

# ΔΣΦ Annual Chapter Accreditation Application

ΔΣΦ Minimum Standards

\_\_\_\_\_  
Chapter

\_\_\_\_\_  
Date

\_\_\_\_\_  
Submitting President

\_\_\_\_\_  
Phone

\_\_\_\_\_  
E-Mail

\_\_\_\_\_  
Dates of Term in Office

I affirm that the information contained herein is correct, and if approved, will grant my chapter the rights and responsibilities of a chapter of Delta Sigma Phi Fraternity for the coming year.

\_\_\_\_\_  
Chapter President Signature

\_\_\_\_\_  
ACB President Signature

(For Office Use Only)

Received Date & Initials: \_\_\_\_\_

# The Accreditation Process

**Accreditation points are earned for chapter activities that demonstrate commitment to the standards of Delta Sigma Phi.** Standards are separated into seven categories:

- Academic & Personal Success
- Membership Growth & Retention
- Advisory Support and Management
- Responsibility & Accountability
- Campus and Community Involvement
- Financial Management
- Ritual

Your chapter must meet Minimum Standards annually. **NO partial credit can be earned—either the standard is met in full or not.**

Accreditation will be determined in the following manner:

Minimum Standards Met.

Accredited.

Chapter does not meet  
Minimum Standards.

The chapter, with the assistance of local volunteers and the Fraternity, must take immediate remedial action. Once a remedial action plan has been developed, an appropriate timeline will be established by which standards are to be met.

A required source of documentation is listed for most standards. If material (i.e. the chapter by-laws) is being used to document more than one category you should not include multiple copies, but do mark the material to indicate what standards you are documenting. The Fraternity reserves the right to determine whether sufficient documentation has been provided. Failure to sufficiently document any item will lead to loss of the standard being met.

Accreditation applications are to be postmarked and mailed to the Fraternity annually no later than June 1<sup>st</sup>. Extensions may only be granted by the Executive Director of the Fraternity. All chapters will receive a written response postmarked no later than August 15<sup>th</sup>.

## Academic & Personal Success

	Minimum Standards	Required Documentation	Standard Met
A.	Chapter GPA for the most recently <u>completed</u> fall term is equal or greater than the all men's average or has improved by at least one-tenth of a point. <i>If your campus does not calculate the all men's average, a 3.0 GPA will be used as the benchmark.</i>	University grade report	
B.	Chapter GPA for the most recently <u>completed</u> spring term is equal or greater than the all men's average or has improved by at least one-tenth of a point. <i>If your campus does not calculate the all men's average, a 3.0 GPA will be used as the benchmark.</i>	University grade report	
C.	Have a written academic program that does <u>all</u> of the following: <ul style="list-style-type: none"> <li>• Engages members with academic advisors</li> <li>• Recognizes achievement</li> <li>• Counsels members not in good standing</li> </ul>	Academic program	
D.	Have a written policy on minimum GPA requirements for <u>all</u> of the following: <ul style="list-style-type: none"> <li>• New members (pledging)</li> <li>• Membership in good standing (including initiation)</li> <li>• Eligibility to hold elected or appointed office</li> </ul>	GPA policy included in Chapter By-Laws	
E.	At least two (2) chapter members apply annually to the Delta Sigma Phi Leadership Institute	None required	

## Membership Growth & Retention

	Minimum Standards	Required Documentation	Standard Met
A.	Membership is: 1) equal or greater in number than the average men's fraternity chapter on campus; or 2) chapter size has increased by 25% in last academic year	University list of fraternity chapter sizes	
B.	Use a written year round recruitment plan that promotes the values of Delta Sigma Phi	Recruitment Plan	
C.	Retention rate of each pledge class in the last year is greater than 75% (number of men initiated divided by number formally pledged)	None Required	
D.	Chapter coordinates bi-annual recruitment planning & training program for members	Program agenda	

## Advisory Support and Management

	Minimum Standards	Required Documentation	Standard Met
A.	Chapter has functioning ACB that meets the following criteria: <ul style="list-style-type: none"> <li>• Incorporated in state where chapter resides</li> <li>• ACB by-laws &amp; articles of incorporation on file at fraternity headquarters</li> <li>• At least three officers and one chapter advisor</li> <li>• Meets on a quarterly basis</li> </ul>	ACB Articles of Incorporation & By-Laws	
B.	Chapter by-laws approved by executive director and on file at fraternity headquarters	Chapter by-laws	
C.	Chapter members attend the following fraternity events: <ul style="list-style-type: none"> <li>• Regional Leadership Academies annually (5 members or more)</li> <li>• National Convention biennially (2 undergraduate members or more)</li> </ul>	None Required	
D.	Chapters coordinates an annual event for chapter alumni. <i>Events planned in collaboration with the ACB or Alumni Chapter is acceptable.</i>	Alumni Event Program	

## Responsibility & Accountability

	Minimum Standards	Required Documentation	Standard Met
A.	Use and enforce The Code of Conduct for Members of Delta Sigma Phi	Chapter Policy	
B.	No violations of university or Fraternity policies on responsibility & accountability (risk management) in the last 365 days	Letter from Greek Advisor	
C.	New Member Education program does not exceed eight weeks in length and adheres to all fraternity policies and guidelines	Written New Member Education Program	

## Campus and Community Involvement

	Minimum Standards	Required Documentation	Standard Met
A.	A minimum of 75% of members/new members participate in at least one organized community service project per term	Letter from group served (on their letterhead)	
B.	A minimum of 75% of members/new members participate in at least one campus organization in addition to the chapter	List of members and their involvement	
C.	Every member/new member participates in at least ten hours of community service in the last year (beyond chapter organized projects)	Listing of each member, number of hours served, name of group supported	
D.	Campus leadership position held by at least 15% of the chapter	List of members and their positions	

# Financial Management

	Minimum Standards	Required Documentation	Standard Met
A.	Chapter has no outstanding financial obligations with the fraternity	None required	
B.	Chapter approves and utilizes annual operating budget	Annual Chapter budget	
C.	All Chapter accounts require two (2) signatures	Void Check	
D.	All required forms and reports are completed and returned to fraternity headquarters by stated deadline, including: <ul style="list-style-type: none"> <li>• Status Reports</li> <li>• Membership Affiliation Forms</li> <li>• Pledge Report</li> </ul>	None Required	

# Ritual

	<b>Minimum Standards</b>	<b>Required Documentation</b>	<b>Standard Met</b>
A.	Chapter adheres to all aspects of the official Ritual of Delta Sigma Phi Fraternity.	Signed letter from Chapter President	
B.	Chapter conducts the Alumni Recognition Ceremony for graduating seniors on an annual basis.	Signed letter from Chapter President	