no later than the end of the first week of the semester.
- 2) All Academic Mentoring Agreement Forms shall be completed by the end of the 2nd week of the semester.
- 3) The first NM and AM scheduled meeting shall occur before the end of the 2nd week of the semester.
- 4) The AM shall submit grade estimates to the Active Chapter Vice President-Internal per the schedule below:
 - a) First estimate submitted within 48 hours after the end of the 4th week or 20th class day of the semester.
 - b) Second estimate submitted within 48 hours after the end of the semester mid-term (8th week).
 - c) Final estimate submitted within 48 hours after the end of the 2nd week before finals (14th week).
 - d) The Vice-President Internal shall prepare a schedule each semester showing the dates on which grade estimates are due.
- 5) The Active Chapter Vice President-Internal, with support from the NMEs, shall compile and release the aggregate NM grade estimate to the Alumni Corporation Board President within



48 hours of the times in 4a, 4b, and 4c above. Individual NM grade estimates shall not be released.

- 6) The Vice President-Internal and NMEs shall meet with the Alumni Corporation Board President and his designees via conference call on the first Saturday following the release of each grade estimate.
- 7) The NME's shall meet with each NM during the 6th week of the semester to evaluate the NM's satisfaction with the program and his AM. In the event the NM requests a change in AM, such change shall be granted.
- 8) Expulsion vote meeting for NMs with any F grade shall be held at the first chapter meeting after release of the final grade estimate. The Active Chapter Vice President-Internal shall ensure any NM so expelled shall be removed by submitting a Chapter Roster Update Form to Greek Life and by notifying National Headquarters within 48 hours of such a vote.

C. REMEDIAL ACTIONS:

- 1) Remedial actions have been included in the Academic Mentor Program for the sole purpose of assisting NM's improve their academic standing. These remedial actions are not punishments and should not be interpreted as such. Hazing in any form and at any time is strictly prohibited by Delta Sigma Phi and shall not occur as a result of any remedial action.
- 2) Any NM having a C or lower estimate for any of his classes at the first review (end of 4th week) shall be subject to remedial action as determined by the NMEs and approved by the Active Chapter Vice President-Internal. Such remedial action shall be limited to mandatory study periods or potential engagement of a tutor.
- 3) Any NM having a C estimate for any of his classes at the second review (mid-term) shall be placed on academic probation and be subject to additional remedial action as determined by the NMEs and approved by the Active Chapter Vice President-Internal. Such remedial action may include increased mandatory study periods, suspension from social events, engagement of a tutor, and meeting with the instructor.
- 4) Any NM having a D or F estimate for any of his classes at the second review (mid-term) shall be subject to the following remedial actions: placed on academic and social probation; required to submit a corrective action plan to the AM, the NMEs, and Active Chapter Vice President-Internal; required to meet with the instructor and discuss improvement plans, potential for extra credit projects, and advisability of class withdrawal (for D grade only); required meeting with the [Student Success Center](#) and required engagement of a tutor; required notification of parent or guardian by the AM.
- 5) Any NM having an F estimate in any of his classes at the third review (2nd week before finals) shall be subject to an expulsion vote by the Active Chapter. The NM's FERPA information shall not be discussed at such a meeting. In lieu of that information, the Active



Chapter Vice President-Internal, the NME's, and the AM shall vote on expulsion prior to the Active Chapter meeting and report the results of that vote.

D. FINANCIAL REWARDS:

- 1) All AM's and NMEs in good standing at the end of the semester will share in an Academic Improvement Financial Award Pool based on the overall performance of the NM class relative to the all-Greek Male NM GPA average as reported by The Office of Greek Life. The rationale for this group-based (versus individual based) reward follows:
 - a) An AM may have an incompetent NM, work exceedingly hard, and still not have good results. The AM shouldn't be penalized for taking on a difficult NM.
 - b) The fraternity should be encouraged to achieve results as a group, not on an individual basis, which is how the fraternity should work.
 - c) Rewarding AM's on an overall basis will encourage all AM's to help individual NM's who are doing poorly.
- 2) A Payout will be distributed to all AM's , NMEs and the Vice President-Internal who are in good standing based on the following calculation:
 - a) Total Payout = $10 * (\text{DSP NM GPA} - \text{All Fraternity NM GPA}) * (\text{Number of NMs, and NMEs} + 1[\text{for the Vice President-Internal's share}])$.
 - b) The intent is to reward AM's ,NMEs and the Vice President-Internal with approximately \$100 for each 0.1GPA that the DSP NM GPA exceeds the All Fraternity NM GPA.
 - c) The Academic Improvement Financial Award Pool will be made up of amounts set aside by the Alumni Corporation plus any donations made by alumni and parents. The intent is to size the Pool so that intended rewards can be made. However, financial constraints may limit to size of the Total Payout so no specific amounts are guaranteed prior to final knowledge of the Pool size.
 - d) The Alumni Corporation President will announce the Pool size as soon as it is known.
 - e) An example, based on Spring 2013 Semester numbers follows:
 - i) All Fraternity NM GPA = 2.783.
 - ii) If DSP NM GPA = 3.10 and there are 50 NM's, NMEs and the Vice President-Internal, the Total Payout would be \$15,850 or \$317 per awardee.
 - iii) If the Pool size were insufficient to cover that amount, the award would be reduced accordingly to that which the Pool size dictates.
 - f) If there are excess funds in the Pool, they will be retained for future use in the AM Program.
- 3) Only AMs and NMEs of record at the end of the semester shall be eligible for award. The VP-I shall assess each AM's performance and will supply a factor ranging from 0 to 100%



that shall be applied to the AM's payout. The intent is to lower or eliminate the payout to under-performing AMs.

- 4) No awards will be made for NM's who are dropped or otherwise leave the fraternity prior to the end of the semester.
- 5) All awards will be paid as a credit against membership fees for the following semester unless the AM on NME is a graduating senior, in which case the award will be in cash. If an AM or NME has an outstanding balance, some or all of the award will be applied to the balance.

E. AFTER ACTION REPORT:

- 1) Within one week of the close of each Semester, the VP-Internal shall arrange a teleconference or meeting with the Active Chapter President, the Chapter Advisor and a minimum of 3 AMs and 3 NMs. During that teleconference, a written log of lessons learned regarding the AM Program shall be created and used to further improve this process.
- 2) The VP-Internal shall publish the After Action Report within 30 days of the move-out.



EFFECTIVENESS CRITERIA:

- All New Members and Academic Mentors have followed this procedure.
- Written records of periodic AM & NM meetings are available.
- Composite NM GPA year over year improvement.
- Academically unacceptable NMs are removed from Greek Life roster.

REVISION HISTORY:

Revision	Date	Description of changes	Requested By
0.0	[Date]	Initial Release	
1.0	9/20/15	Reinstated Payout section	ACB, VP-I

SCHEDULE:

- Schedule information is imbedded in the text of this SOP.